

Minutes – September 21, 2020 Board Meeting

Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com

(Draft for review & approval at the November 9, 2020 Board Meeting)

Attending: Greg Jansen; Lyle Banack; Bev Baltesson; Meagan McAleese; Kevin Souther; & Crystal Heck, (Accountant/Recording Secretary).

Agenda

Greg Jansen called the meeting to order at 7:03 p.m. at the Birchwood Centre.

Site Services

Bruce Swanston was unable to attend the meeting to provide his report.

Water Report

Rod Yakubow was unable to attend the meeting to provide his report.

Approval of Previous Minutes

Minutes of the July 13, 2020 meeting were previously circulated.

Motion: Kevin Souther moved that the minutes be accepted as presented; Meagan McAleese seconded the motion. **Carried unanimously**

Minutes of the August 30, 2020 meeting were previously circulated.

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

Financial Report

Crystal Heck provided copies of overdue notice letters sent out to 24 owners that were currently in arrears over 90 days.

Crystal Heck asked for some clarification on how the Board wants to see the monthly Balance Sheet and Income statements with regards to the water upgrade project funds and expenses and regular expenses. Crystal Heck will work with Lyle Banack to create a report that will clearly show the funds and expenses for the project.

Bev Baltesson advised that the Special Levy status is as follows, we have a total of 149 lots paid in full, 7 lots have given partial payments and 15 lots have made no payments towards the Special Levy.

Bev Baltesson also provided a status of outstanding assessment fees with 9 lots who have not made any payment towards the 2020-2021 assessment. Total assessments overdue is \$4,564.77.

Crystal Heck asked the Board on the treatment going forward on the delinquent accounts. The Board advised Crystal Heck to proceed with account overdue notifications, interest, surcharge billing and caveats, if necessary.

Crystal Heck has been advised by the Board to proceed with placing a caveat on a lot that is currently in arrears for \$2,100.00 for the Special Levy fee that was due May 1, 2020 as well as \$1,309.44 for assessment fees, late fees and interest, total amount owing is \$3,409.44. The owner has made no effort to pay or contact the corporation regarding their account.

Site Services

Kevin Souther submitted a Development Application for Lot 7. Meagan McAleese co-signed the permit and Kevin will return the signed application to the owner.

Kevin Souther advised that he has been working with Bruce Swanston on the security cameras located in the area. Agreement was reached that Kevin will investigate and purchase 2 new cameras, batteries and cases, if needed. Bev Baltesson asked for more frequent checking of the cameras to ensure they remain working properly. Kevin advised that he would provide the Security Contractor with a schedule to ensure the cameras are checked adequately.

Brazeau County Liaison

Lyle Banack plans on meeting with the County in the next couple of weeks to discuss community and lot signs, corner markers, street lights at 494 entrance and recycle dumpster.

Lyle Banack recently toured the community with a County representative to agree on locations of emergency signage and has received quotes on emergency signage for the community that he will present to Brazeau County.

Old Business

Action items as per list

- Community Lot signs and corner markers – Lyle Banack to discuss further with the County.
- Electrical boxes – No further boxes will be purchased at this time. Jerry Wells will finish installation, if required. On hold until spring 2021.
- CC Valve and Water Hydrant Locations – Kevin Souther has provided pictures of the CC valve placement. Bev Baltesson will transfer the pictures on to the Corporation's laptop and memory sticks for future reference. Bev Baltesson will work with Kevin Souther and Rod Yakubow to arrange for any valves that still need to be recorded.
- Drainage by Lots 78-80 – Completed September 2020
- Security Gate and codes – it was decided that the codes would not be changed at this time. Completed September 2020.
- Recycle Dumpster – Pending
- Lead Management Plan for Water – Pending. Bev Baltesson will provide Megan McAleese with the documentation for this requirement. Kevin Souther and

Meagan McAleese will work with the water contractors and other community experts to provide the documentation and testing required.

- Temporary Electric Service Cable – Lyle Banack provided a quote in the amount of \$2,265.96 for 120m of electrical service.

Motion: Lyle Banack moved that we purchase the electrical service cable to be used in emergency power disruptions. Bev Baltesson seconded the motion.

Carried unanimously

Lyle Banack will contact Jerry Wells to arrange for purchase of the cable. Kevin Souther will work with Jerry Wells and Bruce Swanston to determine the best location to store the cable.

- Water upgrade – Kevin Souther will contact Frazer House to get an update of the response and status of the plumbing bids. New tanks have been delivered. It was discussed that Frazer House and John Budd should be invited to attend future Board meetings to provide any updates on status of the Project. Bev Baltesson advised that an email had previously been circulated to the Board members requesting a partial final payment be made to Core Construction as their portion of the work is near completion. Bev Baltesson wanted confirmation from the Water Upgrade Committee and Core Contracting that permits for building, electrical and plumbing are not required by the province. Agreement was made to make a partial payment to Core Construction. The Corporation will withhold \$5,000.00 to be paid to Core Construction upon completion of all work contracted. Bev Baltesson will provide Crystal Heck with payment details. Greg Jansen will contact the new owners in Lot 166 to discuss moving the CC valve.
- EPCOR billing – Bev Baltesson will contact EPCOR and provide an update
- Owner Communication – Bev Baltesson will arrange for volunteer assistance to complete this item.
- New culverts near Lot 15, 79, & 105 – Completed September 2020
- Repair culvert near Lot 123 – Completed September 2020.
- Lights at TWP road 494 entrance – Lyle Banack will meet with Brazeau County.
- Franklin Pump Controllers & Capacitors – Some parts have been however, Jerry Wells indicated that additional spare parts may be useful. Kevin Souther will work with Jerry Wells to identify and order additional spare parts, if necessary.
- Rules & Regulations – Lyle Banack provided a draft version of new Rules & Regulations via email prior to the Board meeting. The Board discussed the draft version of the R&R's and provided input into revisions, additions and deletions, etc. Lyle Banack will provide a revised draft copy of the document to all Board members to approve and adopt via email and then they will be sent to owners.
- Revising Bylaws – the current Board has decided not to make any revisions to the existing Bylaws. Completed September 2020
- Aspen Grove Wellhouse Flooding - Kevin Souther and Rod Yakubow are working on a solution to this flooding in heavy rains. A drainage pipe may need to be installed.
- Bank signing authority and changes – BMO has been notified of the changes in signing authority. Bev Baltesson will work with the bank, Crystal Heck and directors to complete the change.

New Business

Fiscal Year End Change - Lyle Banack feels that the new Alberta Condominium Act may require that our corporation year end be changed from June to December to accommodate the timely manner of getting financial statements out to the owners before the yearly AGM. Lyle Banack will talk to the auditor to see if she would be able to accommodate getting the financials completed so that the information would be available within the time frame required by the new condo act.

Multiple Residences - It was brought to the attention of the Board that there may have been more than one residence located on one lot this summer. The Board would like to remind owners that only one residence is allowed per lot as per Brazeau County Land Use Bylaws. Owners who already have a residence on their lot may not rent out space for a second residence on their lot. Having multiple residences on a lot also adds costs to the Corporation with additional water usage, garbage disposal, etc.

Traffic Visibility at the Bridge - The Board received an email regarding the traffic visibility issues at the Bridge. Trees in the area cannot be cut down because of the stability of the banks in the area and they are not on common property. Bev Baltesson wondered if there could be signage put up on the south side of the bridge advising drivers to yield or stop for oncoming traffic. After some discussion it was decided that most owners and visitors are respectful and take their turns using the bridge so the Board will not do any changes at the present time.

Lot 51 CC valve – Rod Yakubow advised that the CC valve was seized but he was able to shut it off. It may need replacing in the future.

Lot 73 Yard Clean Up and Yard Maintenance – Bev Baltesson was advised that a Management Company is working to address outstanding issues with this property.

Mailout to Owners - Bev Baltesson is working on getting a mail out to the owners. Bev advised that draft AGM minutes and Insurance information are ready for mailing. As soon as the Rules & Regulations are adopted, the mailout can be done. Baltesson will be sending out the AGM meeting minutes, Insurance change information and the new Rules & Regulations.

New owners

Lots 166, 36, 144, 63 and 57.

Correspondence for Review and filing

Development Applications Lot 7, 127 & 57

Title x 13

Bank of Montreal – returned item advice x 2

Bank of Montreal – GIC reinvested August 21, 2020

Bank of Montreal – Change of Signing Authority

Notice of Change of Directors to Land Titles

Arrears Notice – August 1, 2020 X 53

Kubota Bill of Sale and Warranty Documents

Arrears Notice – September 21, 2020 x 23

Adjournment

Meeting adjourned at 9:18 p.m.

The next meeting will be at the Birchwood Centre on Monday, November 9, 2020 at 7pm