

Minutes– October 5, 2016, Board Meeting

Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com

(Draft for review & approval)

Attending: Jan Wells; Don Welsh; Glenn Gallant; Lana Southorn; Cory Horton; and, Crystal Heck, (Accountant/Recording Secretary). Regrets: Sueanne Rehill Holt

Guests:

Dave Nokinsky, Lot 3; Sharon and Larry Kuzio, Lot 62; Doug and Lorry Clark, Lot 65; Bruce Swanston, Lot 90; and Rod Yakubow, Lot 133.

Jan Wells called the meeting to order at 7:00 p.m. at Birchwood Center.

Open Forum

Jan Wells thanked all the owners in attendance for coming and asked for everyone in the Open Forum to introduce themselves and note any concerns they may have.

Dave Nokinsky, Lot 3; Doug and Lorry Clark, Lot 65; Larry Kuzio, Lot 62; were in attendance as observers. Rod Yakubow, Lot 133, and Bruce Swanston, Lot 90 were in attendance to provide their September reports.

Sharon Kuzio, Lot 62, expressed her concern regarding being unable to locate the water leak in Cedar Glen. Jan Wells explained that they have more avenues that the Board is going to explore and the Board is hoping to find the leak before winter hits.

Cory Horton was asked by Shawn Little; Lot 161 to bring to the attention of the Board, his concerns with the snow and ice that is left near his driveway during the winter. He would like to see more gravel and sand used on the road this winter. The Board will discuss this item during closed meeting.

Crystal Heck was asked by Brian Halldorson; Lot 4 to express his growing concerns regarding the infestation of skunks in the community.

Action: Cory Horton will look into renting a skunk trap from the Brazeau County.

The open forum was completed at 7:12 p.m.

Board Portion of Meeting

Jan Wells called the Board portion of the meeting to order at 7:15 p.m.

Approval of Minutes

Lana Southorn moved that the September 21, 2016 meeting minutes be accepted as presented, seconded by Cory Horton, carried unanimously.

Water Report

Rod Yakubow submitted the September reports including water usage for filing. Water usage for Aspen Grove was 25,713 gallons, Cedar Glen was 141,467 gallons, and Willow Ridge was 35,597 gallons.

Site Services

Bruce Swanston handed in his September report. Bruce Swanston asked permission to purchase another jerry can to get some diesel fuel to use for winter fuel. UFA suggested that winter fuel is not available till first week in November. The three planks on the Bridge deck will be replaced in the spring; and the repairs to the SW corner of the Bridge will also be completed in the spring. Action: Glenn Gallant will obtain three quotes for this job. Glenn Gallant reported that there have been 5 electrical boxes replaced and two more electrical boxes are on order. Glenn Gallant is concentrating on replacing the light boxes that are in the greatest need of replacement. Bruce Swanston will monitor the ice and snow down near Lot 161 over the winter. The Board will follow up with Shawn Little over the winter to verify that his concerns are being addressed.

Financial Report

Crystal Heck handed out a copy of the August financial reports and went through the accounts receivable on the books as of October 5, 2016. Crystal Heck has not completed refunds for the small credits. Action: Crystal Heck will prepare a list and have cheques out to owners before October 25, 2016.

Crystal Heck will send a copy of the account for maintenance common property expenses to Jan Wells so she can go through the costs to date; and Crystal Heck will also provide Jan Wells with an up to date accounts receivable report as soon as possible. Jan Wells received the final invoice for grass cutting and it was \$1.958 under budget this season.

Brazeau County Liaison

Cory Horton has not received any emails or updates from Brazeau County since the last meeting. Action: Cory Horton will inquire why the Condominium Corporation has not received copies of Development Permits issued by Brazeau County.

Old Business

Water Leak in Cedar Glen

The contractor that came out to on September 22nd was unsuccessful in isolating the source of the water leak. After some discussion it was decided that the Board will look into installing shut-off valves in order to pin point leak. Action: Don Welsh will follow up with Rod Yakubow; and together with Cory Horton and Glenn Gallant, will determine the locations and number of shut-off valves would be required.

Golf Cart Awareness Signs

Don Welsh has posts for the three signs. Action: Bruce Swanston, Jan Wells, and Don Welsh will decide where these signs will be placed and will complete this task as soon as possible.

Culverts

Additional culverts have been cleared, Action: Glenn Gallant will verify with Bruce Swanston that all the culverts are open.

Drainage, Lot 103

Action: Glenn Gallant and Cory Horton will contact Bob Kornelson before as soon as possible to discuss the drainage issue.

Culvert, Lot 104

Action: Cory Horton now has contact information for the owner, and is now able to call the owner to discuss the problem with the culverts.

On going winter projects

- Development Application. Action: Cory Horton, Don Welsh and Jan Wells will work together on the revisions for the condominium development application form; when the revisions have been completed, Cory Horton will touch base with Brazeau County for their input.
- Bugle. Action. Don Welsh, Cory Horton, and Jan Wells will work on this communication.
- Alberta One Call Process. Action: Jan Wells and Don Welsh will review the process. Cory Horton and Don Welsh will allow their cell phone numbers to be the emergency contact.
- Rules and Regulations. Action. All directors will review the rules and Regulations over the winter, and make any suggestions and/or changes that may be needed incorporated.

New Business

Items arising from Open Forum

All items discussed prior.

Emergency Access

The Board discussed the evacuation procedure for the community in the case of an emergency and the bridge was not usable. The south gate would be opened, but in extremely wet weather, it is likely that the only 4x4 vehicles would be able to negotiate the access road from the south gate. The Board will continue to discuss possible solutions to make this road more accessible. Action: Cory Horton will discuss this issue with Brazeau County.

Correspondence

Development permit.

Adjournment

Meeting adjourned at 10:00 p.m.

Meetings

**Open Forums: Wednesday, December 6, 2016, 7:00 p.m., at Birchwood Center.
Wednesday, February 7, 2017, 7:00 p.m., at Birchwood Center.**

**Board Meeting and Open Forum: Wednesday, April 19, 2017, 7:00 p.m.,
at Birchwood Center.**