

# Minutes–September 20, 2017, Board Meeting

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## Condominium Corporation No. 882 0814

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

### **OPEN FORUM (CLOSED MEETING TO FOLLOW)**

#### **Call to Order**

Jan Wells called the Open Forum portion of the September 20<sup>th</sup> meeting to order at 7:00 p.m. at Birchwood Center.

#### **Guests:**

Jerry Wells, Lot 99; Rod Yakubow, Lot 133; Clarence Wastle, Lot 84; Bruce Swanston, Lot 90.

#### **Agenda**

Jan Wells called the meeting to order at 7:03 p.m. at Birchwood Center.

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.

Jerry Wells, Lot 99; was in attendance as an observer but also to mention that his water license is nearing its expiry and wished to get permission from the Board to take the course to renew his license. The Board granted permission for Jerry Wells to register in the course that is offered in closest proximity to Birchwood.

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

Clarence Wastle, Lot 84, thanked the Board for the use of the Center for the Fire Smart pancake breakfast and information session & he wanted to thank all the volunteers who helped him. He stated that Brazeau County and the Fire Department were impressed with the turnout, and submitted the letter he received from the Fire Chief to the Board. The month of October is fire prevention month and the Fire Department would like to come out to our community for a day, at which time they would check fire extinguishers, fire alarms, etc. This service will be offered free to the owners. Paul Mah asked if there will be any free fire detectors offered. Clarence Wastle felt that the Fire Department would bring smoke detectors which owners could purchase, and in the past, a limited number of fire detectors were offered free of charge. Clarence Wastle is hoping that they will bring the infrareds camera as well. Clarence Wastle has asked the Fire Chief to give him a week notice so that he can post some posters to inform the community that the Fire Department will be on site, and arrange for some owners to volunteer to take part in this event. Clarence Wastle requested that a page be set up on our website for Emergency Preparedness/Fire Smart postings. Lana Southorn will create a spot on the webpage. Jan Wells advised that items for posting be submitted as word documents. Sueanne Rehill Holt reminded Clarence Wastle that the list of e-mail contacts collected at the recent information session must be kept confidential. Clarence Wastle along with the Fire Smart program will be hosting another meeting in the Spring.

The Open Forum was completed at 7:23 p.m.

### **BOARD PORTION OF MEETING**

Jan Wells called the Board portion of the meeting to order at 7:20 p.m.

### **Water Report**

Rod Yakubow submitted the August 2017 water reports including water usage for filing. Water usage has appeared normal, and the rain in the last few has helped with the usage. The fire hydrant near lot 17 has been shut down as there appeared to be water around it. Rod Yakubow will continue to monitor it. There are still concerns from the Government of Alberta with the Cedar Glen Pump House. There was a request for a usage report for May to August 2017 which Rod Yakubow has forwarded this to the government.

Water usage for Aspen Grove was 28,970 gallons, Cedar Glen was 26,920 gallons, and Willow Ridge was 172,766 gallons for a total of 228,656 gallons. Total chlorine was 19.25 gallons.

Rod Yakubow reminded the Board that there is a problem with shutting down the CC Value on Lot 71. The Board requested this CC value be replaced before winter. Glenn Gallant will work with Rod Yakubow to complete this job, and Rod Yakubow will call Alberta One Call for line location. There was some discussion regarding the purchase of methane monitors. The engineer noted this in the Reserve Fund Study, and the contact from the Government of Alberta has also asked about methane monitors.

### **Site Services Report**

Bruce Swanston submitted his August/September report. Bruce Swanston advised the Board that he found the missing location sign that was posted inside the gate at the point where the roads split to Cedar Glen and Oak Place. Bruce Swanston also informed the Board that during the ditching he borrowed some wood from Glenn Gallant to build barriers for Fortis. The Board advised Bruce Swanston to go ahead and replace the boards. Tree removal and cleanup has been completed for 2017. Jan Wells asked Bruce Swanston and Glenn Gallant to revisit the ditching at Lot 73 since they have removed the decorative rocks that were in the ditch. Glenn Gallant and Bruce Swanston will follow up, and since the machine used for ditching is still in the community, the job can be done as soon as the area dries up.

Bruce Swanston informed the Board that there are some culverts that need to be flushed, and some culverts need to be trimmed. Bruce Swanston will contact Mike Lachance to provide this service. Bruce Swanston was provided with a copy of the Contractor Quotation form which is to be filled out and signed by the contractor.

Bruce Swanston also reported some instances of sewage overflow. The Board has notified the owners and will implement fines and report the overflows to Alberta Environment if the owners do not rectify the situations. Jan Wells asked Bruce Swanston to check the septic tank at the Center, and have it pumped out if needed.

Bruce Swanston also asked the Board for permission to replace the cement riser on the holding tank at Nielsen Park. The Board asked him to get some quotes to replace the riser. Bruce Swanston received a call from an owner last week with concern of a fire in a fire pit in the neighborhood that was dangerous due to the wind. Glenn Gallant went to investigate the fire and asked the owners to be careful and not to leave it unattended. Owners complied without any further issues.

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

### **Approval of Minutes**

Sueanne Rehill Holt moved that the minutes of the August 16, 2017 Board Meeting be accepted as presented. The motion was seconded by Bev Baltesson, carried unanimously.

### **Director's Reports**

#### **Financial – Crystal Heck and Bev Baltesson**

Crystal Heck submitted copies of the July 2017 financial report. A good response came from the last 29 reminder letters sent to owners. Crystal Heck will send out arrears over 60 days notices next week to all the owners that have not responded to the over 30-day reminders.

Bev Baltesson gave an update report on the condominium fee payment status: there are currently no payments from 11 lots which includes the 2 lots sent to the lawyers; one owner has been found and currently has been in contact with our lawyers and is planning to get his account up to date; and there are partial payments from 15 lots of which 8 lots are current. Bev Baltesson has handed out a welcome package to new owners at Lot 122, and will be delivering a welcome package to the new owners at Lot 104. The owner responsible for security gate repairs was sent a letter, followed by a phone call and has until October 1, 2017 to pay for the costs. During the ditching, there was a secondary culvert replaced and the owner has reimbursed the Board for the expenses.

#### **Site Services- Glenn Gallant, Paul Mah**

Glenn Gallant reported that the gravelling is complete. There were 6 boxes of gravel purchased and spread on the 16th of September. The ditching is 90% complete, but Lots 19 and 20 are still outstanding. Paul Mah is continuing with weekly site inspections. Overall there is an improvement within the community, however, he continues to work diligently with abandon lots. Tree removal on the east side of the road inside the security gate was completed by Open Sky thus wrapping this work up for the year. The Board thanked Paul Mah for his efforts in getting these trees removed. Paul Mah gave Lana Southorn the Elite Line Locating aerial photos of electrical facilities for filing.

There are concerns regarding the bridge deck. Glenn Gallant feels that it is too late in the year to complete work on the bridge. Bruce Swanston is currently attempting to get the sweeper, belonging to the golf course, in working order so that it can be used to sweep the bridge. Because this bridge deck was part of the Reserve Fund Study, it was decided that Glenn Gallant should attempt to get a contractor in place to proceed with bridge repairs. Crystal Heck will check the files to determine what contractor was used for bridge repair in the past. Jan Wells will contact Keystone Field Engineering to for advice as to whether the repairs can be left until spring.

#### **Secretarial**

Lana Southorn has been working with Jan Wells to organize the water documents for filing, and this project is near completion. Lana Southorn also prepared a contractor quotation form for Site Services; formatted revised contracts; and printed documents for five complete Welcome Packages.

#### **Brazeau County Liaison**

Sueanne Rehill Holt will work with Brazeau County to help with the process of map or location signs for the Fire Smart program. Sueanne Rehill Holt will again attempt to contact the owner of the land that is used as our south emergency access to determine whether the road condition will meet the standards to enable emergency vehicles for access and evacuation.

Sueanne Rehill Holt will contact Brazeau County to determine if it would be helpful for them to have a copy of the development applications approved by the Board. Currently this process is not in place and the Board would be willing to provide Brazeau County with this information if they wish.

There was a lengthy discussion regarding the Brazeau County Animal Control, and the dogs at large in the community. The Rules and Regulations need to be updated in this regard. Sueanne Rehill Holt will contract Brazeau County to clarify the procedure of dogs at large in the community.

Sueanne Rehill Holt will be in contact with Brazeau County regarding the Terabyte/Xplornet contract that has been in place for several years to see if there is an update required.

### **Old Business**

- **Dust Control** - Sueanne Rehill Holt and Jan Wells will draft a letter to Brazeau County for the community to be placed on Brazeau County's list for dust control in Spring 2018.
- **Culverts and Ditches** - completed other than Lots 73, 19, and 20.
- **Electrical Boxes** – Two out of the six have been installed.
- **WCB Coverage Requirements** – Sueanne Rehill Holt has been in contact with WCB, and this matter is currently in the hands of WCB to determine coverage.
- **Emergency Signs at Center and Front Gate** – the emergency sign has been installed at the Center, and will be installed at the front gate soon.
- **Bank Erosion – Lot 168** – tree removal has been completed.
- **Locks for Gate at Cedar Glen and Sheds** - Paul Mah has volunteered to purchase 4 or 6 locks keyed the same for Cedar Glen and sheds.
- **Rural Crime Watch** - currently has a new president. Jan Wells has not been able to obtain further information, but will follow-up.
- **Culvert Repair and Replacement** - Sueanne Rehill Holt noted that a culvert repair and replacement policy should be in place for the community. Sueanne Rehill Holt will contact Brazeau County to see if they have any guidelines in place that would be helpful for the Board as this would be useful to add to our Rules and Regulations for consistency throughout the community.

### **New Business**

No items arising from Open Forum

### **Other**

- **Contractor Quotation Form** - after some discussion it was decided that the form should include further revisions. Lana Southorn will make the noted changes to the form, and provide copies of the form to Site Services.
- **Methane Monitors** - Jan Wells will work with Jerry Wells and Rod Yakubow to purchase methane monitors.

- **Equipment Inventory** – Jan Wells stated the Reserve Fund Study identified the importance of an equipment inventory for water parts, site, electrical parts, and Kubota parts on hand. Jan Wells will contact Rod Yakubow, Jerry Wells, and Bruce Swanston for implementation.
- **Cedar Glen Well House Repairs** - there are some metal vents, soffit and trims that need to be replaced or repaired. Jan Wells will work with Rod Yakubow to get the repairs completed.
- **Map of the Community** - The Fire Smart program has identified a need of a map of our complex listing all the lot numbers as the numbering system is not chronological and very confusing. Jan Wells will check with the Fire Chief to find out if maps of our community can be sent electronically. They are requesting a map at the front entrance and the Board has concerns of lack of lighting and safety for our owners. Sueanne Rehill Holt will check with Brazeau County to see if they are able to provide our community with signs like the blue signs at driveways within the county.
- **Contract Review Committee** - The Contract Review Committee submitted copies of the revised contracts for Accounting, Water, Water Back-up, Site Services and Sewage, to the Board for review and discussion. Following a brief discussion, Sueanne Rehill Holt moved that the revised contracts for Accounting, Water, and Sewage, be accepted as presented to the Board by the Contracts Review Committee. The motion was seconded by Jan Wells, carried unanimously.

The Grass Cutting contract was the next contract 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. Lana Southorn moved that the revised Grass Cutting contract be accepted as presented to the Board by the Contracts Review Committee. The motion was seconded by Sueanne Rehill Holt, carried unanimously. Following this motion, Bev Baltesson joined the meeting in progress.

The Back-up Water contract was next, at which time Jan Wells 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 Water contract be accepted as presented to the Board by the Contracts Review Committee. The motion was seconded by Paul Mah, carried unanimously. Jan Wells joined the meeting following this motion.

### **New Owners**

Lot 122 – Andrew and Betsy Gill

Lot 104 – Justin and Joann Wieting

### **Correspondence for Review and Filing**

Non-compliance letters (5)

Letter re. culvert

Letter re. lot consolidation

Letter to BGCC

Elite line locating paperwork

Cheques returned to owners (2)

Invoice for gate repairs

Letter from Main Street Law

Letter advising of new renters

BMO letters (2)

Arrears letters (29)

Letter from Witten Law

### **Adjournment:**

Meeting adjourned at 11:15 p.m.

### **Next Meeting**

Wednesday, October 4, 2017, at 7:00 p.m. Birchwood Center.