

Minutes–Annual General Meeting

Saturday, June 3, 2017, Birchwood Center

Condominium Corporation No. 882 0813

[www/birchwoodcountrycondo.com](http://www.birchwoodcountrycondo.com)

(Draft for review & approval at the June 2, 2018, Annual General Meeting).

Board Members Attending

Don Welsh, Jan Wells, Lana Southorn, Sueanne Rehill Holt, Glenn Gallant, and Crystal Heck, accountant/recording secretary.

Agenda

Don Welsh welcomed all owners and called the meeting to order at 10:05 a.m. at Birchwood Center. Don Welsh introduced the three scrutineers for the meeting: chair Crystal Heck; Jim Jansen: and Kathy Budd.

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

Crystal Heck confirmed a quorum with 53 owners present and an additional 9 proxies, satisfying the 25% requirement for quorum.

Motion of Proof of Meeting Notice

John Budd, Lot 1, moved that there was adequate notice provided for the AGM. Peter Tadman, Lot 157, seconded the motion.

Minutes of the June 4, 2016, AGM

Don Welsh asked if there were any errors or omissions in the June 4, 2016 AGM meeting minutes. Sharon Kuzio, Lot 62, moved that the minutes of the June 4, 2016 Annual General Meeting be accepted as circulated. Betty MacRae, Lot 21, seconded the motion, carried unanimously.

Site Services Report

Glenn Gallant reported that together with Bruce Swanston, several improvements were made throughout the community; including the replacement of five electrical boxes, with six more scheduled to be replaced. Rain was an issue this year, and work was done on ditch drainage, including replacing some culverts. Road work will continue and gravel will be placed on the areas in the greatest need. There is always room for improvement but with budget constraints, repairs are completed on an as needed basis. There are still complaints from owners regarding speeding in the community. If owners witness a problem the Board asks that the owner contact a board member so the issue can be dealt with in a timely manner. There have been a few complaints regarding yard maintenance. Letters will again be sent out as per the rules and regulations to owners who do not perform yard maintenance on their properties. Larry Kuzio, Lot 62, will, for a fee, help owners who are unable to maintain their grass cutting. Owners of rental properties are encouraged to talk to their occupants and ensure that the yards are being maintained as per community standards. Glenn Gallant asked if there were any concerns from the floor

Joan Allen, Lot 14, suggested that if the Board is asking owners to have their yards neat and tidy the Board needs to be more diligent in enforcing this. Marc Girard, Lot 58A, has concerns regarding the grass cuttings on the common property next to his lot, and the mess that it leaves when the wind blows it onto his property. He wondered if the grass cuttings could be bagged. There were a few concerns from the floor on the frequency of grass cutting. Glenn Gallant will review this and the frequency of grass cutting may need to be adjusted.

Claire Sather, Lot 135 asked if the Board had ever considered renting seasonal speed bumps to help curb the speeders in the community. Don Welsh responded that the problem with these, while they would be a great idea, would not work on the gravel roads because they must be fastened down so that they are stationary. Betty MacRae, Lot 21, asked why Brazeau County cannot help the community with the speed control. Bob Kornelson, Lot 103, suggested that maybe the speed limit should be lowered. Other owners suggested that the lower speed in the winter would not work due to the difficulty of getting up some of the hills in the winter. Doug Milner, Lot 134, asked if the Board could appoint someone to enforce the speed limit. The Board does not have any authority to stop speeders. The RCMP will come and help if they are called. The Board will ask if the RCMP can monitor a bit more often in the community to help with slowing down residents. Gary Holt, Lot 45, suggested maybe more signage reminding owners what the speed limits are in the community.

Dogs running at large in the community are a big concern. Clarence Wastle, Lot 84, reminded owners that this is a job for the Brazeau Animal Control department not our Board. Cory Horton, Lot 72, feels that the Board needs to clarify their responsibility with Brazeau Animal Control. The Board will be in contact with the Brazeau Animal Control to clarify the procedure for loose dogs and cats. Tom Maclean, Lot 38, suggested that the Board needs to levy fines on the owners who let their dogs loose. Marc Girard, Lot 58A, asked that the Board not just limit this to dogs but to include cats as well. Betty MacRae, Lot 21, and Sharon Kuzio, Lot 62, reminded the owners that the Rules and Regulations outline how animals are to be contained in the community.

Glenn Gallant thanked everyone for their feedback and thanked Bruce Swanston for all his hard work in keeping the roads maintained in our community, as well as the recent work on the areas that was disturbed by the water leak. Glenn Gallant reminded owners to keep their vehicles off the newly seeded grass on the common areas and please report any mischief to anyone on the Board. He asked the owners to help be the Boards eyes and ears in the community.

Financial Report

Sueanne Rehill Holt thanked all the owners who allowed her to join the Board at last year's AGM. She expressed a special thanks to Jan Wells for all the time that she spends doing work for this community as a board volunteer. Sueanne Rehill Holt volunteered to take on the position of treasurer last year but found that because of the work load it is a position that the board member needs to be a full-time resident.

Sueanne Rehill Holt reported that there were a few changes in the package sent out to owners this year. The 2017-2018 Budget was included in the AGM package which will allow owners to vote and approve the budget. Sueanne Rehill Holt read the statement in the Condominium Property Act which outlines this procedure. Sueanne Rehill Holt addressed costs associated with the water leak, and the reason the Board moved those costs to the Reserve Fund from the Operating Fund. The increase of \$5.00 per month in condominium fees will, over the next five years, bring the Reserve Fund back up to the required level.

Sueanne Rehill Holt called for a motion to accept the 2017-2018 Budget as circulated. Cory Horton, Lot 72, moved that the budget, distributed in advance of the meeting, be accepted as circulated. Joan Allen, Lot 14, seconded the motion, carried unanimously.

Gary Holt, Lot 45, moved that the audited 2016 Financial Report, distributed in advance of the meeting, be accepted as circulated. Larry Kuzio, Lot 62, seconded the motion, carried unanimously.

Clarence Wastle, Lot 84, moved that we use Heather Zeniak Professional Corp. to audit the 2016-2017 financials. Peter Tadman, Lot 157, seconded the motion, carried unanimously.

President's Report

Don Welsh began his report with an overview of the water leak that started in August 2016 when Rod Yakubow noticed an increase in the water usage in Cedar Glen well house. During October 2016, after many attempts to find the leak, the problem was located at a cost in excess of \$57,000. Jan Wells thanked Rod Yakubow, Lot 133, Don Welsh, Lot 94, and Glenn Gallant, Lot 5, as well as others in the community who spent many countless volunteer hours working on this project.

Don Welsh mentioned that an updated development application form is now available on line, or from any Board member. Don Welsh reminded owners that a development application must be completed and submitted to the Board for development on any site and/or building, and that a Brazeau County development application must also be completed.

Warm weather in February caused numerous frozen culverts. Bruce Swanston was busy with steamers to thaw the culverts, so that spring runoff could flow freely, rather than damaging the road. There was also a culvert that needed repair in Poplar Point last week.

Don Welsh informed owners that an application has been submitted to Brazeau County for dust abatement to be completed this summer. The Board will determine whether all or specific roads may require dust abatement.

Don Welsh explained that this community is part of the Alberta One Call family, as the community is a utility owner and as such must follow protocol for ground disturbance.

Don Welsh reminded all owners about the updated Rules and Regulations included in their AGM package, and would like owners to become familiar with the document.

The Board received correspondence from the Alberta Environment, also included in the AGM package, stating that there has been unacceptable disposal of waste in the Modeste Creek. While the Board was not aware of this situation Don Welsh urged owners to adhere and report any violations.

Don Welsh reported that the Board will be installing golf cart awareness signs in the community as a safety reminder for underage drivers operating golf carts. Jan Wells explained that on checking with our insurance company regarding liability, we are not liable, but in posting signs we are promoting safety and doing our due diligence.

Don Welsh reminded owners that it is very important that the Board has current contact information both address and telephone in the event of an emergency or notification. Also remember to advise Brazeau County of any changes. Please advise the Board, as per the Rules and Regulations, with contact information for renters. Betty MacRae, Lot 21, stated that if the Board needs help in updating the owners list, she would be willing to go door to door to obtain updated information.

Bob Kornelson, Lot 103, asked if there is an evacuee procedure in place in the community. He would like to see information posted on the gates as to the protocol on evacuating the community. While there is a sign on the south gate the Board will consider having a sign made to put at the Center.

Social Club

Bev Baltesson reported on behalf of the Social Club for the period of June 1, 2016 to May 31, 2017. The current bank balance is \$2,997.00. Expenditures for this period included sundry products, match funds raised for the Food Bank, material for steps at Nielsen Park (thanks Jerry Wells for building and installing new steps), golf awareness signs, and new printer for the Center. Bev Baltesson thanked everyone for their attendance and participation in social functions, all the volunteers who help with social functions and clean-up after functions, as well as members of the Social Club. Bev Baltesson asked if anyone would be interested in volunteering to join the Social Club. If so, please contact any of the members: Don Welsh, Betty MacRae, Bev Baltesson, Randy Finnermore, Lana & Dave Southorn and Jan & Jerry Wells. Thanks to Alec and Bev McKenzie for the lovely flowers out in the front on the Center, and Rick Cummings and Jeanette Craddock for the time spent in beautifying the treed area next to the Center. Bev Baltesson reported that the Social Club donated to the Food Bank in December 2016, as per a suggestion made by Val Jansen that winners of weekly shuffleboard games donate their winnings. The Social club matched

the amount collected and \$350.00 was remitted to the food bank as well as a generous amount of food items.

Bev Baltesson invited everyone attending the meeting, to enjoy hamburgers after the meeting.

Vice President Report

Jan Wells prepared a statement to the owners clarifying that the board members are volunteers with no monetary compensation and while there are many hours required to fulfill tasks while serving on the Board it is a gratifying challenge and learning experience.

Members Forum

Gary Holt, Lot 45, addressed the grass cutting and road maintenance. He is very concerned about the abuse the contractors take during social events. This is not the avenue where people should complain. Gary Holt suggested that issues could be addressed by a committee, not directly to the contractor, and that possibly the Board would consider forming a committee for that purpose. Don Welsh commented that after elections the new Board may consider this. Clarence Wastle, Lot 84, agreed that a committee is needed and perhaps this committee could oversee the service contracts as well.

Cory Horton, Lot 72, asked if the Board had talked to the previous mowing contractor or looked at having more contractors do the work required. He also asked if the Board had considered hiring a management company to perform the duties required by the Board – this could possibly take the personal feelings out of the scenario. Sueanne Rehill Holt commented that the point was valid, and that concerns should be put in writing for the Board to address, letters could be mailed or put in the drop box at the Center. Bob Clarke, Lot 155, also would like the Board to research property management.

Bob Clarke, Lot 155, asked the Board how many fines were paid over the last year for letters that the Board sent out to owners. Don Welsh explained that currently they did not have this information. Jan Wells explained that the Board does not keep track of the fines in a separate bookkeeping account, but will have one set up so that the financial statements show this item going forward.

Joan Allen, Lot 14, wanted the Board to know that she is not complaining about the grass cutting but wanted the Board to look at possibly getting more help for the contractor. She also had concerns where a management company would not be committed to the community causing a loss with the beauty of the community.

Glenn Gallant suggested that maybe the Board should consider hiring someone else to help both Bruce Swanston and Randy Fynamore during the summer months, and this may help eliminate some of the concerns out in the community.

Brenda Toth, Lot 168, has a concern regarding the scented chamomile growing where the water line was dug up. Don Welsh and Glenn Gallant will check into this as soon as possible to rectify the problem. The Board needs to do a bit more work at this location, and will deal with destroying this weed.

Clarence Wastle, Lot 84, wanted the owners to know that he attended the Canadian Condo Institute meeting during which there was some talk about management companies and the large price tag associated with them. He would like to see more owners volunteering to help the Board.

Paul Mah, Lot 154, as a past contractor, says it is costly to hire additional help to manage the road grading and mowing. The current budget for grass cutting is sufficient to complete the required contract level of work and contractors should utilize the time needed to minimize the concerns of lot owners. It is commendable if they wish to be under budget but the work needs to be completed to maintain the grounds that ultimately impact our property values and community pride. The budget allows for more work to be provided by the contractors and we should allow them more time to complete the service. Bob Kornelson, Lot 103, also suggested that if you are hiring more people, WCB and insurance will be costly as well.

Claire Sather, Lot 135, asked about the state of the lots that are currently empty, and who mows those areas. The Board explained that all lots in the community are owned by someone and it is their responsibility to make sure their yards are kept up to standard.

Clarence Wastle, Lot 84, has volunteered as the Fire Smart champion to lead the program in our community. Forestry paid for Clarence Wastle to attend the conference and Fire Smart has already granted the community \$500.00 to set up an information session in the community. Currently the government and Fire Smart Canada have put aside 20 million dollars in grant money to work towards having fire safe communities. This will help communities with removal of any fire fuel, i.e., wood chips, dead and fallen trees. There are three communities in the province that are currently Fire Smart. Gary Holt, Lot 45, volunteered to help Clarence Wastle set up a committee. Clarence Wastle asked if anyone would care to volunteer to join the committee, and if so, to contact him after the AGM. Gary Holt thanked Clarence Wastle for taking on this project for the community. Sharon Kuzio, Lot 62, asked how the project works with vacant lots with fallen trees. Clarence Wastle also reported that The Co-operators offer a discount of their insurance if the community is a Fire Smart community. Larry Carfantan, Lot 153, asked the Board the location of the nearest fire hall. Don Welsh replied that Drayton Valley Fire Department which is twenty minutes away would be the first to come out to our community and if help was required, the Breton Volunteer Fire Department would be dispatched.

Don Welsh also explained to the owners that Brazeau County needs to be informed if an owner wishes to remove trees. Since our area is deemed as hazardous land Brazeau County wants to maintain the integrity of the area.

Joan Allen, Lot 14, asked the Board to consider dust control throughout the whole community as it has been a few years since this was done, and even in what might appear to be less traffic areas, the dust is considerable. Don Welsh appreciated the input. Joan Allen also asked if the Board had given any thought to obtaining more quotes from contractors for sewage pump outs. Don Welsh commented that this will be put forward at the next Board meeting.

Dianne Gallant, Lot 5, raised concerns regarding a possible error in the circulated March 2017 financials. Crystal Heck addressed this concern noting that the condo fees for 2016-2017 were \$80.00, not the \$90 suggested in the calculation. Dianne Gallant, Lot 5, also wondered why she couldn't see the water leak repair on the income statement. Jan Wells explained that because this item is shown on the balance sheet coming out of the reserve fund.

Betty MacRae, Lot 21, asked why the invoice is so large to have the books audited, and had called the auditor in this regard. Crystal Heck and Sueanne Rehill Holt explained to the owners what is involved in the audit process, which is different from a notice to reader or a review engagement. The Board feels that the invoice was reasonable with the amount of work that the auditor does to complete the process.

Marilyn Osaka, Lot 50, also had questions on the transactions from the 2017 financial statements. John Budd, Lot 1, explained that the 2015-2016 were the audited statements included in the AGM package; and 2016-2017 will only be completed after June 2017 year-end.

Clarence Wastle, Lot 84, reminded the owners that there are no development application fees being charged by Brazeau County this year, so if owners have any issues that need to be cleaned up this is the year to do so.

Bob Bellavance, Lot 37, asked about the rules for sheds on skids. Don Welsh reminded owners that it is important to contact Brazeau County so they can verify each case.

Frazer House, Lot 61, suggested that no permit was needed if the shed was a certain size and height. Bev Baltesson, Lot 74, suggested to always get something in writing from the Brazeau County.

Election of the Board of Directors

Lana Southorn, Don Welsh, and Glenn Gallant will let their names stand for reelection to the Board.

Sueanne Rehill Holt and Janice Wells have one year left on their two-year terms. There are three vacancies for two-year terms and two vacancies for one-year terms.

- Betty MacRae, Lot 21, volunteered to put her name forward for election.
- Clarence Wastle, Lot 84 nominated Betty MacRae, Lana Southorn, Don Welsh and Glenn Gallant, nominations accepted by all.
- Bob Clark, Lot 155, nominated Paul Mah, Lot 154, who accepted the nomination.
- Kathy Budd, Lot 1, nominated Bev Baltesson, Lot 74, who accepted the nomination.
- Bev Baltesson, Lot 74, nominated Larry Kuzio, Lot 62, who declined the nomination.

Wally MacNeil, Lot 7, moved that nominations cease. John Budd, Lot 1, seconded the motion, carried unanimously.

Don Welsh, Bev Baltesson, Glenn Gallant, Lana Southorn, and Paul Mah were elected to join the Board. In the organizational meeting directly following it will be decided who will take over the remaining one year terms and two-year terms.

Gary Holt, Lot 45, moved that Crystal Heck destroy the voting list and proxies. Sharon Kuzio, Lot 62, seconded the motion, carried unanimously.

Don Welsh reminded all owners to stay for the BBQ which is sponsored by a donation received from Brizco Construction.

Motion to Adjourn

Peter Tadman, Lot 157 moved to adjourn the meeting at 1:12 p.m.