

Minutes – February 9, 2022 Board Meeting

Condominium Corporation No. 882 0814 **www.birchwoodcountrycondo.com**

(Draft for review & approval at the March 21, 2022 Board Meeting)

Attending: Bev Baltesson; Lyle Banack; Kevin Souther; and Crystal Heck, (Accountant/Recording Secretary). Meagan McAleese and John Zyda were available via Zoom. Greg Jansen and Betty McCabe were absent.

Contractors attending: Jerry Wells, Lot 99 and Russ Smith, Lot 101 attended as Water Services contractors and Bruce Swanston, Lot 90 attended as Site Services contractor.

Agenda

John Zyda called the meeting to order at 7:03 p.m. due to Greg Jansen being absent. Lyle Banack asked John Zyda whether he would be chairing the meeting and John Zyda asked if Lyle Banack would chair the meeting in Greg Jansen's absence.

Approval of Previous Minutes

Minutes of the December 6, 2021 Board meeting were previously circulated.

Motion: Meagan McAleese moved that the minutes be accepted as presented. John Zyda seconded the motion. **Carried, 5 in favor, 2 abstainers**

Site Services

Bruce Swanston, Lot 90 reported that he had to make a temporary repair to the Kubota snow blower attachment. He will plan for a more permanent repair in the summer. Kevin Souther received a concern from a resident regarding snow being piled on common property near their property. Kevin did investigate and felt that there was not going to be a problem.

Lyle Banack thanked Bruce Swanston for his attendance, and he was excused.

Water Services

The water report for the month of December 2021 is as follows:

6 Aspen Grove – 21,111 gallons
2 Cedar Glen – 10,776 gallons,
#3 & # 4 Willow Ridge – 77,623 gallons

TOTAL FOR ALL WELLS – 109,510 gallons
Chlorine Used 12 gallons

The water report for the month of January 2022 is as follows:

6 Aspen Grove – 23,535 gallons
2 Cedar Glen – 12,444 gallons
#3 & # 4 Willow Ridge – 80,492 gallons

TOTAL FOR ALL WELLS – 116,471 gallons
Chlorine Used 13.5 gallons

Proposed Maximum Allowable Concentration (MAC) for Fluoride

The Corporation received notice from Alberta Environment & Parks (AEP) regarding proposed maximum allowable concentration (MAC) for fluoride on January 11, 2022. As a result, available Board members met with representatives from AEP on February 11, 2022 to discuss the impact this proposed change will have on our water systems.

The current MAC for fluoride in Alberta is 2.4mg/L and the new proposed MAC is 1.5mg/L. Recent tests measure the Cedar Glen well is well below the MAC. Willow Ridge & Aspen Grove wells measure 1.6mg/L, just slightly over the proposed MAC.

Lyle Banack explained that there are three options available to bring the fluoride level into compliance including centralized treatment, point of use treatment and tapping into alternate water sources. At this time discussion and focus will be on centralized treatment.

Discussion on ways and means to bring fluoride levels into compliance was held with Board members and Water Services Contractors.

Lyle Banack suggested that the corporation purchase a fluoride meter to allow our contractors to test water and get immediate results from surrounding water sources. It was agreed that knowing fluoride levels in surrounding wells may be useful in determining a solution.

Lyle also suggested that raising or lowering the pumps in the wells may change the fluoride levels. Again, a fluoride meter would be beneficial to determine fluoride levels immediately when performing this action.

Russ Smith and Jerry Wells confirmed that water samples from the east and west wells in Willow Ridge can be tested independently and currently the water used in the Willow Ridge area is a mixture of the two wells. It was agreed that simply working with the mixture of the two wells could lower the fluoride level in this well house. The Board requested that Jerry and Russ arrange to test the fluoride level of each well independently in order to determine if adjusting the speed of the pump affected the fluoride. Again, a fluoride meter could be used to get immediate readings while adjusting the pump speed.

Other solutions for lowering MAC for fluoride were briefly discussed, including reverse osmosis in well houses, and drilling new wells. These solutions would be considerably more expensive and will only be discussed further if alternative solutions do not work.

Motion: Lyle Banack moved to purchase a Fluoride Low-Range Portable Photometer for approximately \$600.00. Kevin Souther seconded the motion.

Carried 5 in favor, 2 abstainers

Jerry Wells advised that he has bottles available from Element Technologies to test each well independently in Willow Ridge. The Board asked Jerry and Russ to wait until we have the new meter on site so that the meter can also test the water from each well so that we will have a benchmark on how accurate the meter is in relation to testing done by Element Technologies.

Lyle Banack will contact Brazeau County to determine if they have any water engineer or specialist that may be able to assist us in moving forward with a solution to the change in fluoride MAC.

John Zyda will look into finding suitable contractors for manipulating pump levels in our wells.

Lyle Banack thanked Russ Smith and Jerry Wells for attending and participating in the meeting and excused them from the meeting.

Financial Report

Crystal Heck circulated via email the November and December 2021 financial statements.

Bev Baltesson received a concern regarding the GST charged on condo fees. Lyle Banack offered some history explaining that our corporation is not a residential complex or residential unit like most residential condominiums. We differ in that the corporation has no common property on any owner lot in the community. Lot owners are responsible for all maintenance, upkeep, installation, repair, etc. on their lot.

Lyle also commented that, because we can charge GST on monthly and special assessments, we are also able to be reimbursed for GST that we pay our contractors and suppliers. For this reason alone, it is a benefit that we pay GST on our assessment fees.

Bev also advised that the corporation went through a GST audit with Revenue Canada in fall of 2020 and no issues were raised.

Directors present agreed that no further action or investigation is required on this issue.

Bev advised that the change of the fiscal year end is still pending with CRA. The letter that was sent on August 31, 2021 was not accepted as Bev Baltesson was not listed as an authorized representative of the corporation. Crystal Heck resent the letter as she was listed with CRA as an authorized representative. Crystal Heck also updated the list of authorized representatives to include all board members.

Bank of Montreal reinvested a GIC on January 12, 2022 in the amount of \$44,348.50 that will mature January 11, 2023.

The community utilities have increased substantially. Natural gas increased approximately 60% - cost for December per GJ was 4.54 in 2020 and was 7.24 in 2021 (combined consumption & federal fuel charge) Power rate is locked in at 6.29/kwh with Encor and regulated rates with Epcor were an average of 15/kwh in Dec/Jan which translates to a savings of \$551 a month just in kw/h rates.

Bev provided an update on arrears as of February 8, 2022. There is currently a higher number of owners in arrears, most likely because of change of fiscal year end. Arrears letters were sent to 34 owners and 3 mortgage companies. Arrears of \$1,350.00 are still outstanding for the water upgrade special levy. One lot is \$100 in arrears and one lot is \$1,250.00 in arrears.

Secretary Report

Administration Assistant invoice for October, November, and December 2021 was 11.5 hours. Work done included printing, filing, and preparing mailout to owners.

In January 2022, tracking and processing 2022 Assessments were done by our Admin contractor.

Bev Baltesson advised that the volunteer that was assisting with updating our website will no longer be able to assist us. Bev will meet with the volunteer to determine if this work can be done by our Admin contractor or, if necessary, an alternate company or contractor.

Brazeau County Liaison

Lyle Banack had nothing new to report and advised that he will be arranging a meeting in the near future.

Old Business

Action items as per list

- Electrical boxes – Spring 2022
- CC Valve and Water Hydrant Locations – Spring 2022
- Lights at TWP road 494 entrance – Spring 2022
- Water Upgrade Project – As Greg Jansen is unavailable, John Zyda advised that he has made attempts to get up update from Pat Fisher to finalize the required testing. John will continue to try to contact Pat.
- Aspen Grove Wellhouse Flooding – Spring 2022 Item will be reassessed to determine if the problem still exists.
- Reserve Fund Study – The Engineer contracted to complete our study has advised that they cannot complete the work and will be refunding all deposit paid.

Meagan McAleese has since contacted 9 companies asking them to provide a quote for us. Four companies were either unavailable or declined to quote. Meagan advised that she has received a couple of quotes back and expects to get quotes from three more companies before the end of February.

- Willow Ridge Wellhouse Shingles & Siding – Kevin Souther previously provided all Directors a quote from Core Concrete & Construction to complete this work. A motion was conducted through email, as shown below.
- Aspen Grove Wellhouse Siding – No update
- Tree trimming and removal – Kevin Souther advised that this work was started in December of 2021 and is still in progress. Bev Baltesson confirmed that we have not received any invoicing for this work. Kevin will check with the contractor to get an update on completion of the work.
- AGM – Willows along Cedar Glen entrance – No update
- Relocate or Adjust Security Cameras – No update
- Electrical Thumper – Spring 2022
- Underground cable – John Zyda advised that he has no update.

New Business

Village Golf Course Letter, December 17, 2021 - Gravel Clean Up

The corporation has received a letter from The Village Golf Course regarding the amount of gravel left on the fairways after spring thaw. Lyle Banack suggested that we should hire a contractor to sweep the area in the letter and common property areas where gravel may need to be removed. Bev Baltesson advised that once in the past, a sweeper was rented by the corporation and used by the Site and Grass contractors to clear this area. Bev also advised that any common property and ditches that were swept with a sweeper in the past were done at the expense of the Grass Maintenance contractor as part of the grass maintenance contract. Kevin Souther will contact our Grass Maintenance contractor to get a cost for sweeping the roadway through the golf course.

Utility Safety Partners User Agreement

Alberta One Call have changed their name to Utility Safety Partners and, as a result, a contract reflecting the new name needs to be signed and returned. Bev Baltesson will arrange for the two required signatures and seal.

Owner Email Authorization Form

Bev Baltesson previously provided all Directors with a draft "Owner Authorization to Receive Notices and Other Information By Email" document. Bev advised that, as per the Condominium Property Act, if owners request the corporation to send notices and information by email, we need their authorization. Brief discussion concluded that the form could be used for the purpose intended immediately.

John Zyda asked if it would be possible to provide owners who wish to receive electronic mailings to receive some kind of discount on their assessments. Discussion concluded that, even in electronic mailings, costs would be incurred for administration and additional record keeping.

Pickleball Court Inquiry

The Corporation received an inquiry regarding the possibility of constructing a couple of pickleball courts in the park area near Birchwood Center. After some discussion it was determined that an addition such as this would require 75% approval from owners.

AGM (June 4, 2022) Notice

The Annual General Meeting has been scheduled for Saturday, June 4, 2022. Bev Baltesson advised that notice needs to be sent 60 days prior to the meeting. Bev will work with our Admin contractor to ensure a mailing is ready for this notice.

Park Model Move

A Development Application to move a park model from the area was received in January. The owner inquired about the possibility of moving the park model across the bridge instead of through the south gate. Discussion was held and although the weight of the unit is not a concern, several other concerns were raised by Board members. There was agreement that the park model should be moved via the south gate. A response will be prepared and sent to the owner, outlining concerns and actions.

New owners

Lot 173 & Welcome Package mailed, December 2021

Correspondence for Review and filing

Arrears Letters x 34
Letters to Mortgage Companies x 3
Stillman LLP – Payment for Arrears
Land Titles Notice – Change of Board Members
Development Application – Lot 20
Brazeau Development Permit – Lot 51
Letter to Canada Revenue Agency – Fiscal Year End
Canada Revenue Agency – Submit Documents for Authorized Representative

Motions Made By Email:

January 22, 2022 **Motion:** Bev Baltesson moved to postpone the Monday, January 24, 2022 Board of Directors meeting to a date to be determined. **Carried Unanimously**

January 27, 2022 **Motion:** Lyle Banack moved to accept estimate provided by Core Concrete & Construction to complete exterior work on the Willow Ridge pumphouse building. Seconded by Greg Jansen. **Carried, 6 in favor & 1 abstainer**

February 6, 2022 **Motion:** Bev Baltesson moved to schedule a Board of Directors meeting on Wednesday, February 9, 2022 at 7 p.m. Meeting will to be held at Birchwood Center and via Zoom. **Carried, 5 in favor & 2 abstainers**

Adjournment

Meeting adjourned at 9:25 p.m.

The next meeting is scheduled at the Birchwood Centre on March 21, 2022 at 7 p.m. at the Birchwood Centre.