

# Minutes–September 9, 2019, Board Meeting

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

*(Draft for review & approval at October 7, 2019 meeting)*

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

There were 5 owners in attendance for observation only.

### **Agenda**

John Budd called the meeting to order at 7:01 p.m. at the Birchwood Centre.

### **Site Services**

Bruce Swanston was in attendance and advised that utility line locating was near completion for the areas where the culverts were going to be installed or replaced. All the culverts were ordered and delivered. Bruce advised that he needs to order another load of gravel to use in the areas of where the culverts are being replaced.

Frazer House advised that dust control was completed in the community and explained that the product will be effective through next year as well. The County, however, did place the product on the roadways that travel across the Village Golf Course property and that was not in the scope of work agreed to. As a result, the Corporation will not be responsible for any costs for applying the product in that area. Frazer will also speak with Dwayne & Sadie to clarify the County made this error. The Corporation has not yet received the final bill for this application.

### **Water Report**

Rod Yakubow was unable to attend the meeting. Frazer House noted that there was an issue with the holding tank located in Cedar Glen. Jerry Wells and Frazer House secured the water tank with a strap secured to the back of the building and supported the floor under the tank. This is a temporary fix and will be corrected in the water upgrade project.

Rod Yakubow provided a report by email on September 10<sup>th</sup> with information as follows:

- # 6 Aspen Grove –28,353 gals
- # 2 Cedar Glen – 19,395 gals
- # 3 & # 4 Willow Ridge – 81,451 gals

TOTAL FOR ALL WELLS – 129,199 gals

Chlorine Used 11.5 gals

Rod Yakubow also stated that the water used was the lowest on record for the month of August.

### **Approval of Previous Minutes**

Minutes of the August 12, 2019 meeting were previously circulated.

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

### **Financial Report**

Crystal Heck provided reports for May, June and July 2019 for the Boards review. Bev Baltesson advised that only 2 lots remain in arrears for 2018-2019 condo fees, totaling less than \$600.00. One lot is currently overdue more than 90 days and the appropriate letter has been sent to the owner. She also advised that we have received partial or full payments from 153 lots for the 2019-2020 condo fees. There are currently 27 lots in arrears. Crystal Heck sent out overdue notices on September 3, 2019 to 24 lots. Lyle Banack suggested that the yearend be sent to the auditor as soon as possible. Normally the year end is sent after the October meeting. Crystal Heck will arrange to have the files sent to the auditor.

### **Site Services**

Lyle Banack asked about the possibility of getting Brazeau County to supply a recycle bin for cardboard near the dumpster. John Budd explained that this has been visited many times and there have been concerns of the possibility of misuse. Lyle Banack will contact the County regarding the availability of this service.

### **Secretarial**

Nothing to report

### **Brazeau County Liaison**

Lyle Banack explained that the Brazeau County haven't to date applied for any grants on our behalf. The County is waiting to receive more information from the Corporation regarding upgrade design and approval from Alberta Environment.

Lyle Banack advised that he was able to get the following information regarding a possible loan application if the community chooses this option to pay for the upgrades. Loans are available quarterly – March, June, September, and December. Applications need to be in the month before and the interest rates are 1.8% for a 3-year term and 2.4% for up to term and there would be no legal fees attached to the loans. Lyle Banack's 20-year recommendation would be to take the blended interest/principal payment option but there were a few different ones available. There were loan options that involved penalties if the repayment was done before the term of the loan had matured. Bev Baltesson asked that Lyle Banack please send the links to this information to the other Board members. It was also acknowledged that the Corporation could not borrow any money unless a Special Resolution was passed by the owners.

Lyle Banack advised that the south access roadwork has been completed by the County and seems to be holding up very well. This road should be useable by Birchwood residents in the event of an emergency.

## **Old Business**

### **Action items as per list**

- There was some discussion regarding the Firesmart Community Map and the Brazeau Community lot signs. Clarence Wastle was in attendance and explained to the Board that there is no money available with the Firesmart program to provide funding for these signs. The signs, if the Corporation decided they were necessary, would have to meet Brazeau County's requirements as well – so they will be costly. Brazeau County's requirements are similar to the large signs that are currently sitting at subdivisions driveways. Discussion was held and a motion was made.

**Motion:** Frazer House made a motion to remove these 2 action items from the action log. These items have been on the list for over two years and he believes that these really are not action items that are an emergency and maybe not necessary. It was discussed that there are various maps online that could be used as well. have the map at their disposal and can find their way through the community. First responders may come from areas that are not familiar with the Birchwood subdivision and that could delay response time.

**This motion did not receive a pass**

Lyle Banack asked for more discussion on this item as he would like to see maybe better signage on the community corners. The Board noted that signage for each lot is the owner's responsibility but some consistency in the community would be helpful. He would like to investigate what the costs would be. Currently there is no money in the budget for this but could easily be added to next year's budget.

**Motion:** Bev Baltesson moved to amend the action list item to not include it as a Firesmart initiate. John Budd seconded the motion.

**Carried, 2 opposed & 3 in favor**

**Motion:** Lyle Banack moved to investigate the cost of signs to add to the community, Kevin Souther seconded the motion.

**Carried unanimously**

- Contract Review Committee – Frazer House felt that this was unnecessary for this item to remain on the Action Register as the day to day interaction is covering the contractor review process and any issues are handled with the contractor at the time of the issue. Bev Baltesson feels that once a year is necessary for a review to ensure no changes, updates, etc are necessary or required by either party. Frazer House moved to remove this review action item. Kevin Souther seconded the motion. Bev Baltesson abstained from voting.

**Carried, 4 in favor & 1 abstainer**

- CC Valve & Water Hydrant location Souther will work towards having this completed by November 30, 2019.
- Dust control – completed in August by Brazeau County.
- Frozen water line – this line will be flushed in order to monitor water flow over the winter with completion of repairs moved to spring 2020.
- Removal of trees by Lot 173 was completed in July 2019.
- Electrical service installation at the Xplornet tower was completed August 2019.
- Electrical breaker has been received for our stock and we have received the invoice. This breaker was found in the US and was ordered and brought back by Lyle Banack saving the community approximately \$3,500.00.
- Security gate & codes – tabled to next meeting.
- Drainage by Lots 78-80 will be tabled till next meeting.
- Culverts requiring replacement – Utility locates will be completed in the next couple of days so work will start in the next week or two.

### **New Business**

Bev Baltesson reminded the Board of possible changes to the Alberta Condominium Property Act effective Jan 1, 2020. She has some concerns if the proposed changes were to come into effect on that date. The changes could be a lot of additional office work, could require updated office equipment and services. Lyle Banack agreed that some changes may come, however, he believes the changes may not be as proposed and may be postponed again. After discussion, many of the Board members thought this item should not be dealt with until changes actually came into effect. Clarence Wastle was in attendance and agreed to keep the Board informed on any updates to the regulations as he keeps up to date on this issue.

Frazer House was approached by an owner requesting information on how to deal with loud dogs in the community. Frazer House advised the owner that he would discuss this issue with the Board and suggested that he discuss the issue with his neighbor. Upon discussion of this topic, the County is responsibility for Animal Control and if owners cannot resolve the issue between them, owners are to contact the County Animal Control Officer, Doreen Clark at 780-514-0372.

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

There were some discussions regarding the meeting that the Board had with the engineer regarding the upgrade to the water. Frazer House will call Pat Fisher to get an update and find out if he is able to complete the pipe system schematics.

The Corporation received an email from an owner requesting access to some invoices on work completed in the community over the past several years. Lyle Banack felt that this exercise would require the assistance of the auditor to help with the discussions regarding the invoices, allocation of funds, etc. It was also discussed that the cost for the auditor should be passed on to the owner requesting the information and should not be an expense for all owners to share. Bev Baltesson will contact the Corporation's auditor to find out what the costs would be for the owner and to determine her availability to meet. Once the cost and availability are determined, a response will be drafted for response to the owner.

Marilyn Osaka, Lot 50 volunteered to help the board with office and secretarial duties. Bev Baltesson spoke with Marilyn to give her an overview of how the Board operates and what work the Board needs help with.

**Motion:** Frazer House moved that the Board invite Marilyn Osaka to the next Board meeting on October 7, 2019. Kevin Souther seconded the motion.

**Carried unanimously**

Bev Baltesson will contact Marilyn Osaka to confirm she is still interested in joining the Board and invite her to attend the next Board meeting on October 7, 2019.

### **New owners**

Lot 67 – September 3<sup>rd</sup>, 2019

### **Correspondence for Review and filing**

Arrears notices X 24

Letter & response – Lots 18 & 19

Email – July 15, 2019 secretarial update

Letter – Lot 54 regarding culvert

Electrical permit services report & inspection report – August 2019 near Xplornet tower

### **Adjournment**

Meeting adjourned at 9:15 p.m.

The next meeting will be at the Birchwood Centre at 7:00pm on Monday, October 7, 2019.