

Minutes–Annual General Meeting

Saturday, June 6, 2015, Birchwood Center

Condominium Corporation No. 882-0814

www.birchwoodcountrycondo.com

(Draft for review and approval at the June 7, 2016, Annual General Meeting).

Board Members Attending

Don Welsh, Janice Wells, John Budd, Linda Verhaeghe, Dennis Bellevance, Lorry Clark, and Crystal Heck, accountant/recording secretary. Regrets: Wally McNeil.

Agenda

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

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

Crystal Heck confirmed a quorum with 46 owners present and an additional 13 proxies satisfying the 25% requirement for quorum.

Motion of Proof of Meeting Notice

Richard Cummings, Lot 92, moved that there was adequate notice provided for the AGM. Sharon Kuzio, Lot 62, seconded the motion.

Minutes of the June 7, 2014, AGM

Don Welsh asked if there were any errors or omissions. There were no errors noted by the owners. Gary Verhaeghe, Lot 105, moved that the minutes of the June 7, 2014 Annual General Meeting be accepted as presented, Glenn Gallant, Lot 5 seconded the motion, carried unanimously.

President's Report

Don Welsh reported that this year has gone well. He expressed gratitude for the golf course being operational and bringing business back to Birchwood. The Board reviewed the Rules and Regulations and updated and organized them by subject. The Rules and Regulations were included in the AGM package for review by the owners. Don Welsh reminded owners that this information is on the website, and is updated regularly. www.birchwoodcountrycondo.com

Don Welsh noted that during the past year, Site Security managers Bruce Swanson and Larry Kuzio received numerous dog complaints. The Board wanted to remind owners about the policy on dogs in the community, that is, for dog related issues, it is the responsibility of the individual who is making a complaint to provide details (i.e., lot number, dates, location, and photos) to Bruce Swanson or any Board member. The Board sends a letter to the lot owner, and copies are sent to the Animal Control Officer and the County Peace Officer.

Financial Report

Jan Wells is pleased to report that the Board will come within budget this year. Jan Wells reminded owners that the next scheduled reserve study is to be completed in 2016. There were no questions from the floor. Sueanne Holt, Lot 45, moved that the financial report, distributed in advance of the meeting, be accepted as circulated. Loretta Welsh, Lot 94, seconded the motion, carried unanimously. Tom MacLean, Lot 13, moved that we use Gary Ruhl Professional Corp. to audit the 2014-2015 finances. Shawn Little, Lot 161 seconded the motion, carried unanimously.

Site Services: Presented by Don Welsh on behalf of Wally MacNeil

In July, 2014, the Board lost the septic service contractor, and after quotes were received, the Board awarded the contract to Windy Ridge Septic Service. In September, Site Services Manager, Larry Kuzio retired. This position was advertised and the contract was awarded to Bruce Swanston. In September there was a power failure in one of our pump houses which resulted in the need for repairs. Paul Mah, who provided grass cutting services in the past, was unable to continue during the 2015 season. In May 2015 the grass cutting contract was awarded to Randy Finnermore. The Board has applied for dust control on the roads, but since some areas still have a sufficient amount remaining, areas that are in the greatest need will be addressed. Issues with Lot 28 were dealt with by the RCMP. The bridge was cleaned and swept off this spring. There were six development permits approved by the Board and some owners have not yet received approval from Brazeau County.

Guest Speakers

Brazeau County guests included: Anthony Heinrich; Councillor; Martino Verhaeghe; Director, Planning and Development; and, Jayme Lamoureux, Development Officer. Martino Verhaeghe reviewed slope and geotechnical evaluation, and floodplain issues that are concerns in the Birchwood area, and clarified some common questions in this regard. Two handouts were made available which deal with those issues and Brazeau County Land Use Bylaw 782-12 for owners to read.

Lyle Banack, Lot 78, advised that the County of Leduc 1988 subdivision was approved by the Battle River Association, and asked why there are problems now with Brazeau County. He feels this issue should have been dealt with in 1999 with the information on that year's Land Use Bylaw policy. This is an individual problem, not the Condominium Corporation problem, and feels that owners may have to get together and look at taking some legal action to get this rectified.

The following questions were raised:

- Who requires a compliance report? Martino Verhaeghe explained that it is the Banks who may require this information upon sale of property.
- What is the definition of grandfathering? Martino stated that when you are grandfathered, what is existing must match the development permit.
- What is the definition of a slope? Anthony Heinrich will get back to the Board in this regard.
- Why these rules are being enforced now? Martino did not have a definite answer at this time.

Sueanne Holt, Lot 45, asked if there is a map that shows what lots are in the 10% slope area, as this would be helpful information to give to owners before they prepare a development permit to submit to the Board and the County for approval.

Martino explained that currently there is a map showing 5 meter intervals, but it is not a detailed map. Also, owners can check to see if there is anything in their land file at Brazeau County office. Also, Jayme Lamoureux does the site inspections for Brazeau County, and owners may call her prior to beginning a project.

Bev Baltesson, Lot 74, expressed concerns because she has prior permits, but there is still a problem getting her Brazeau County development permit for an addition.

Tom MacLean, Lot 13, asked about compliance certificates and the real property report. Martino stated that Brazeau County will accept this report if it has been completed in the last five years.

Anthony Heinrich stated that Brazeau County is trying to do an inspection after a building is complete. There have been problems in the past and Brazeau County has hired more staff to assist with inspections.

A reminder to all owners that any building larger than 10' x 10' and decks two feet or more above ground must have a development permit. Check Brazeau County website prior to any construction or renovations.

Questions were raised regarding the liability at the playground. Brazeau County is responsible for the liability of the playground.

Another question was raised as to whether the playground would be available to all citizens. The Board was advised that it is in a gated community so would be exclusive to Birchwood residents and their guests. Denis Bellavance also explained that maintenance of the playground will be provided by the Enhancement Project Committee.

Questions were raised as to why Brazeau County is not more actively assisting with winter road maintenance. Anthony Heinrich is attempting to get this rectified.

Don Welsh stated that we need to have another forum with Brazeau County to voice concerns about Birchwood. He asked if Brazeau County would come out for a meeting with respect to these issues. The Brazeau guests said that they would be interested. It was decided Birchwood Condominium Corporation would host a meeting at the Birchwood Center on July 4, 2015 at 10:00 a.m. Anthony Heinrich would like to discuss in more detail the concerns that owners may have.

Don Welsh asked the owners to make sure to take the two hand outs that were provided by Brazeau County. He thanked the Anthony, Martino and Jayme for attending our AGM.

Social Club

Lana Southorn gave a report on behalf of the Social Club for the 2014/2015 period. Lana thanked everyone for their participation in the activities over the past year. The current schedule of activities was included in the AGM package. The bank balance at the beginning of the reporting period was \$3,655 and at the final balance was \$4,374. Revenue came from donations, silent auction, 50/50, raffles, and cookbook sales. She noted for information, the total net revenue to date from sale of cookbooks is \$1,800. There are currently some painting projects in the works for this summer. Volunteers would be appreciated. Lana invited everyone attending to enjoy hamburgers after the meeting.

Birchwood Enhancement Project Committee

Shawn Little provided the update on the playground - they have had a very successful year. The balance for May 31, 2015 is \$4,297.24. The end of June is scheduled for the completion of the playground and the Enhancement Project Committee has contributed \$20,000. towards the Brazeau County playground on Lot 27. Dionne Girard and Dave Nokinsky are directors that have stepped down this term, and the new directors are Cory Horton and Jessica Bellavance. The next meeting is July 25, 2015 at the Center. Please check the notice board for the Enhancement Project Committee notices.

Members Forum

A question was raised on the status of the fire ban in Birchwood. Sueanne Holt stated that the Brazeau County website states that it is back to a partial burning.

Cory Horton, Lot 72, asked about the policies on weed control in the area. He has some concerns and would like to see the Board put something in place to rectify the problems. Don stated the whole community needs to work together to rectify this problem. Ron Barkley, Lot 93, asked why the Board can't spray for dandelions. He noted that this service was provided years ago. All the Board can do is encourage owners to deal with this individually.

Clarence Wastle, Lot 84, asked if the Board or Social Club would honor past Board members who have passed away, for example, planting a tree in their honor. Don Welsh thought it would be a good gesture. Wayne Irvine, Lot 76, suggested a wall plaque. Bev Baltesson, Lot 74, suggested a memorial garden. Jan Wells expressed her concern as to who would be responsible for the project, and is

concerned that it would be disrespectful if someone was missed, particularly a former resident, no longer living in Birchwood. Loretta Welsh, Lot 33, suggested that it should not just be board members who are honored as there many residents not on the Board who have contributed to our community. After some discussion it was decided that the Board would leave it to families to do something if they desired.

Election of the Board of Directors

With Denis Bellavance, Jan Wells, Lorry Clark and John Budd having one year left on their two-year terms there were three vacancies for two-year terms:

- Don Welsh, Lot 33, Glenn Gallant, Lot 5 and Lana Southorn, Lot 82 have recorded in the AGM package that they wish to let their names stand for election for the two year term.
- Dianne Gallant, Lot 5, nominated Betty MacRae, Lot 21, who accepted the nomination.
- Don Welsh thanked out-going directors Wally McNeil and Linda Verhaeghe for their work and commitment to Birchwood.

Linda Verhaeghe, Lot 105, moved that nominations cease. Tom MacLean, Lot 13, seconded the motion, carried unanimously.

Don Welsh, Glen Gallant, and Lana Southorn were elected to the Board for two-year terms.

Judy Seaman, Lot 77, moved that Crystal Heck destroy the voting list and proxies, Ron Bartley, Lot 93, seconded the motion, carried unanimously.

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

Motion to Adjourn

Linda Verhaeghe, Lot 105 moved to adjourn the meeting at 12:10 p.m.