

Minutes – February 1, 2021 Board Meeting

Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com

(Draft for review & approval at the March 1, 2021 Board Meeting)

Attending: Greg Jansen; Bev Baltesson; Meagan McAleese; Lyle Banack; Kevin Souther; & Crystal Heck, (Accountant/Recording Secretary). Invited owner Frazer House, Lot 61

Agenda

Greg Jansen called the meeting to order at 6:58 p.m. virtually via Zoom.

Water Upgrade Update

Frazer House, Lot 60, was invited to the meeting to provide an update on the status of the water upgrade.

Bald Eagle Plumbing has started the plumbing portion of the water upgrade, completing approximately 70% of the work in the Willow Ridge and Aspen Glen well houses. This work consists mainly of piping and venting work. The remaining work in these well houses is very labor intensive. Work in the Cedar Glen well house has not yet started.

Frazer House advised that he has been in contact with Pat Fisher of Minnow Engineering regarding the disinfection process. Frazer advised that Pat has made some changes with his business and has taken a fulltime position. Frazer suggested that a representative from the Board of Directors contact Pat to discuss his future involvement with our project. All present agreed that, it would be preferred, that arrangements could be made to continue to work with Pat through project. Bev Baltesson will provide the Water Upgrade committee a copy of the signed agreement with Minnow Engineering as well as payments made to them. Once the agreement and payments have been reviewed, a representative from the Board will contact Pat to discuss future involvement.

Frazer House advised that, after further examination, the small leak in Willow Ridge is a result of the crack in the tank as well as a flange on the drain leaking at the bottom of the tank. Although both of these issues could be repaired, it was thought that replacing the tank would be a better solution and provide a long-term benefit. Replacing this tank, however, will require some renovations to the building and this work could not be started until the spring. The Water Upgrade committee will investigate further.

Frazer House discussed the existing pressure tanks in Cedar Glen with a representative from Bald Eagle Plumbing. One of these tanks is not operational and is probably not necessary to remain in the well house. Frazer has asked for the Water Upgrade committee to look at the pressure tanks in Cedar Glen in order to decide on future action.

Frazer House advised that he is concerned about the existing gas heater that is near the ceiling in the Willow Ridge well house. He believes that the heater should be replaced, and he would like the Water Upgrade committee to look at this issue. He also advised that the two

pressure tanks in Willow Ridge are showing some rust and deterioration. He suggested that one of these tanks should be replaced, perhaps even with a larger one. He would like the Water Upgrade committee to look at this issue also.

Bev Baltesson commented that any revisions or changes should be discussed with Pat Fisher from Minnow Engineering to confirm if an engineer is required to make these changes.

The Board agreed with Frazer House that these repairs and replacements should be done now while the water upgrade project is in progress. Bev Baltesson advised that repairs to Willow Ridge well house were already identified in the project.

The Water Upgrade committee (Kevin Southern, Rod Yakubow, Jerry Wells, John Budd, Frazer House, Lyle Banack and Greg Jansen) agreed to meet on February 7 at 1 p.m. at Willow Ridge well house to assess concerns raised by Frazer House. Kevin Souther will contact committee members not present at the Board meeting to ask them to attend.

Water Report

Rod Yakubow provided the November 2020 and December 2020 reports via email. As well he provided a breakdown of total monthly usage comparison for years 2015 to 2020. 2020 usage totals were 1,593,545 gallons compared to 2019 totals of 1,562,439 gallons.

The water report for the month of November 2020 is as follows:

6 Aspen Grove – 19,863 gals
2 Cedar Glen – 12,155 gals
3 & # 4 Willow Ridge – 81,169 gals
TOTAL FOR ALL WELLS – 113,187 gals
Chlorine Used 8.5 gals

The water report for the month of December 2020 is as follows:

6 Aspen Grove – 21,213 gals
2 Cedar Glen – 11,503 gals
3 & # 4 Willow Ridge – 96,997 gals
TOTAL FOR ALL WELLS – 129,713 gals
Chlorine Used 13.25 gals

Approval of Previous Minutes

Minutes of the November 9, 2020 meeting were previously circulated.

Motion: Kevin Souther moved that the minutes be accepted as presented. Bev Baltesson seconded the motion.

Carried Unanimously

Financial Report

Crystal Heck provided financial statements for October, November and December 2020 via email prior to the meeting for the Boards review. There were no questions regarding the financial statements. Lyle Banack suggested a change to the Statement of Operations. To improve reporting, he suggested, to move the Water Upgrade line below

the Excess of Revenue Over Expenses line so the operating income/expenses are more apparent and not skewed with the water upgrade costs. Crystal Heck will change the format going forward.

Bev Baltesson reported on the arrears on the condo fees. There are currently 9 lots in arrears regarding the water upgrade, 5 owners have not paid any monies. On January 13, 2021 Crystal Heck sent a Board approved Water Upgrade Arrears letter to 8 owners. If overdue accounts are not cleared, further action will be required.

Bev Baltesson explained that one owner has advised that they have decided to let the property go back to the bank and will no longer be making monthly condo fee payments. This owner has paid the Special Levy in full. Crystal Heck has been advised to continue sending Arrears Letters and to follow the collection procedure.

Bev Baltesson asked if there were any concerns with the draft June 20, 2020 Audited Financial Statement previously forwarded to everyone for their review. There were no questions or concerns.

Motion: Kevin Souther moved that the draft June 30, 2020 Audited Financial Statements be approved. Meagan McAleese seconded the motion.

Carried Unanimously

Bev Baltesson will forward the required signature pages of the draft to the auditor in order for the Corporation to receive the final copy of the June 30, 2020 Audited Financial Statements.

Bev Baltesson reminded all Board members to keep in mind that the budget meeting is coming and if there are items to add to the budget please have costs estimated to allow for informed discussion and budgeting.

Site Services

Kevin Souther and Meagan McAleese did not have anything to report.

Brazeau County Liaison

Lyle Banack provided an update to the Board on Brazeau County issues, by email, on January 29, 2021. The County has approved one of our three requests, as follows.

They turned down our request for a recycle dumpster at Birchwood. They felt that our residents can access Lindale Transfer Station and the recycle bins in Drayton Valley at no cost and that was adequate.

Our request for street lighting at the entrance to Birchwood was also turned down. Lyle Banack advised that he has further discussed this issue with our County Councilor. Lyle has asked for this item to remain open and will provide further updates.

Brazeau County have agreed to fully pay for all lot marker signs, as well as 11 directional signs within the community. They have also agreed to pay for the posts they will be installed on. The cost for the installation of these posts/signs was not approved by the County and will be the responsibility of the Corporation. This signage is fully supported and approved by Emergency Services. These lot signs and directional signs will be a huge benefit for emergency vehicles responding to calls in our

neighborhood. Lyle Banack provided all Board members with a list of all directional signs and a map showing placement and have asked that Board members travel through the community to confirm the proposed signage is accurate. The signage was created in the fall of 2020 by County Fire Services and Lyle Banack.

The new lot signs will also need to be installed by the Corporation. These will, most likely, be placed on common property near driveway entrances.

Old Business

Action items as per list

- Community lot signs and corner markers – Update as noted above in Brazeau County Liaison report. Item remains pending.
- Electrical boxes –On hold until spring 2021.
- CC Valve and Water Hydrant Locations - The pictures of the CC valve locations for most of the lots in the community have been placed on the Corporation laptop as well as on a removeable storage drive. Bev Baltesson indicated that there are still a few lots that have not been done. Bev will provide a list of these lots so that pictures can be taken in the spring to complete this project. Item remains pending.
- Recycle Dumpster – Update as noted above in Brazeau County Liaison report. Item is closed, completed January 2021.
- Lead Management Plan for Water – Kevin Souther and Meagan McAleese will work towards completion of this plan and testing in the spring of 2021. Item remains pending.
- Temporary Electric Service Cable – The purchase, delivery and storage of this cable has been completed. Item is closed, completed in December 2020.
- EPCOR billing – Bev Baltesson has been monitoring EPCOR billing and advised that rates between EPCOR and ENCORE have been similar. Bev advised that, on the most recent billing, rates increased by roughly 2 cents per kwh and could continue to increase as there is no limit in place anymore. Bev will contact ENCORE once again to confirm our options for this service. Item remains pending.
- Owner Communication and Internet Access – Bev Baltesson is investigating different avenues available to the Board to assist with owner communication and board administration. Brief discussion was held regarding condo management companies. Greg Jansen advised that he can probably provide some costs associated with this type of service for other condos he is a part of. Item remains pending.
- Lights at TWP road 494 entrance – Update as noted above in Brazeau County Liaison report. Item remains pending.
- Water Upgrade Project – Update as noted above in Water Upgrade Update. Item remains pending.
- Aspen Grove Wellhouse Flooding – Pending with Kevin Souther and Rod Yakubow. Item remains pending.
- Fire Smart Information for owners – Meagan McAleese has created a draft information document that could be sent to owners. Clarence Wastle contacted Meagan late on January 31st advising that he has information regarding Fire Smart to provide to owners as well. Bev Baltesson advised that Clarence had also emailed the Corporation regarding Fire Smart communication a couple of

hours prior to this Board meeting. Bev will ensure the email from Clarence is sent to all Directors. Item remains pending.

- Fiscal Year end – Discussion was held regarding changing the Corporation year end from June 30th to December 31st. The reason for the change is to provide owners with a timelier Audited Financial Report. Currently, the Audited Financial Statements are a year old when provided to owners. A change to fiscal year end will provide the report to the owners within six months. Lyle Banack discussed this change with our current auditor to ensure this report can be provided in time for Annual General Meetings scheduled in early June each year.

Motion: Bev Baltesson moved to change the fiscal year end of the Corporation from June 30th to December 31st, effective 2021. Seconded by Meagan McAleese.

Carried Unanimously

As a result of this change, the current Board will prepare a budget and a six-month condo fee assessment from July 1, 2021 to December 31, 2021. The newly elected Board will need to prepare a budget and yearly condo fee assessment from January 1, 2022 to December 31, 2022.

- Contract Revisions – Brief discussion was held regarding revisions to grass maintenance, site services and water services contracts. Kevin Souther, Lyle Banack and Greg Jansen will meet in Birchwood Center on Sunday, February 7th after the tour of the water well houses to discuss further. Meagan McAleese may attend as well if available. Greg Jansen asked Bev Baltesson to provide a history of invoicing for the grass maintenance and any advertising information used in the past for the meeting. Kevin Souther will confirm that Jerry Wells will continue in a back-up role for Water Services. Kevin Souther advised that Larry Kuzio agreed to continue the back-up role for Kubota operation a temporary back-up role for Site Security Services. Bev Baltesson suggested that because Larry Kuzio is currently under contract in a back-up role for operating the Kubota, it would make sense to ask him to back-up the Site Security Services duties as well. Kevin Souther will contact Larry Kuzio to confirm his interest to back up all duties on the Site Services contract. Bev Baltesson will provide a revised Site Services Contract and a new Site Services Back-Up contract for review at the February 7th meeting.

New Business

The Corporation received two emails regarding some concerns in the community. Concerns included icy road conditions, fallen trees, security gate, an unsightly lot and a possible diseased tree.

Discussion regarding road conditions was held and the Board felt that the Site Services contractor is maintaining winter roads very well. Roads are cleared quickly of snow and grit is ordered frequently. It may be possible for conditions to deteriorate at times and drivers may need to adjust to road conditions. Lyle Banack commented that there was, at one time, a box of sand or grit on the hill for drivers to use should they encounter problems getting up the hill in winter conditions. The Board will discuss the possibility of placing a box of sand/grit at problem areas in the community.

Concerns regarding the security gate remaining open was discussed. Kevin Souther advised that he had discussed this issue with the Site Services contractor and will discuss this matter again with him.

The concern of the unsightly property identified is also concern for the Board. A letter will be drafted and sent to the owner of the unsightly lot requesting action be taken in the spring of 2021.

The tree reported to be diseased is not on common property. The owner reporting the issue will be advised to contact Brazeau County Department of Agriculture to report the details.

Motions Made by Email

December 9, 2020 Motion,

Meagan McAleese moved, and Bev Baltesson amended motion to accept Bald Eagle Plumbing & Heating Ltd quotes 1283, 1284 and 1285 for work identified on Water Upgrade Project - Bid Request Quotation dated November 13, 2020. Seconded by Lyle Banack

Carried Unanimously

January 16, 2021 Motion,

Bev Baltesson would like to move that the Board of Directors meeting scheduled for February 1, 2021 at 7 p.m. be moved from the Birchwood Center to a virtual Zoom meeting due to COVID-19 restrictions. Seconded by Meagan McAleese.

Carried Unanimously

New owners

Lot 169, 20 and 4

Lot 111 and 144 Welcome Packages mailed

Correspondence for Review and filing

Owner Titles x 3

Bank of Montreal – Returned Item Advise

Bank of Montreal – GIC Renewal

Jackie Handerek & Forester – Owner Sale

Boisvert Law Group – Owner Sale

Returned Mail – Mailbox Abandoned – Arrears Notice x 3.

Arrears Notice – December 1, 2020 x 2.

Arrears Notice – January 11, 2021 x 4.

Arrears Notice (Special Levy) – January 13, 2021 x 8.

Owner Notes x 2

Canada Revenue Agency – GST

Water Usage Report – November 2020 and December 2020

Adjournment

Meeting adjourned at 9:05 p.m.

The next meeting will be via Zoom on Monday, March 1, 2021 at 7p.m.