

Minutes–September 19, 2018, Board Meeting

Condominium Corporation No. 882 0814

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

Attending:

Sueanne Rehill Holt, Jan Wells, Lana Southorn, Bev Baltesson, Joan Allen, John Budd.
Regrets: Frazer House and Crystal Heck

Invited Guests:

Lyle Bannack – land owner south of security gate at south end of Birchwood, Anthony Heinrich - Division 5 Councillor Brazeau County, Jocelyn Whaley – CAO Brazeau County and Lynden Fischer – Director of Public Works Brazeau County

Call to Order:

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

Water Report – Not available

Site Services - Bruce Swanston advised that damage is being done to the road in front of Lot 10. Holes are being created from spinning tires and he has had to repair the road repeatedly. Sueanne will draft a letter to the Lot owner.

Bruce also advised that the ditch has been filled in with dirt in front of Lot 125. This summer there was clearing and leveling done on the lot. The lot file was checked, and the owner did not apply for a Birchwood Development Application. Sueanne Rehill Holt will contact the lot owner.

A discussion was held regarding ATV's driving within Birchwood. There have been several complaints in the complex of an underaged driver operating an ATV unsafely within the complex. Several owners have spoken to the underage owner as well as the guardian as there is a concern that an accident may occur. Sueanne Rehill Holt contacted Brazeau County regarding the Off-Road Vehicle Bylaw and confirmed that anyone under the age of 14 may not operate an ATV on public or private land. They also confirmed that they would provide bylaw services to us provided that an agreement was put in place. The Board decided that, if necessary, an agreement to provide bylaw services may be negotiated to keep our complex safe.

Invited guests arrived at 7:20 p.m.

Brazeau County Guests – Jan Wells welcomed the three invited guests from Brazeau County as well as the invited land owner, Lyle Bannack. Discussions were held as follows:

South Gate Access – Jocelyn Whaley acknowledged the fact that, if our bridge located near the 9th hole of the golf course was not passable in an emergency, we would have no alternate route from our complex. She had attempted to travel the South road at a

time when it was barely accessible and concluded that there is a need for road improvements, as soon as possible. She advised that the road development was an operational issue generated by safety concerns and that discussions with land owners will start immediately; an agreement between the land owners, our Board, and ARC will be drawn up within the week. As a land owner of part of the land south of the gate, Lyle Bannack wanted to confirm that the road would not become a county road and that the road would be used as an emergency access road. He also commented that owners would continue to be able to use the road for loads that are not able to cross our bridge, providing that he is contacted, and an agreement is reached between the owner and himself. Lyle Bannack left the meeting at 7:35pm.

Off Road Vehicle Bylaw – A brief discussion was held with the County representatives regarding this bylaw. Jocelyn Whaley confirmed that the Board could enter into an agreement with bylaw services if we chose to do so.

Birchwood Lagoon – Jocelyn Whaley advised that the Birchwood Lagoon will not attract an additional levy to Birchwood residents, the Board thanked Anthony Heinrich for his efforts with this matter. The lagoon will be open to all sewage pump-out providers within the next couple of weeks. This will allow residents to choose their pump-out provider and that provider will be able to dispose of the waste at the Birchwood lagoon by entering an appropriate code. The Board continues to have a contract with Windy Ridge Septic Services for sewage pump-out services. All other providers are required to keep records for a minimum of one year should the County need to do an audit for usage of Birchwood residents.

Planning & Development – A discussion was held regarding the experiences some owners have had involving development permits and contacts within the County. Bev Baltesson and Sueanne Rehill Holt commented that recent experiences at the County office were vastly different than prior years. Bev commented that she felt the office, as well as the representatives were inviting and friendly and the staff was helpful and approachable. Bev also thought the revised County Development Permit seemed easier to complete. Jan Wells expressed a concern about the number of adjacent lot owners that receive copies of County Development Permits. Sueanne commented that the requirement to do so is legislated by a higher level of government. Jocelyn commented that there is a pending proposed change to the County Land Use Bylaw that will make changes to who may receive these permits in the future.

Playground Signs – Jan Wells indicated that she had previously emailed the County requesting signs be installed near the Birchwood Playground to indicate drivers should be aware that children may be in the area. Jocelyn Whaley confirmed that signage will be provided and installed from both directions by Brazeau County by the end of 2018. It was also acknowledged that the Board appreciates the care and upkeep the County does on the playground in the summer and any concerns addressed were performed in a pleasant and timely manner.

Fire Smart – Anthony Heinrich applauded the Board for embracing the Fire Smart Program and he commented that other similar residential areas in the County have not yet done so. Jan Wells advised that the Fire Smart Program is headed up by Clarence Wastle and a group of volunteers who deserve the credit. It was agreed that the Fire Smart open house held in June of 2018 was a success with many lot owners agreeing to have their lot assessed for improvements they could make to protect their lots better, in the event of a fire. Lot owners were also advised to consider Fire Smart choices when making repairs or renovations to their homes and lots.

That concluded the invited guest portion of the Board Meeting. Thanks, and appreciation was expressed to all the guests who attended. The invited guest portion of the meeting concluded at 8:05 p.m. and the closed meeting resumed.

Approval of the August 15, 2018 Minutes

Minutes of the August 15, 2018 meeting minutes were previously circulated. Jan Wells moved that the minutes be accepted as drafted. Bev Baltesson seconded the motion, carried unanimously.

Financial Report – Bev Baltesson handed out copies of the July 31, 2018 financial report as well as a Balance Sheet and Income Statement up to September 17, 2018. No issues were identified. Bev advised that 30 Arrears Letters were initiated in August, and to date only 5 lots have made no payments towards the 2018-19 assessment. Arrears to date are approximately \$2,670.00 involving 15 lots. Crystal Heck continues to work on our behalf and with lot owners to collect these fees. The Board agrees that it is a huge benefit to have a resource such as Crystal to assist us in managing these accounts. Bev will provide and updated Owner's List to the Board as well as Bruce, Rod and Crystal as soon as possible.

Site Services – John Budd provided a summary of Site Services work on behalf of Frazer House. Bridge repairs as identified in the 2017 Reserve Fund Study were completed in August. A further 6 non-compliance letters were sent to owners for unsightly or uncared for lots with many of the lots complying without fines. The spreadsheet for tracking the Site Service non-compliance letters needs to be updated. Jan Wells will work with Frazer to complete the updating. The Board accepted a timed, planned approach initiated by Lot 71, allowing the owner to make improvements required on his lot. Frazer advised that he worked with the owner of Lot 168 to clear brush and debris. Tree trimming along the road ways was contracted out and completed on August 28, 2018 and the work was supervised by Bruce Swanston.

Old Business

- Access Codes Changed at Birchwood Center – Jan Wells and Bev Baltesson have completed this work and advised the appropriate parties. No party shall disclose the code unless it is approved by the Board.
- Bank Signing Authorizations – Bev Baltesson has completed getting Board signatures, required identification, etc. Once documents have been signed by Accountant, Crystal Heck, the papers will be returned to the bank.
- Xplornet – It was determined that members of the Board require additional time to go over the contract and some Board members believe that a site visit should be done with Bruce now that the property has been staked and we have a site survey. Copies of the contract have been printed and placed in the member's folders for review and comments. Jan Wells will arrange a site visit for Bruce Swanston and all who want to attend.
- Kubota Winter Storage – The signed Kubota winter parking contract was received by the Board as per the conditions outlined at the August 15, 2018 meeting and agreed to by all Board members by email prior to this meeting.

- Swimming Pool Empty Process – Concerns with how the water will be drained from a large swimming pool need to be discussed with the lot owner. Sueanne Rehill Holt will work with Frazer to contact the lot owner.

New Business

- Posting Audited Financial Papers on Condo Website – Sueanne Rehill Holt suggested that the yearly Audited Financial Report be posted on the Condominium’s website for public viewing. All owners are provided a copy of this report in the yearly AGM package; however, it was discussed that it may be beneficial to have the report also on the website. While all Board members agreed that the report should be viewed by all lot owners, concerns were raised as to whether the report should be viewed by the public. Bev Baltesson will contact the Auditor to confirm if there are reasons why the report cannot be viewed publicly.
- July 18, 2018 Letter from an anonymous writer regarding an “Amendment to Rules Request.’ The Board has taken no action and will not take any action to correspondence delivered anonymously as it contravenes the Rules and Regulations dated May 1, 2018, Item 3b, as follows:

Lot owners having items of interest or concern must write a letter which may be dropped off at the Center mailbox or mailed to P.O. Box 134, Lindale, AB, T0C 1W0; or sent by email to mail@birchwoodcountrycondo.com. The letter must include the name(s) of the persons submitting it, the date that it is written, and be signed by the lot owner(s) involved.

- Administration Costs for Payments Not Made in Accordance with the 3 Options outlined in the Annual Assessment. Bev Baltesson would like to propose a change to the Rules and Regulations to add a specified amount be billed to the owner for administrative costs for payments not made as outlined in the 3 options on the annual assessment. Payments not made on the 1st of the month, payments received after the 1st of the month, payments made incorrectly, etc. cost additional time for our Accountant. With owner concerns over contractor costs, it is very important to ensure that costs charged to the Condominium, because of lot owners not complying to the Rules and Regulations, be passed on to the owners responsible. Lana Southorn will make note that this item be reviewed when the Rules and Regulations are reviewed over the winter months.
- Birchwood Sustainability Sub-Committee – Joan Allen advised that she is not able to put much time and effort into this committee at this time due to personal time commitments. The Board has placed this initiative on hold until Joan is able to proceed.
- Brazeau County Public Web Map – Bev Baltesson advised that the Brazeau County webpage has a publicly accessible web-based tool that owners can use. This tool can show owners aerial photography of their land and surrounding area. It has basic property information including roll number, legal address, parcel area, zoning type and assessment. Owners can draw and label maps, and print information for supporting development and sales of their property.

- Insurance Certificate – Sueanne Rehill Holt suggested that we post the Condominium’s Insurance Certificate on the Condo’s website. Bev will provide a copy of the certificate to Lana Southorn, so it can be put on the website.
- Pumphouse Easements – Jan Wells advised that easements are in place on lots where current pump houses are located.

Correspondence for Review and Filing

Non-compliance Letters (6)

Arrears Notices (30)

Condo Insurance Policy from Aviva & Insurance Certificate

BMO GIC Renewal

Titles for Lots (2)

Misc Correspondence for Lot Files (2)

New owners - Lot 127,167, 54 and 94.

Adjournment

Meeting adjourned at 9:20 p.m.

Next Meeting: Wednesday, October 3, 2018 at Birchwood Center