

Minutes–October 3, 2018, Board Meeting

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

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

Call to Order

Sueanne Rehill Holt called the meeting to order at 7:00 p.m. at Birchwood Center.

Contractor's Reports

Site Services - Bruce Swanston was in attendance and reminded the Board that the cleanup for the trees that were knocked down from the snow from the previous week will be removed tomorrow by himself, Randy Finnamore, and Bob Graham with the use of his trailer. Bruce Swanston also asked the Board for permission to purchase another load of gravel for the community. Sueanne Rehill Holt suggested that the Board would like Bruce Swanston to order what was needed to get the roads ready for winter. Bruce Swanston also explained that there was another bearing gone on the Kubota – currently the part is on order and the repairs will be completed by the end of the week.

Sueanne Rehill Holt asked Bruce Swanston about the Fortis contractor that is currently trimming trees in the community and she noted that some of the areas were not done. Bruce Swanston explained that they were not finished as they experienced a breakdown of equipment but will return. Sueanne Rehill Holt asked that Bruce Swanston take a drive around to ensure that they have completed the project and no areas are missed because they do not trim routinely, and it may be two or more years before they come back.

There was a letter of concern sent to an owner regarding the damage to the road near their property. Bev Baltesson was called by the owner just prior to this meeting to discuss and the owner was confused about the damage as the road had been repaired. As agreed to with the owner, Bev Baltesson asked Bruce Swanston to let the Board know should this happen again so that the owner can see what the damage is before it is repaired again.

There was also discussion regarding the ditch in the front of lot 125. As this issue was raised at the previous meeting on September 19th, Sueanne called the owner to discuss the issue. The owner indicated that they were not done working in the area and that the equipment they were using had broke down. Sueanne Rehill Holt had then contacted Bruce Swanston asking him to continue to monitor the situation to ensure that the road and ditch area was repaired properly. It was discussed that the weather may delay the completion of the work this year.

Frazer House mentioned his concerns with owners parking of vehicles on community common property as well as roadways. The Board will monitor this and may need to enforce removal of vehicles if they find that they are not being removed in a timely manner.

Water Report - Rod Yakubow was not in attendance for this meeting so the September water report was not available.

Roll Call of Members

Sueanne Rehill Holt, Jan Wells, Lana Southorn, Bev Baltesson, Frazer House, John Budd, Joan Allen, and Crystal Heck, (Accountant/Recording Secretary).

Approval of the September 19, 2018 Minutes

Minutes of the September 19, 2018 meeting minutes were previously circulated. Jan Wells moved that the minutes be accepted. John Budd seconded the motion, carried unanimously.

Financial Report

Crystal Heck handed out copies of the draft August 2018 financial report for review by the Board. Bev Baltesson reported that we currently have 5 owners who have not sent in any payment for this year's condominium fees. Crystal Heck will send out the "over 90 day" reminders next week to the owners who have not remitted any payment. There are a few owners that show up on the accounts receivable reports as being outstanding because they have supplied us with dated cheques to days other than the first of the month.

Site Services

Frazer House had no major issues to report regarding the site services and there were discussions regarding the work project to cut and dispose of the damaged trees in the community. Bev was excused from the discussion and left the meeting. Sueanne Rehill Holt moved that the Board approve the tree removal project costs for the two contractors (Randy Finnermore and Bruce Swanston), as well as Bob Graham & his trailer, as per the project proposal by John Budd and Frazer House. Jan Wells seconded the motion, carried unanimously. Bev returned to the meeting.

Secretarial

Lana Southorn will prepare more welcome packages for distribution to new owners.

Brazeau County Liaison

Jan Wells – nothing new to report.

Old Business

- Contract Review Committee – contracts currently have not been reviewed to date and will be scheduled to be reviewed after the 2019 AGM meeting.
- CC Valve and Water Hydrant Locations – currently on going. Bev Baltesson and Joan Allen will work with Rod Yakubow to get this completed over the next few weeks.
- Audited financials – Web Posting. Bev Baltesson has been in contact with Heather Zeniuk regarding the publication of the audited financials being posted on the Birchwood Website. Heather had no issue with us posting her report publicly. Lana Southorn will post this information as well as the insurance certificate on the website.

New Business

- Sueanne Rehill Holt hasn't heard back as yet from Pat Fisher regarding the Ecotrust Grant program to determine if our community is eligible to apply. Sueanne Rehill Holt explained that the grant needs to be applied for prior to the end of this month. Jan Wells volunteered to be the contact for this project and complete the necessary documents.
- Jan Wells wanted to let the Board know that there is currently a change in the process of Alberta One Call. Currently the Board receives an email once an owner sends in a request and they have made changes to their electronic reporting. At present, we are not sure of the new process.
- Jan Wells reported that development permits have been received from Brazeau County for three lots.
- There was a concern raised regarding the furniture, swings, etc. that have shown up on community common property. The Board wishes to remind owners that there is no place to store these donated items over the winter months and would like to have them removed as soon as possible. **If any owners wish to donate items to be placed on common property, it is very important that a request is sent to the Board for consideration prior to dropping off items.** Bev Baltesson may know who brought the swings and will contact the owner to see when they can be removed as she heard these were to be temporarily used for the Lumberjack Breakfast held in August.
- Frazer House asked about the preliminary water report that he thought was due on October 3, 2018. Minnow Engineering required more time to prepare this report and that date on their RFP was submitted as November 30, 2018, and the final report will be provided April 2019 after discussions with the Board. Once the report is received, it will be circulated to Board members for recommendations going forward.

New owners

No new owners since last meeting

Correspondence for Review and filing

Titles (2); Development Permits (3).

Adjournment

Meeting adjourned at 8:35 p.m.

The next meeting: Wednesday, April 17, 2019, 7:00 p.m. at Birchwood Center.