

Minutes–June 1, 2019, Organizational Meeting

Condominium Corporation No. 882 0814 **www.birchwoodcountrycondo.com**

(Draft for review & approval)

Present: Sueanne Rehill Holt, Lyle Banack, Bev Baltesson, Greg Jansen, John Budd, Frazer House, Kevin Souther & Crystal Heck (Accountant/Recording Secretary).

Agenda

The meeting was called to order at 12:20 p.m. at Birchwood Centre.

Elections

At the 2019 Annual General Meeting the following were elected by the owners to fill four - two year positions:

Re-elected: Bev Baltesson

Newly elected: Lyle Banack, Greg Jansen, and Kevin Souther.

Director Positions

Each director position was discussed at length with regard to time commitment, responsibilities and duration of term.

Sueanne Rehill Holt moved that the directors be assigned as follows:

President — Greg Jansen

Vice President — John Budd

Secretary — Sueanne Rehill Holt

Treasurer — Bev Baltesson

Site Services Officer — Frazer House

Assistant Site Services Officer – Kevin Souther

Brazeau County Liaison Officer — Lyle Banack

Seconded by Lyle Banack, carried unanimously.

Contract Services Committee

The Contract Services Committee will consist of Board members: Frazer House, John Budd & Kevin Souther. This committee will continue to work on reviewing the contracts and be the liaison for owners if they have any concerns. The Board will enforce that all complaints need to be in writing and either mailed or dropped in the mail slot at the centre. Sueanne Rehill Holt will forward copies of the contracts currently on file to the members of the committee.

Recording Secretary/Signing Authority

John Budd moved that Crystal Heck remain as the recording secretary as well as one of the five signing officers, Frazer House seconded, carried unanimously. Past Board directors Jan Wells and Joan Allen will be removed as signing officers with Kevin Souther and Greg Jansen being the new directors with signing authority. John Budd moved that we notify the bank of the new change to the signing officers. Lyle Banack seconded the motion, carried unanimously.

Signing officers for the 2019 - 2020 term will be as follows:- Bev Baltesson, Crystal Heck, Kevin Southorn, Sueanne Rehill Holt and Greg Jansen. Crystal Heck will let the Bank of Montreal know, with a copy of the meeting minutes, of the change to signing officers.

Notifications

Crystal Heck will notify the Alberta Government and the Bank of Montreal of the change in directors for the current year 2019-2020.

Bev Baltesson will notify the CMB Insurance Brokers of the new 2019 – 2020 board of directors.

Lyle Banack will notify the Brazeau County of the new 2019-2020 board of directors.

Sueanne Rehill Holt will provide the new members of the board with the confidentiality forms for signature.

Meetings

Future Board 2019-2020 meeting dates were set for 7:00 p.m. at the Birchwood Center:

2019: June 10, July 8, August 12, September 9, October 7, and December 9.

2020: February 24, April 20, and May 4.

The 2020 Annual General Meeting will be held June 6, 2020 at 10 a.m. at Birchwood Centre.

Adjournment

As there was no further business for discussion, Greg Jansen moved that the meeting be adjourned at 1:00 p.m.