

Minutes–Annual General Meeting Saturday, June 1, 2019, Birchwood Center

Condominium Corporation No. 882 0814

www.birchwoodcountrycondo.com

(Draft for review & approval at the June 6, 2020, Annual General Meeting)

Board Members Attending

Sueanne Rehill Holt, Janice Wells, Bev Baltesson, John Budd, Frazer House Joan Allen, Lana Southorn, and Crystal Heck, accountant/recording secretary.

Agenda

Sueanne Rehill Holt welcomed all owners and called the meeting to order at 10:05 a.m. at Birchwood Center. Sueanne Rehill Holt introduced the three scrutineers for the meeting: Chair, Crystal Heck; Judy Seaman; and Peter Tadman. Sueanne Rehill Holt noted that there is an amendment to item k) of the agenda - there are currently four vacancies on the Board, not three as noted, because there was one member that only had a one-year term from last year's elections. Sueanne Rehill Holt asked for a motion to accept the agenda as amended. Clarence Wastle, Lot 84 moved the agenda be accepted as amended. Toni Kazmir, Lot 130, seconded the motion. All in favor, carried unanimously.

Calling of the Role/Certifying the Proxies/Issuing Voting Cards

Crystal Heck confirmed a quorum with 60 owners present and an additional 7 proxies satisfying the 25% requirement for quorum.

Motion of Proof of Meeting Notice

Sharon Kuzio, Lot 62, moved that there was adequate notice provided for the AGM. Lorraine Polei, Lot 173, seconded the motion. All in favor, carried unanimously.

Minutes of the June 2, 2018, AGM

Sueanne Rehill Holt asked if there were any errors or omissions. Tina Lee, Lot 26, moved that the minutes of the June 2, 2018 Annual General Meeting be accepted as circulated. Paul Mah, Lot 154 seconded the motion. All in favor, carried unanimously.

President Report

Sueanne Rehill Holt thanked the 2018 / 2019 Board members for their hard work and dedication to the community.

Site Services

Frazer House stated that Site Services, Water, and Grass Cutting contractors had a very busy year. Frazer House thanked the contractors for their fine work provided over the year in keeping the roads clear, trees cut back, lawn mowed and the water system working providing water to the community. There were countless hours spent with Board meetings, subcommittee meetings, water repair issues, and residents' concerns. Frazer House wanted to thank all the volunteers who helped with services within the community. Highlights for the last year are as follows:

- Bridge repairs were completed last year – the bridge deck was resurfaced for a cost of approximately \$5,700, considerably more than 5 years previous. Costs will probably be even more expensive next time the bridge is in need of repair.

- Water repairs were kept at a minimum this past year – however, there was a frozen water line serving some lots. We have discussed what can be done to fix the water line that is buried less than 8 feet deep and has frozen this past two years.
- 10 development applications were approved over the last year.
- 28 noncompliance letters were sent to owners over the last year. 50% of the letters were due to weed control and 50% were for general repair and maintenance. There was one fine charged in 2018/2019 for noncompliance.
- Still ongoing concerns with the misuse of the dumpster – there were a few fires at the dumpster. The RCMP has been dealing with the fires. Reminder to owners to please not leave junk or large items at the dumpster and if there are items that are too good to throw out please leave them at the end of your driveways with free signs on the items.
- Road maintenance – day to day operations ran smoothly over the winter and spring.
- A storm last fall causing downed trees required an outside contractor to clean up the community. Frazer House asked that owners take a look at their properties to ensure that any overhanging tree problems are corrected before causing damage.
- There was one gate repair a motor failure that took approximately two weeks to complete repairs
- Owners are reminded that Xplornet will be taking down the existing tower and putting in a new tower this fall. The contract for the tower is between the Brazeau County and Xplornet as the existing tower and proposed new tower is on County land. The Corporation is required to put in a meter for our existing shed and we will provide power to the tower. Xplornet will compensate the Corporation for access to the site as well as pay for their power consumption. There is likely going to be some noise, so owners that may have concerns need to address their concerns with Xplornet directly.
- The Board has requested Brazeau County supply dust control in the community. The County has noted that late July/early August will be when they can be in the area. Public roads with residences are given priority on high traffic areas before private roads and subdivisions.
- Speed limits – everyone is abiding by the speed limits in the community

Sueanne Rehill Holt thanked Frazer House for his great work on site services this past year.

Financial Report

Bev Baltesson noted to the owners in attendance that the financial report was included in the AGM package. Any questions regarding the financial reports may be presented in the Members Forum.

Review of the budget shows the majority of the increase in condominium fees are in the site services budget – fixing water lines, dust control, aging well used infrastructure and replacing the electrical boxes. Contractors are still working with contracts that have seen little or no increases over the last 3-4 years.

Accounts Receivable arrears are a minimal amount (\$2,262), \$910.00 of which is for one lot that will be going to a lawyer for foreclosure this month if not made current.

Bev Baltesson explained that the community has changed, and volunteers are not as readily available as in the past. The budget needs to be increased to include additional costs to cover outsourcing the work. Owners should expect condo fee increases with the lack of available volunteers to do such work. If the community wants more service or improved service, it comes at a cost. The water upgrade issue is a huge issue right now and we are obligated to adhere to government regulations.

Bev Baltesson reminded owners about the options to pay the condo fees as shown on the Assessment and explained there could be added costs if the options are not adhered to.

Brazeau County Liaison

Jan Wells provided a brief report on her communication with Brazeau County over the past year. She was able to work with the new staff and the feedback from owners has been positive on obtaining development permits.

Jan Wells is happy to report that Brazeau County has responded to our safety concerns regarding the south access road & emergency access. There is a completed agreement for gravel and continued maintenance of the road south of the community. We anticipate the County may start work on the road this summer.

The County came in a timely manner in the summer of 2018 to clean up the playground. They also provided the community with cautionary signs near the playground.

Social Club

Jan Wells gave a report on behalf of the social club for the period of June 1, 2018 to March 31, 2019. Lana Southorn prepared the annual statement of revenue and expenses. Balance at June 1, 2018 was \$2,970.86; total revenue for the period is \$5,453.20 less expenses of \$4,379.50 leaving a bank balance of \$\$4,044.56.

The Social Club is very pleased that all our events this year were all well attended and are very appreciative of the help, support and ideas from owners during the year. Bev Baltesson maintains an email list for the Social Club, sending out reminders and notifying of current events and activities. If there are owners who would like to be on this list, please pass on your information to any of the committee members and you will be added to the list.

Two upcoming events for this year are the Owners and Guest Golf tournament which will be held on July 20th and the Lumberjack Breakfast which will be held July 21st. Subsequently, the Horseshoe and Bocce Ball Tourny will be held on August 17, 2019. This list was included in the AGM package and there will be members selling tickets ahead of time on some of the events.

During the past year the Social Club sponsored prizes at the Halloween and Christmas potlucks. New filters for the reverse osmosis and a new flag at the Center were purchased. The current year the committee has researched purchasing sandwich boards for the 3 entrances and there is need to purchase new chairs for the Center.

The flower beds look lovely out front and thanks go to the past gardeners Alec and Bev McKenzie. They have passed the torch to new gardeners, Karen LeDrew and Kevin Souther.

Jan Wells invited everyone attending to enjoy hamburgers and cookies after the meeting. The Social Club thanks everyone who helps do clean up of the Center after the functions. Free hamburgers and hot dogs will also be available at the Canada Day celebration.

Fire Smart Program

Sueanne Rehill Holt reminded owners of the partial fire restriction in the County. She printed off the Fire Department approved firepit and outdoor appliance information and it is on the board here in the Center.

Clarence Wastle, Lot 84, provided an update on the Fire Smart Program that the community has in place. The open house with the County took place last year but the committee was not able to get around to the fall cleanup. Clarence Wastle will work on getting a committee organized to do it this summer or fall. Clarence & Theresa Wastle took part in a tour in Fort McMurray with Fire Smart Canada program. As well, the community has received another \$500.00 grant to be used this year from Fire Smart Canada. Clarence Wastle is thinking of maybe having a control burn along with the County to do a cleanup of debris. Clarence Wastle will send out notices once he has a date in mind for the cleanup.

Approval of 2018 Audited Financial Statement

Dave Southorn, Lot 82, moved that the financial report, distributed in advance of the meeting, be accepted as circulated. Chuck Hughes, Lot 69, seconded the motion. All in favor, carried unanimously.

Appointment of Auditor

Tom Maclean, Lot 13, moved that we use Heather Zeniak Professional Corp. to audit the 2018/2019 finances, seconded by Judy Seaman, Lot 77. All in favor, carried unanimously.

Approval of the 2019/2020 Budget

Sueanne Rehill Holt asked if there were any questions regarding the budget information supplied to all owners in the AGM package. With no questions from the floor Sueanne Rehill Holt asked for a motion for the budget to be approved as circulated. Betsy Gill, Lot 122, moved that the budget, distributed in advance of the meeting, be accepted as amended. Sharon Kuzio, Lot 62 seconded the motion. All in favor, carried unanimously.

Water upgrade

Sueanne Rehill Holt wanted the owners to understand that there is nothing in this current budget with regards to the water upgrade due to the lateness of the information from the Engineer. On July 13, 2019 there will be an informational meeting with the owners. Documentation regarding the Water Upgrade is currently on the website for owners to review. Owners were encouraged to read these documents. Sueanne Rehill Holt advised that we cannot avoid doing these upgrades because it is a requirement of Alberta Environment. Sueanne Rehill Holt investigated the availability of grant money but because we are private entity grant money is unavailable. Brazeau County is aware of this required water upgrade situation and what the Condominium Corporation needs to do to be in compliance. Individual owners need to make a decision on the next step based on the items in the letter to owners dated May 14, 2019. There is a question box located at the back of the room, if owners have questions please write them down and drop them in the box. The Board will work hard to have the questions answered for the July 13th meeting. The engineer and representatives from Brazeau County will be available to come to the informational meeting. The owners don't need to understand all the technicalities of the water upgrade but must understand that it is an upgrade that needs to be done and it is only to the water treatment facilities, not the water lines.

Joan Allen reminded the owners that according to the Condominium Act the special assessment levy charge is the only avenue available to get this completed, without owner approval. Options to dissolve the corporation or borrow money would have to go out as a special resolution with the necessary needed approval of 75% of the owners. There is only one chance for the special resolution to be passed and meet the 75% approval. If the special resolution does not meet the 75% approval, then there would be a special assessment levy with no more chance for an owner to change the vote. The special resolution will need to be prepared by lawyers so that it cannot be challenged and to ensure it is done properly.

Sueanne Rehill Holt wanted to especially thank Jan Wells, Joan Allen, and Bev Baltesson for all the work that they did over the winter while most of the Board were away.

Sueanne Rehill Holt also asked any new owners in attendance if they would please identify themselves. New owners in lots 125 and 91 introduced themselves and were welcomed by the community.

Members Forum:

- Vic Henry, Lot 77, wanted the owners to really think about the decisions needed about the water upgrade. He is aware of other condo organizations with large repairs invoices - really in our community it is not a large amount

- Sharon Kuzio, Lot 62, wanted owners to please let your neighbors know the importance of this upgrade.
- Doug Milner, Lot 134, stated he deals with contractors and reminds owners that the costs will not be any less than they are today. He wants owners to please choose wisely as to what you decide. \$8,000 is a lot of money for water upgrades, but the infrastructure is all getting old and maybe this will not be the only upgrade. Owners need to make an informed decision. We as owners need to come together as a community.
- Doug Milner also had questions regarding when a development permit is required. Brazeau County does not require a permit for any building less than 180 square feet. Bev Baltesson explained that the Board requires a Development Application regardless and owners would be advised to contact the County as all other requirements in the Land Use Bylaw must also be adhered to.
- Marilyn Osaka, Lot 50, has some questions related to the timeline that is in place for the water upgrades. Does the Board have a project outline showing any target dates? The Board is allowing two weeks for questions to come in from owners. The Board will work with the Engineer, Brazeau County and, if need be, with the Condo lawyer to get answer to the questions for the July 13th meeting. The Board does not have a timeline to get the special resolution out to owners at this time. Sueanne Rehill Holt feels that the lawyer will be able to put together answers quite quickly if and when the owners have reached a decision.
- The Board has asked for a timeline from the Alberta Environment, however, the response received was brief. It was identified that our community is one of the last communities to complete this upgrade. The Condominium Corp has not received a letter of noncompliance as yet because Alberta Environment knows that we are working on a solution and testing confirms our water is safe.
- Jan Wells explained the information meeting timeline was set to allow time to get answers for all the questions hence the month timeline from receiving owner's questions and the July 13th meeting. Marilyn Osaka feels that this should be at the forefront to get this completed because of the health of the residents. Joan Allen explained that the process needs to include owner education so that an informed decision can be made by them. Jan Wells stated that the water is tested daily, monthly and yearly. All the testing is done in compliance with Alberta Environment and the upgrade does not mean that our water is unsafe.
- Tom Maclean, Lot 13, has concerns with the lack of notification from Alberta Environment. Bev Baltesson explained that there have been many discussions as a Board about the water upgrades. Alberta Environment admitted they made a mistake in not providing us with the Associated Engineering report that was done in 2012. The Board didn't receive notice of the upgrades required for our water system until February 2018. This is a tremendous burden that the Board has been dealing with for the last year.
- Dale Ginther, Lot 47, wants to know why it needs to be 75% approval vote on a special resolution, why it is not 50% plus 1. Sueanne Rehill Holt explained that the Act states we cannot add capital assets without ownership approval. All of the ownership will need to be sent any special resolution and the Act states that 75% approval is required. Bev Baltesson feels that the new Board will need to reach out to the owners who do not respond to ensure that all owners are informed and cast their vote.
- Clarence Wastle, Lot 84, explained that there is a new Condominium Act being introduced on July 1, 2019. There are drastic changes being introduced and all Boards are going to have more regulations, in particular, notification rules are changing.
- Betsy Gill, Lot 122, inquired as to how the owners will be affected if the corporation is dissolved. Sueanne Rehill Holt hopes that if the County took over the property, they would be able to get additional grant money but does not know what the governance would be. The Board does not have the answers and needs the questions to be specific to the County. The Board does not have

answers to when a dissolution would take effect as this could only occur if 75% of the owners voted to dissolve the Condominium Corporation by special resolution.

- Dennis Guenette, Lot 143, asked if anyone would be interested in a brain storming session after the meeting.
- Frazer House, Lot 60, wants to remind owners that if Brazeau County takes over the community, we need to make sure that our rules regarding golf carts usage on our roads stays the same as it may change the community lifestyle. This is a concern to be asked of the County.
- Christine, Lot 15, remarked that with the economy being what it is and 1.5 million as an estimate for the upgrades, she feels that the community should be the Brazeau County's problem.
- Doyle Kathol, Lot 145, asked why there is no deadline from Alberta Environment for the water upgrade. Sueanne Rehill Holt said there is currently no deadline as we have not yet received a non-compliance order from them. The Board feels that they are giving us time to allow the owners to decide what they want to do and how to pay for it.
- Clarence Wastle, Lot 84 wanted to confirm that the meeting will include a County representative and engineer. Sueanne Rehill Holt explained that there is confirmation that representatives will be available to come to the meeting.
- Bob Clarke, Lot 155 wanted to notify Clarence Wastle, the Fire Smart representative for the Condominium Corporation, that he is still in need of a key to get out of Cedar Glen if there is an emergency.
- Lorraine Polei, Lot 173, wanted to remind owners there are some thefts taking place in the community, as recently as last week. The RCMP has been notified but it is still occurring. She is very concerned about this and is thinking that it may be local. The Board will talk to the security contractor and make him aware. Owners need to be on the lookout in our community and RCMP will patrol if there are more issues in the community. Any suspicious activities or fires in the community need to be reported to the Fire Department and the RCMP as well as the Site Services contractor.
- Margaret Oleskiw, Lot 97, stated she is finding that there are more dogs off lease and owners need to pick up after their dogs. Sueanne Rehill Holt reminded owners that the Board does not have jurisdiction over that. Owners need to report their complaints to the County Bylaw officer. She suggested that owners need to speak directly to those owners whose dogs are running at large.

Election of Members of the Board

Sueanne Rehill Holt called for nominations of members of the Board to begin, Sueanne Rehill Holt asked that all nominated owners come up to the front to introduce themselves. Terms have been completed by Jan Wells, Bev Baltesson, Joan Allen, and Lana Southorn. Sueanne Rehill Holt explained that their work over the last few years is greatly appreciated. Currently there are four vacancies for two-year terms. Bev Baltesson will let her name stand for re-election.

Sueanne Rehill Holt called for nominations from the floor.

- Gary Holt, Lot 45, nominated Bev Baltesson, Lot 74, who accepted the nomination. Bev Baltesson informed the owners in attendance that currently her spouse works as a contractor for the Condominium Corporation.
- Dave Southorn, Lot 82, nominated Greg Jansen, Lot 29, who accepted the nomination.
- Vic Henry, Lot 77, nominated Jim Jansen lot 49A, who declined the nomination.
- Jesse Christian, Lot 102, nominated Lyle Banack, Lot 78, who accepted the nomination.
- Clarence Wastle, Lot 84, nominated Joan Allen, Lot 14, who declined the nomination.
- Toni Kazmir, Lot 130, nominated Kevin Souther, Lot 66, who accepted the nomination.

Dave Southorn, Lot 82, moved that nominations cease. Gary Holt, Lot 45, seconded the motion. All in favor, carried unanimously.

Bev Baltesson, Kevin Souther, Greg Jansen, and Lyle Banack have been elected to join the Board for two-year terms.

The new Board has scheduled an organizational meeting immediately following the AGM.

Judy Seaman, Lot 77, moved that Crystal Heck destroy the voting list and proxies.
Bob Clark, Lot 155, seconded the motion. All in favor, carried unanimously.

Owners were reminded to stay for the BBQ sponsored by Birchwood Social Club, immediately after the AGM.

Motion to Adjourn

Eugene Boire, Lot 150, moved to adjourn the meeting at 12:00 p.m.