

Minutes–October 7, 2019, Board Meeting

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

(Draft for review & approval at December 9, 2019 Board meeting)

Attending: John Budd, Greg Jansen; Lyle Banack; Bev Baltesson; Kevin Souther; and, Crystal Heck, (Accountant/Recording Secretary). Excused: Frazer House

There were 5 owners in attendance for observation only.

Agenda

Greg Jansen called the meeting to order at 7:01 p.m. at the Birchwood Centre.

Site Services

Bruce Swanston was in attendance and advised that the culverts are in and the job has been completed.

He advised the Board that there are a few trees on the common property between lots 88 and 89 that should be cut down. He indicated that he had talked to Frazer about it, but he has not received approval to do the work. Greg Jansen advised Bruce Swanston to discuss further with Frazer House as soon as possible.

Bruce Swanston also advised that some of the culverts that were removed last month may be useful in the area by lots 78-80 if work is done there. Lyle Banack advised that he has discussed the drainage situation with owners in lot 80.

Water Report

Rod Yakubow was in attendance and handed in the September reports for filing. It was noted that there were no issues with the water during the last month. Rod also indicated that he has been shutting off many CC valves in the neighborhood for owners that only are here in the summer.

The water report for the month of September 2019 is as follows:

6 Aspen Grove –30,260 gals
2 Cedar Glen – 17,271 gals
3 & # 4 Willow Ridge – 77,774 gals
TOTAL FOR ALL WELLS – 125,305 gals
Chlorine Used 9.5 gals

Approval of Previous Minutes

Minutes of the September 9, 2019 meeting were previously circulated.

Motion: Lyle Banack moved that the minutes be accepted as presented; John Budd seconded the motion. **Carried unanimously**

Financial Report

Crystal Heck provided reports for August 2019 for the Boards review. There are currently 22 lots in arrears which consist of 6 owners that have not paid any of the current condo fees. Crystal Heck will send out the next set of overdue notices this week. Lyle Banack asked if the previous year's end books have been sent to the auditor. Crystal Heck explained that she sent them to the auditor last week.

Site Services

Frazer House was unable to attend the meeting and did not provide any updates regarding site services. Greg Jansen asked Kevin Souther to work with Bruce Swanston and Frazer House with regards to the trees that need to be removed on the common property between lots 88 and 89.

Secretarial

Nothing to report

Old Business

Action items as per list

- Community Map & Community Lot Signs - Lyle Banack has contacted County Fire Chief Tom Thompson to coordinate a time when he can come to the community and do a drive through to view existing signage and determine if additional signage would be beneficial to assist emergency vehicles in responding to calls within our community.
- Electrical boxes – replacement and installation will be reviewed spring 2020.
- CC Valve and Water Hydrant Locations – Kevin Souther will work with Rod Yakubow to get the water hydrant locations and cc valves locations identified.
- Frozen water line – this will be monitored and flushed over the winter to maintain water flow. It will be determined in the spring of 2020 if repairs or modifications need to be done on the line. Owners affected with frozen lines this past spring have been asked to notify Rod Yakubow when they plan on returning to their lots in the spring of 2020.
- Yard Clean Up Notices - Kevin Souther advised that he did tour the community and only found one lot that needed to receive a cleanup notice. Bev Baltesson will work with Kevin Souther to get the notice sent out.
- Culvert Replacements, lots 92, 54, 17, 30 and 75 – This work was completed in September

- Drainage by Lots 78 – 80 Owners of these lots have discussed the drainage issue. Bruce Swanston advised that there are culverts available that may be used in this area if repairs are done.
- Security gate & codes – there was some discussion regarding changing the code on the security gate. It was discussed that the code should be changed as many owners have raised the issue that the code has not been changed in several years. It was determined that we could provide a code for emergency vehicles and a code for owners & residents. It was decided that the code will be changed, however, not until all owners & residents have been advised of the new code. It was also agreed that we would keep the existing code for a few months to assist with the transition. This item will be tabled until the Association needs to do a mailout to all owners.
- Brazeau Funding Information – Pending, no new information provided
- Brazeau Grant Information – Lyle Banack reported that he has been advised that all grants have been put on hold by the Provincial Government until the budget is released and by the Federal Government until the election is over.
- Recycle Dumpster – Lyle Banack hasn't approached Brazeau County regarding this issue.

New Business

Nomination of Marilyn Osaka to the Board - Greg Jansen thanked Marilyn Osaka for volunteering to join the Board for the secretarial position. Bev Baltesson nominated Marilyn Osaka for the secretary position of the Board. Greg Jansen asked if Marilyn Osaka accepted the nomination. Marilyn Osaka accepted the nomination. Kevin Souther seconded the motion.

Carried Unanimously

Greg Jansen invited Marilyn Osaka to join the board at the front.

Annual meeting date and fiscal budget - Lyle Banack expressed some concerns regarding the timing of the AGM and the budget meetings. He explained that his understanding of the condominium act shows that the budget is not required to be presented to the owners at the AGM. He feels that the previous boards were reading the act incorrectly in their decision to move the budget meetings to before the AGM. Lyle Banack proposes to move the meeting to be changed to first Saturday of May from June and that would give time for the new elected board to prepare a new budget for the next year end.

Bev Baltesson has some reservations on making this move especially with new legislation possibly coming into effect January 1, 2020. Her concerns also include the fact that some Board members will just be returning to the country & community and have personal & family time commitments to deal with. Also, many seasonal owners may not be back to the community until later in May which could affect attendance. Bev Baltesson wanted an opportunity to investigate why the process was changed to prepare the budget prior to the AGM, as opposed to after the AGM, as Lyle Banack has

suggested. Lyle Banack commented that if volunteer resources were not available to prepare AGM packages the Board could outsource this work.

Bev Baltesson also questioned if the date for the AGM could be changed without first notifying all owners.

Marilyn Osaka asked if there were any resources that could give clarification of the interpretation of the act. Clarence Wastle was in the audience and advised that he will be attending a condo management meeting on Tuesday October 8, 2019. Clarence volunteered to ask for clarification on this issue for us at the meeting and will provide an update to the Board. Greg Jansen feels that the Board needs to follow what is in the Condo Property Act. This item has been tabled until further information can be obtained.

Birchwood Center shingle repair - Bev Baltesson asked Bruce Swanston about the status of the shingles that needed to be repaired on the southeast corner of Birchwood Center. Bruce advised that the shingles were replaced and the tar that was purchased was not used or required.

Development Application for Lot 91 - Kevin Souther advised that the Birchwood Development Application submitted by Lot 91 has been signed off by the Board, is ready for filing and the owner has been advised to apply for a Brazeau County Development Permit.

New owners

No new owners since last meeting

Correspondence for Review and filing

EPCOR – Automatic Withdraw Application – new power meter installation for shed on common property between lots 88 and 89

Development Application – Lot 91

Title – Lot 67

Caveat Discharge

Letter responding to request to view invoices

Adjournment

Meeting adjourned at 7:41 p.m.

Greg Jensen thanked the owners in attendance and dismissed them so that the Board could go into the closed portion of the meeting.

The next meeting will be at the Birchwood Centre on Monday, December 9, 2019.