

# Minutes–June 18, 2014, Board Meeting

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

*(Draft for review & approval)*

Attending: Don Welsh, John Budd, Wally MacNeil, Lorry Clark, Linda Verhaeghe, Jan Wells & Crystal Heck (Accountant/Recording Secretary). Regrets: Denis Bellavance

Guests: Gary Verhaeghe, Lot 105, Larry & Sharon Kuzio, Lot 62, Marc Girard, Lot 58, Doug Clark, Lot 65, and Rod Yakubow, Lot 133.

### **Agenda**

Don Welsh called the meeting to order at 7:02 p.m. at Birchwood Center.

### **Open Forum**

Gary Verhaeghe, Lot 105, wanted to see if there were any new updates regarding the hiring of a septic service contractor. The Board is currently advertising and looking for alternate services. The Board has hired Windy Ridge for coverage in the interim but have requested quotes from a possible 4 different contractors to be handed in by Thursday when a decision will be made. The Board wanted to thank Jan Wells for calling owners to notify them of the emergency situation with the passing of the owner of Silver Septic Service, putting up signs to let the owners know of the situation, and coordination of the temporary septic service contractor during this time. The Board met on Wednesday night to discuss a plan of action. The Board will meet again Thursday night to review all submitted and get a contract in place.

Marc Girard, Lot 58, asked if we are to call the contractor directly or continue to call Jan Wells. The Board want owners to call Jan Wells until the Board have a new septic contractor in place. The Board will try to inform the owners ASAP by letter and or signs of the new septic contractor. Mark Girard, Lot 58, also asked about the handling of the nominations cease at the AGM and if that was done according to protocol. The Board felt that this was handled correctly.

Sharon Kuzio, Lot 62, asked if there had been another nomination asked after the nomination cease could it have been opened up again. The Board explained that once it has been offered up and seconded, nominations are no longer available to be brought to the floor.

Doug Clark, Lot 65, was in attendance as an observer.

Larry Kuzio, Lot 62, was in attendance to drop off his monthly report.

Rod Yakubow, Lot 133, was in attendance to drop off his monthly report. Rod Yakubow also wanted clarification of the costs that Windy Ridge Septic is charging for this emergency. Windy Ridge offered a flat rate of \$70 cash price or \$84 payment by cheque for any size tank.

Doug Clark, Lot 65, asked if there were different contractors interested in taking over the contract from what was sent out last year. They are the same and new ones for 5 in total; there were two contractors that weren't interested in even preparing a bid. The Board has stated that they will make sure that the septic contractor that signs the contract will be able to provide backup.

Jan Wells stated that Larry Kuzio has both keys for the lagoon. Larry will also attempt to recover the gate controls from Silver Septic service. Thanks to Larry Kuzio for taking the time to show

Windy Ridge where the owners were located to save some time and confusion and, once again, going over and above his duties.

There are still concerns with speeders in the area. The Board has asked owners to get the license plate number and maybe we will be able to provide the RCMP or county police with the information which would subsequently be enough information for them to issue a ticket. Some of the owners expressed concern with the 30 km per hour and would like to see it changed to 20 km per hour.

The open forum was completed at 7:27 p.m.

### **Board Portion of Meeting**

Don Welsh called the Board portion of the meeting to order at 7:30 p.m. Linda Verhaeghe moved that the April 24, 2014 meeting minutes be accepted as presented, seconded by John Budd, CARRIED unanimously.

Wally MacNeil moved that the June 7, 2014, organizational meeting minutes be accepted as presented, seconded by Linda Verhaeghe, CARRIED unanimously.

Don Welsh moved that the June 7, 2014 budget meeting minutes be accepted as presented, seconded by Wally MacNeil, CARRIED unanimously.

### **Water Report**

Rod Yakubow submitted the April and May reports including water usage for filing. Rod Yakubow suggested that if it continues to be dry that the Board should implement the even/odd days for watering. The Board explained that this is something that is to be done ongoing and is stated in the Rules and Regulations which were sent out to owners in the AGM package. The Board may have to look into how to enforce it if there are problems with the water usage.

### **Site services Report**

Larry Kuzio submitted his site services report. Included in his report was work completed on the tractor, blading and fixing of potholes. A permit was granted to Lot 85 to put up a galvanized fence to contain dogs. Larry does not have a firm date when the dust control will be done by Brazeau County. The application was made in March 2014 and he will continue to keep in touch with Brazeau County.

### **Financial Report**

Crystal Heck handed to the Directors the April and May 2014 reports. Minutes of the organizational meeting were copied and given to BMO for filing since there were no changes to the signing officers. Payment was sent to the Alberta Government to show the changes in the Directors for the Board for 2014/2015. John Budd moved that the financial reports be accepted as information; Don Welsh seconded the motion, CARRIED unanimously.

Brazeau County Liaison – Lorry Clark was in touch with Councilor Anthony Heinrich and extended an invitation to him to attend our monthly Board meetings as well as the 2015 AGM meeting. Lorry Clark will make sure to touch base with him over the summer to remind and invite him to the meetings.

## **Old Business**

Jerry Wells successfully completed and was reimbursed for the Small Water Systems course taken on April 28, 2014. Currently he is providing backup service for Rod Yakubow and Larry Kuzio when they are away. Jerry Wells is still required to write the final exam in the fall.

The Board checked into the bridge being inspected by Brazeau County last month – after a few calls the Board felt that this service was provided in error. Don Welsh will check again with Anthony Heinrich to get an update on why they were out at our bridge. He will also extend an open invitation to him to attend the monthly board meetings.

## **New Business**

Septic services – the bids have been solicited – this was responded to in the open forum. The Board is currently scheduled to meet Thursday night to discuss the bids, award the contract and have everything signed off and letters mailed to the owners on Friday.

Due to the Golf Course insurance issues, the school bus is not permitted to pick up and drop off Birchwood children in the parking lot. The Wild Rose School Division has agreed to pick up the children by the dumpster and have paid the deposit for a gate control.

The 2014/2015 grass cutting contract has been signed by the Board and Paul Mah.

### **The Board has adopted a new procedure to deal with the dog issues.**

Anyone registering a complaint regarding dogs must provide details: *i.e.* date of occurrence, details of problem and whenever possible take a picture of the occurrence. Owners are asked to notify Larry Kuzio immediately, or any Board member can receive the information. As stated in our Rules and Regulations, once a problem has been reported a letter is sent to the owner of the dog or dogs, and is copied to Larry Kuzio, Site Services, Constable Ed Hees, Brazeau County Peace Officer, and the Brazeau County Animal Control Officer. This new process will aide in the appropriate law enforcement agency to take legal action and hopefully will help resolve the dog problem issues.

All letters sent owners will be reviewed by Don Welsh or John Budd.

Wally MacNeil would like to have a file started in the Birchwood Centre filing system of all non-compliance letters for lots as well. Wally MacNeil will manage this file folder with his name on it.

Still no updates from the Alberta Government regarding the new bylaws – this was mentioned in the AGM but no update at this time.

The Birchwood Country Condo website has been renewed for another year at \$77 per year instead of paying 10.45 per month.

The Board received an email from Lot 71 for an extension for yard cleanup. The Board via email will notify him that the extension has been granted – action required by Jan Wells.

There was a letter received by an anonymous owner regarding barking dogs in the neighborhood. Because the Board does not have appropriate information a letter will not be sent to the owner. This letter writer is reminded to look at the new procedure dealing with dog issues and then the Board will be able to respond. For reference any correspondence received by the Board is confidential.

Jan Wells will be assigning some of her duties over to Lorry Clark to help with the Board's business. Currently Jan Wells and Linda Verhaeghe share secretary duties and now Jan Wells

and Lorry Clark will share treasurer duties. Don Welsh moved that Lorry Clark should receive a key to the Centre.

**Other Business**

The Board wishes to welcome new owners of Lot 152 – Gordon & Kaylene Thomas and Lot 85 – Zachary McDonald.

**Correspondence**

For filing: Thank you letter for work done on the grader to Lot 69 – Hughes. As well he volunteered to work on the BBQ before the July long weekend; 7 non-compliance letters sent to owners; 10 arrears notices.

**Adjournment**

Meeting adjourned at 9:00 p.m.

**The next meeting will be:**

**Wednesday, July 16, 2014, at 7 p.m. at the Birchwood Center.**

**Please check the security gate notice board prior to the meeting date.**