

Minutes–October 4, 2017, Board Meeting

Condominium Corporation No. 882 0814

(Draft for review & approval at the next Board meeting)

Guests

Shawn and Ruth Ann Little, Lot 161; Bob Clark, Lot 155; Cory Horton, Lot 72; Jerry Wells, Lot 99; Rod Yakubow, Lot 133; Denis Guenette, Lot 143; Doug Clark, Lot 65; Karen LeDrew, Lot 148 and 149; and Bruce Swanston, Lot 90.

Open Forum

Jan Wells thanked all the owners in attendance for coming to the meeting. Jan Wells announced that Glenn Gallant has resigned from the Board, and stated that the Board had approached Cory Horton to join the Board since he was on the Board previously and had been voted in by the owners at that time. Cory Horton will be attending the meeting tonight.

Jan Wells then asked those in attendance to introduce themselves and note any concerns they may have.

Jerry Wells, Lot 99 and Doug Clark, Lot 65 were in attendance as observers.

Rod Yakubow, Lot 133 and Bruce Swanston, Lot 90 were in attendance to submit their reports.

Ruth Ann Little, Lot 161 wanted to bring to the Board's attention the graffiti that is painted on the dumpster. While the Board is not responsible for the dumpster they would advise Brazeau County. It was also mentioned that the dumpster is changed dependent on the usage it could soon be removed & replaced with a new one.

Shaun Little, Lot 161, raised his ongoing concern regarding the lack of sand or gravel through the winter on the icy corners in his area. Jan Wells reminded owners that they need to notify Bruce Swanston if they see a need for sand on the roads. Jan Wells instructed Bruce Swanston to monitor it over this winter season and if owners feel that it is being neglected to let Jan Wells know and she will try to rectify the situation.

Bob Clark, Lot 155, was informed that the lock on the gate in Cedar Glenn was changed from a combination lock to a key lock, and he has concerns that the gate will be inaccessible without a key; and asked the Board who in the community has keys to that gate. Bob Clark presented the Board with a letter from the residents in Cedar Glenn noting their concerns. Bob Clark mentioned that in the past four families had the combination for the combination lock, and the gate was only used in an emergency or to bring in large units. The owners feel that the gate should still be accessible. Bob Clark asked if the Board will provide some keys so that in an emergency the owners in Cedar Glen would have immediate access to the gate rather than trying to find someone who has a key. Sueanne Rehill Holt explained the Board's concerns with the lack of security in having numerous keys out; keys will be held by a few Board members and the security staff. Jan Wells stated the Board will discuss the letter further in the closed portion of the meeting.

Denis Guenette, Lot 143, has concerns regarding the invasion of beavers in the community and the trees that are being taken down near the creek. Bruce Swanston will check the common areas that may be affected, but the Board cannot do anything about the beavers on any area that is not common property, this is up to each individual owner. Denis

Guenette also has concerns regarding the security of the gate. He has witnessed an individual getting out of their vehicle and lifting the gate. Bruce Swanston said that the gate can be lifted by hand but hasn't witnessed this happening.

Cory Horton, Lot 72, has some concerns regarding the resident in the community who is "dumpster diving". After some discussion, the Board will draft a letter to send to the owner, expressing the Board & the communities concern around this issue.

Karen LeDrew, Lot 148 and 149 requested clarification of what can go into the dumpster and what is considered household waste. She has concerns regarding the mixed message on the dumpster regarding recycling as well. The Board has no control over the dumpster other than that Bruce Swanston does try to remove items that are not allowed in the dumpster. This problem is ongoing and if there is abuse the Brazeau County could discontinue the service. The Board reminded owners that a recycling bin is located at the Lindale Transfer Station and is available for use. The community dumpster is only for household waste.

The Open Forum was completed at 7:28 p.m.

Board Portion of Meeting

Jan Wells called the Board closed portion of the meeting to order at 7:30 p.m.

Sueanne Rehill Holt moved that due to the resignation of Glenn Gallant, the Board reappoint Cory Horton to the Board for the term to June 2019. Bev Baltesson seconded the motion, carried unanimously.

Water Report

Rod Yakubow handed in the September 2017 water reports including water usage for filing. Water usage for Aspen Grove was 26,484 gallons, Cedar Glen was 22,708 gallons, and Willow Ridge was 106,151 gallons for a total of 167,504 gallons. Total chlorine was 17 gallons.

Water usage has appeared normal compared to previous years. There was a problem noted in the Cedar Glen pump house this morning. Rod Yakubow discovered a crack in the line, and the line was repaired and fittings replaced. Rod Yakubow handed in the gas, electrical and telephone map for the area near Lot 70 where the CC Valve will be repaired on October 5, 2017.

Rod Yakubow also wanted to let the Board know that he hasn't received any more requests or feedback from Alberta Environment regarding the methane pumps/blowers that were noted as a requirement for the pump houses.

Site Services

Bruce Swanston handed in his September/October report.

Roll Call of Members: Jan Wells; Sueanne Rehill Holt; Lana Southorn; Paul Mah; Bev Baltesson; Cory Horton; and Crystal Heck (Accountant/Recording Secretary).

Approval of the September 20, 2017 Minutes: Minutes of the September 20, 2017 meeting minutes were previously circulated. Paul Mah moved that the minutes be accepted. Bev Baltesson seconded the motion, carried unanimously

Directors Reports

Financial Report: Crystal Heck handed out copies of the August 2017 financial report. There have been 9 overdue notices sent out on the 29th of September for all lots that were in arrears from the last overdue notices. Bev Baltesson advised that there are currently 7 lots

that have not made any payments for the 2017-2018 year. There are 19 lot owners that have given partial payments for the 2017-2018 year and of those, 7 are current.

Secretarial: Lana Southorn made the changes noted on the Contractor Quotation form, and continued with filing and website updates.

Site Services: Sueanne Rehill Holt moved that Paul Mah be moved to Site Services Director. Lana Southorn seconded the motion, carried unanimously. Paul Mah reported that one development permit has been approved. Paul Mah reported the grass seeding has been applied by Lot 154, and the bridge deck has been swept. Bruce Swanston will continue to monitor. Paul Mah had some questions about the approval of invoices for site services. Bev Baltesson will contact Paul Mah when she has the invoices so that he can approve them before payment. Paul Mah did a quick repair of the electrical box near Lot 28. Jerry Wells will put this box on the replacement list for next year.

Old Business

Culverts and Ditches - completed near lots 73, 19 & 20.

Dust control - Sueanne Rehill Holt and Jan Wells will send a letter as soon as possible to request that the community be placed on the list for dust control in the Spring of 2018.

Emergency Access South Road Condition - Sueanne Rehill Holt and Jan Wells will work together to draft a letter to send to Brazeau County to request help with emergency access to the south road. Cory Horton suggested that Sueanne Rehill Holt touch base with Lyle Banack and Arc Resources to request that they also send letters to Brazeau County. Currently the road is only passable with a 4X4 when the road is wet. This road is needed for an emergency access route and is necessary to be a part of the Emergency Preparedness/Fire Smart program. Sueanne Rehill Holt will contact Clarence Wastle to determine if he can provide information that could be included in the communication to Brazeau County.

Animal Control – Brazeau County Bylaw states that Birchwood is part of their control area. The Animal Control Officer advised Sueanne Rehill Holt that she is unable to drive through because she does not have access to the gate. After some discussion Sueanne Rehill Holt will provide the officer with the necessary information. Sueanne Rehill Holt provided Lana Southorn with the contact information for the Animal Control Officer for the information to be included in the contact information in the Board member and contact page on the website. The owners are reminded that any problems with animals in the community, the Animal Control Officer is there to help.

Electrical Boxes – six electrical boxes have been installed and the project is completed for 2017.

WCB Coverage – submitted application to WCB.

Emergency Sign at Center and Front Gate – completed.

New locks – completed. Paul Mah will have additional keys cut.

Lot 71 – cc valve will be replaced October 5, 2017, all utilities are marked.

Rural Crime Watch - Jan Wells has left a message with the new president, June Leach. Jan Wells will meet with June Leach to get further information. Jan Wells can pick up signs at the Tomahawk Liquor Store to replace the faded ones that owners currently have on their properties.

Culverts Flushed and Repaired – Mr. Lachance will complete this task as soon he is available.

Cement Riser Replacement at Washhouse – currently Bruce Swanston is getting quotes of supplying these.

Keystone Field Engineering – Bridge Condition – Jan Wells met with Karrie Jones from Keystone Engineering to discuss the condition of the bridge. It was determined that it could be postponed until Spring. Bruce Swanston will continue to monitor and provide any sweeping necessary to keep the gravel off.

Methane Monitors – Jan Wells and Cory Horton will meet with Rod Yakubow and Jerry wells to determine what needs to be done. Cory Horton will provide a methane monitor for Rod to use to test the level of methane to determine if it is at an acceptable level. The Board will need to determine & decide the need to purchase methane monitors.

Community Map- Jan Wells will check to see if there is an electronic version of our community that would work instead of a large map for emergency vehicles at the front entrance.

Brazeau – Community Signs – Sueanne Rehill Holt will check with Brazeau County to see if they can provide our community with signs that look like the signs at driveways within the county.

Well House Repairs – Cory Horton and Rod Yakubow will work on the venting concerns and the requirement of new shingles; possibly looking at putting up a metal roof in the Spring.

Equipment Inventory - Jan Wells will get together with Rod Yakubow, Jerry Wells, and Bruce Swanston to develop a process for listing inventory for water parts, site and electrical, and Kubota parts. Lana Southorn drafted an equipment inventory form for this purpose.

New Business

Items Arising from Open Forum

Beavers Taking Down Trees - There was some discussion on the Beaver problems in Cedar Glen and the community garden area. Lot owners need to contact the Fish and Wildlife and Brazeau County to try to eradicate the beavers.

Lock on Gate at Cedar Glen – There was some discussion regarding the concern raised at the Open Forum on the availability of keys for the gate at Cedar Glen. While the Board understands that there has not been any abuse in the past, currently there are nine directors/staff that can open this gate, so there is no need for owners in Cedar Glen to have keys. Jan Wells and Sueanne Rehill Holt will draft a reply to the residents of Cedar Glenn to address their concerns regarding the change in the lock at the gate, from a combination lock to a regular lock.

OTHER

Rules and Regulations Update - The Directors will review the Rules and Regulations over the winter to determine items to be included and/or updated in the Rules and Regulations for 2018 AGM package.

Signing Authorization - Currently Bev Baltesson, Jan Wells, Sueanne Rehill Holt, and Crystal Heck have signing authority. Cory Horton agreed to have his name included as a

signing authority, as he is a full-time resident in the community. Sueanne Rehill Holt moved that since she is away during the winter, her name be removed as having signing authority, and Cory Horton be placed on the list of Board members who have signing authority. Paul Mah seconded the motion, carried unanimously.

Emergency Preparedness/Fire Smart - Lana Southorn will create a page on the website for Emergency Preparedness/Fire Smart information. Jan Wells suggested that perhaps one Director should join the committee. Sueanne Rehill Holt felt that rather than a Board member joining the committee, Clarence Wastle could provide regular updates to the Board. Sueanne Rehill Holt volunteered to work with Clarence Wastle in this regard, and this could be accomplished through e-mail.

Cameras at Security Gate and Dumpster - Bev Baltesson expressed concern with the cameras & the pictures from them. Cory Horton will review the camera locations & settings to ensure that the cameras are being used effectively & efficiently.

Lock at Birchwood Center - Bev Baltesson also requested that the code on the Center exterior door be changed since it has been some time since this was done.

Contract Review Committee – The Contract Review Committee submitted copies of the revised contracts for Site Services and the Back-up Site-Kubota to the Board for review and discussion. Following a brief discussion, Sueanne Rehill Holt moved that the revised contracts for Site Services and Back-up Site-Kubota be accepted as presented to the Board by the Contracts Review Committee. Lana Southorn seconded the motion, carried unanimously. The Back-up Security Services contract was then to be reviewed by the Board, and Bev Baltesson was excused from the meeting to prevent any issues relating to conflict of interest. The remaining Board members reviewed the revised contract. Sueanne Rehill Holt moved that the revised Back-up Security Services contract be accepted as presented to the Board by the Contracts Review Committee. The motion was seconded by Paul Mah, carried unanimously. Following this motion, Bev Baltesson joined the meeting in progress.

Jan Wells, Paul Mah, and Cory Horton will meet with the contractors on October 11 @ 5:30 p.m. to have these contracts signed.

Correspondence for Review and filing

Letter from Witten LLP
Arrears letters (10)

Adjournment

Meeting adjourned at 11:00 p.m.

Next Meetings:

Open Forum: Tuesday, December 5th, 2017

Open Forum: Tuesday, February 6, 2018

Regular Board Meeting: April 18, 2018

All meetings will be held at the Birchwood Center at 7:00 p.m.