

# Minutes– September 21, 2016, Board Meeting

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## **Condominium Corporation No. 882 0814** [www.birchwoodcountrycondo.com](http://www.birchwoodcountrycondo.com)

*(Draft for review & approval)*

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

Regrets: Don Welsh

### **Guests:**

Brian and Darlene Jenson, Lot 40; Jerry Wells, Lot 99; Drew House, Lot 30; Dianne Gallant, Lot 5; Paul Mah, Lot 154; Bob Clark, Lot 155; Beverly Baltesson, Lot 74; Doug & Lorry Clark, Lot 65; Shawn & Ruth Ann Little, Lot 161; Frazer House, Lot 60; Sharon Kuzio, Lot 62; Bob Kornelson, Lot 103; Betty MacRae-Baskey, Lot 21; Richard Cummings & Jeanette Craddock, Lot 92; Bruce Swanston, Lot 90; and Rod Yakubow, Lot 133.

Jan Wells called the meeting to order at 7:02 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.

Jerry Wells, Lot 99; Brian & Darlene Jenson, Lot 40; Doug & Lorry Clark, Lot 65; Dianne Gallant, Lot 5; Shawn & Ruth Ann Little, Lot 161; Drew House, Lot 30; Frazer House, Lot 60, 61; Richard Cummings & Jeanette Craddock Lot 92; were in attendance as observers. Rod Yakubow, Lot 133, and Bruce Swanston, Lot 90 were in attendance to provide the August reports.

Sharon Kuzio, Lot 62, expressed her concern regarding the August 17<sup>th</sup> minutes which noted that G&C Steamers attended the meeting and requested information on the process for providing septic pump out services to Birchwood. Jan Wells explained that there is nothing in the works, and that G&C Steamers only provided information on their days of operation and rates in hopes that they would be considered the next time there is an opportunity to bid. Sharon Kuzio reminded the Board that it is important that the contractor providing septic services has more than one pump out truck. Bob Clarke, Lot 155, commented that it is his understanding that G&C Steamers have five trucks and would be capable of doing the septic service at Birchwood. Cory Horton reminded the owners again that there are no plans as to getting a new contractor, and owners are able to use G&C Steamers; but G&C Steamers cannot use the lagoon to dispose of the sewage. Beverly Baltesson, Lot 74, used G&C Steamers due to an emergency situation, and they were available, but did not pump her tank empty, leaving 13 inches. She mentioned that owners need to be aware of this.

Bob Kornelson, Lot 103, asked if the Board is addressing the conditions of the electrical boxes, and mentioned that there is an electrical box near Lots 104 and 105 that is in need of repair. He also asked if there could be more work done on the roads to get the water to run off, as he always has to work on his approach after rains. Bob Kornelson also asked about procedures for evacuating the community if there is an emergency situation. Jan Wells

explained that should there be an emergency the owners would follow instructions given by the RCMP or other emergency responders and the Board has a key to the south gate which would be opened in an emergency situation.

Paul Mah, Lot 154, has some concerns with the water in Cedar Glen being shut off. He requested information as to what is happening and what the Board is doing to rectify the problem. Rod Yakubow has been monitoring the water usage and has determined that there is a leak. Rod Yakubow reported that two cc valves have been “dug up,” but neither was the source of the leak. Rod Yakubow and Jan Wells explained that on September 22<sup>nd</sup> there will be another contractor coming in to check for leaks with the use of gas. This contractor is fairly confident that it is a leak in the main line. Rod Yakubow has been trying to find where there may be water leaking on top of the ground but hasn't found any visible signs of excess water pooling.

Betty MacRae-Baskey, Lot 21, wanted to thank Bruce Swanston for doing a good job on the roads in the community but has some concerns about the road in front of her property and the problems with the drainage. Cory Horton explained that this is an agenda item for the closed portion of the meeting.

Shawn Little, Lot 161, wanted to thank Bruce Swanston for working on his ditch drainage problem. He also mentioned that when the work was done, a culvert was found that was covered with dirt, and plugged off with large rocks.

The open forum was completed at 7:20 p.m.

### **Board Portion of Meeting**

Jan Wells called the Board portion of the meeting to order at 7:25 p.m.

### **Approval of Minutes**

Cory Horton moved that the July 20, 2016 meeting minutes with amendments be accepted as presented, seconded by Lana Southorn, carried unanimously. Sueanne Rehill Holt moved that the August 17, 2016 meeting minutes be accepted as presented, seconded by Jan Wells, carried unanimously.

### **Water Report**

Rod Yakubow submitted the August reports including water usage for filing. Water usage for Aspen Grove was 31,617 gallons, Cedar Glen was 92,387 gallons, & Willow Ridge was 36,331 gallons. Rod Yakubow asked the Board to approve the purchase of two wall heaters for \$175.00 each to replace the old ceramic heaters in Cedar Glen and Aspen Grove. Sueanne Rehill Holt moved for approval for the purchase of two wall heaters to be installed by Jerry Wells in the Cedar Glen and Aspen Grove well house buildings, carried unanimously. Rod Yakubow also requested a new owners list with updated phone numbers. Jan Wells and Lana Southorn will prepare a new listing for Rod Yakubow, Cory Horton, and Bruce Swanston as soon as possible. Rod Yakubow wanted to also thank Jan Wells, Glenn Gallant, and Cory Horton for all the help with this on-going water leak.

### **Site Services**

Bruce Swanston handed in his August report. The water run off in front of Lot 103 was discussed. Action: Glenn Gallant, together with another Board member, will meet with Bob Kornelson to determine the problem with the road, and what Bruce Swanston can do to rectify the problem.

### **Financial Report**

Crystal Heck handed out a copy of the July financial reports and went through the accounts receivable on the books as of September 21, 2016. Crystal Heck has prepared the over 90 day notices to the owners that are currently in arrears, and included a copy of the Rules and Regulations which outline the letter notification procedures. Sueanne Rehill Holt moved that there be a policy in place to deal with the small credits on account and reimburse owners if there is over \$10.00 on the books, and if the owners are in good standing. Glenn Gallant seconded the motion, carried unanimously. Action: Crystal Heck will work through this and have cheques out to owners before October 5, 2016.

### **Brazeau County Liaison**

Cory Horton met with the Brazeau County regarding the development application and the procedure associated with the Board's development application form. Cory Horton drafted an example of what the Board requires and what Brazeau County needs. Copies were made available for Board members to review. Action: Cory Horton and Jan Wells will work together to fine-tune the form; and once completed, Cory Horton will touch base with Brazeau County. Cory Horton explained that the new Bylaws are being appealed so for the meantime the previous Bylaws are in effect.

### **Old Business**

#### **Reserve Fund Study**

Jan Wells stated that permission was provided to Keystone Field Engineering to contact Fortis to obtain information on the electrical grid. No other information has been received at this time.

#### **Light Boxes**

Glenn Gallant has purchased five boxes. *Action:* Crystal Heck is to send Jan Wells a report on what the boxes have cost to date, in order to determine if funds are available to purchase additional light boxes.

#### **Culverts**

Numerous culverts were steam cleaned in the spring. Bruce Swanston will try to have a few more done yearly to help with run-off in the community. Action: Glenn Gallant will ask Bruce Swanston to prepare a list of any culverts that need to be cleaned prior to winter.

#### **Culvert, Lot 104**

Cory Horton has not been able to contact the owners of Lot 104 to address their problem. The Board will attempt to get updated contact information.

#### **Security/Site Services Backup**

Training will continue to ensure that Randy Finnermore is up-to-date on the day to day security/site services responsibilities. Larry Kuzio volunteered to assist with backup for the Kubota. Cory Horton also volunteered to assist with running the Kubota in the event that both Bruce Swanston and Larry Kuzio are unavailable. Action: Jan Wells will look into adding Larry Kuzio to the insurance.

#### **Communication – Bugle**

Action: Cory Horton will draft a template for the Bugle. Jan Wells and Cory Horton will work together to prepare the first issue of the Bugle, and Lana Southorn will assist as needed. The Board will cover the postage for the first issue. The Board is hopeful that if email addresses can be obtained from owners, then this publication can be sent out to some of the owners via email.

### **Golf Cart Awareness Signs**

Three signs were purchased from Sigtific Signs, and paid for by the Social Club. Action: Jan Wells and Bruce Swanston will proceed to have the signs placed at three locations. Alberta One Call and Elite Line Locating will be contacted, and it is hoped that this job can be done at the same time the utility locators are in Birchwood for the water leak problem.

### **New Business**

#### **Items arising from Open Forum**

All items discussed prior.

#### **Development Application, Lot 18 & 19**

The Board has received a development application from the owners. Acton: Jan Wells and Glenn Gallant will follow up.

#### **Bridge Maintenance and Repair**

Keystone Field Engineering reminded the Board that the bridge needs to be cleaned more often to remove rocks from the bridge deck, as they cause damage; and also noted that there are some boards on the bridge deck that need to be replaced. Action: Glenn Gallant will ask Bruce Swanston to complete the cleaning of the bridge deck; and, Glenn Gallant and Bruce Swanston will identify the boards that need to be replaced, and this task will be completed prior to winter.

Keystone Field Engineering also noted that there is a piece broken off from the SW portion of the bridge. This was noted five years ago and has not been fixed. Action: Glenn Gallant and Cory Horton will look at the bridge, and proceed to obtain three quotes for this repair job.

#### **Alberta One Call Process**

Alberta One Call sends an e-mail to the Board e-mail account which works for regular non-emergency calls, but is not effective for emergency calls since emergency calls must be addressed within **ONE HOUR**. Jan Wells stated that the ideal situation would be to provide Alberta One Call with a phone number that is monitored regularly; i.e., the phone number of a Board member who has their phone with them at all times, and could therefore respond immediately. Cory Horton volunteered his number to use for the time being.

#### **Center Use**

Jackie Greenly has asked the Social Club to offer a craft course at the Center. Jan Wells will bring this to the attention of the owners at the upcoming potluck. If there is enough interest in the craft course, arrangements will be made for use of the Center for this class.

#### **Condolences**

The Board of Directors wishes to express their condolences to Don Welsh, family, and friends for Loretta Welsh who passed away on September 16, 2016.

#### **Correspondence**

Letters 90 and 90+ days overdue  
Brazeau County development permit, Lot 113

#### **Adjournment**

Meeting adjourned at 10:05 p.m.

**The next meeting will be at 7:00 p.m., Wednesday, October 5, 2016, at Birchwood Center.**