

Minutes – July 26, 2021 Board Meeting

Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com

(Draft for review and approval at the August 30, 2021, Board Meeting)

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

Owners attending: Jodi Carpenter and Michelle Doyle – Lot 23, Karen LeDrew - Lot 148, Jerry Wells - Lot 99, Bruce Swanston - Lot 90, Clarence Wastle - Lot 84, Paul Mah - Lot 154

Agenda

Greg Jansen called the meeting to order at 7:01 p.m.

Water Report

Rod Yakubow provided the June 2021 reports via email.
The water report for the month of June 2021 is as follows:

6 Aspen Grove – 74,054 gals
2 Cedar Glen – 38,588 gal
3 and # 4 Willow Ridge – 127,270 gals

TOTAL FOR ALL WELLS – 184,184 gals
Chlorine Used 27.00 gals

Water Services

Bev Baltesson advised that Rod Yakubow is back home. Rod confirmed that he will submit the required reporting for June before the end of July.

Jerry Wells advised that condensation is accumulating in the Willow Ridge well house and a solution should be implemented as soon as possible. He suggested that an air intake should be installed.

Jerry reported that water usage in the area increased substantially during the hot spell. He advised that the wells are measured weekly, and the water levels are staying normal.

Site Services

Bruce Swanston advised that he has nothing new to report. Kevin Souther and Meagan McAleese advised they had nothing to report.

Approval of Previous Minutes

Minutes of the June 7, 2021, 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 the financial statements for May 2021.

Bev Baltesson reported that arrears for the 2020-2021 assessment year are approximately \$4,000.00.

Bev advised that there are 4 lots that have not paid the full amount of the Special Levy, arrears totaling \$3,426.00

Bev also reported that we have received assessment fees for the July to December 2021 from 131 lots. There were 97 lots that prepaid the 6-month assessment and that is approximately 10% higher than previous years.

Secretary Report

Bev Baltesson advised that Administration Assistant, Shirley Weslosky assisted with several tasks throughout June and July including:

Prepared and mailed 6-month assessment and Annual General Meeting package.

Prepared Welcome Packages and mailed to new owners.

Prepared and mailed Bylaw 6c non-compliant letters.

Prepared and mailed lawn maintenance letters.

Prepared and mailed letters to owners requesting titles.

Misc. printing and filing, etc.

Brazeau County Liaison

Lyle Banack advised that he hopes to meet with representatives of Brazeau County in early August.

Lyle also advised that he has extended an invitation for representatives from Brazeau County to attend our Annual General Meeting on October 2, 2021.

Old Business

Action items as per list

- Community Lot signs and Corner markers – Lyle Banack advised that this project is completed other than replacing a damaged sign and, possibly, moving a sign.
- Electrical boxes – Jerry Wells advised that Bruce Swanston has the new boxes and will get them painted.
- CC Valve and Water Hydrant Locations – No update, still in progress.
- Lead Management Plan for Water – No update, still in progress. Bev Baltesson advised that there have been no owners come forward to have their water tested for lead content so a random drawing will have to take place.
- Lights at TWP road 494 entrance – No update.
- Water Upgrade Project – Greg Jansen advised that he is attempting to get an update from Pat Fisher on the status of the Willow Ridge design revision.

- Aspen Grove Wellhouse Flooding – Kevin Souther advised that the hole has been drilled to allow water drainage. Weeping tile still needs to be installed.
- Sand/Grit Boxes on Hills – Lyle Banack advised that the box has been built and the area on the hill is ready for the box to be placed there. Lyle suggested that play sand be put in the box, so hopefully, it will not freeze in the winter.
- Water Well House Security – Kevin Souther feels that it is adequate what is there now, and item can be removed from the Action List.
- Reserve Fund Study – Meagan McAleese advised that she will be contacting Karrie Jones for an update on start and completion of this project. Bev Baltesson advised the study must be done by the end of 2022 and Lyle Banack advised he would like to have it completed by the scheduled AGM on October 2, 2021.
- Willow Ridge Wellhouse Shingles and Willow Ridge and Aspen Grove Siding – No update.
- Security Gate repair – Kevin Souther advised that Bruce Swanston will be meeting with a contractor to, hopefully, repair the gate on July 27, 2021.
- Tree trimming and removal – Kevin Souther advised that he has asked Bruce Swanston and Paul Mah to identify trees, branches, etc. that need to be removed or trimmed. Kevin and Bruce will arrange for a contractor to do this work.

Paul Mah asked if he could trim a few branches in the area where he mows so they don't hit him while mowing. Paul was advised to trim branches not safe in his mowing area.

- Dust Control – Lyle Banack advised that dust control was applied by Brazeau County on June 25, 2021.
- Water Services Contractor Position – Michelle Doyle attended the meeting to discuss the possibility of assisting or performing water services contractor duties. Bev Baltesson provided Michelle a copy of the current job duties. Michelle commented that she is familiar with job duties identified on the job description except for the monthly reporting. Further clarification on the reporting will have to be confirmed with Rod Yakubow. Jerry Wells provided an explanation of daily/weekly activities. Michelle expressed an interest of a job shadow with Jerry to the well houses and the water operations. Jerry and Michelle agreed to meet on Wednesday, July 28th. Michelle will contact Greg Jansen once the job shadow is completed to discuss her assistance further.

Kevin Souther also advised that another owner has expressed an interest in the position. Kevin will provide the owner with a copy of the job duties.

Lyle Banack advised that he will be asking Brazeau County if they are able to assist with this work.

- Water Services Job Shadow – Completed as reported above.

- Owner concern Noncompliance Lot – An owner was sent a letter to comply with bylaw 6c and the owner has complied with the bylaw.

Greg Jansen thanked the owners for attending the open portion of the Board Meeting. Jerry Wells was asked to remain in attendance to discuss the Water Services Contractor Position.

New Business

- Insurance Renewal - Bev Baltesson provided all directors the details of the policy renewals prior to the meeting. No changes, additions or deletions were identified. Bev will contact the insurance company to renew with no changes.
- Grass Maintenance Damage – An email was received from Paul Mah, Grass Maintenance Contractor, on July 19, 2021, and was sent to all directors. The email explained property damage that occurred around June 29, 2021. Bev Baltesson inquired if any directors had been notified of the damage prior to July 19th and suggested that notice of the damage should have been identified to the directors when the contractor was made aware. Lyle Banack inquired if any of the directors were made aware of the agreement between the owner and the contractor. The contractor did not advise any director of the agreement between the owner and contractor. Lyle Banack and Bev Baltesson expressed that, perhaps, we should support our local contractor in this accident. Upon further discussion, directors agreed to support the contractor in this matter. In future, any damage should be reported immediately to the Corporation and that, any agreement between the contractor and any owner will remain between the contractor and the owner.
- Grass Maintenance for Non-compliant Lots - Bev Baltesson reported that letters were sent out to owners who have not complied with Bylaw 6c and rule 6 in the Rules & Regulations. The current Grass Maintenance contractor is not interested in entering into owner agreements. Lyle Banack advised that, previous contractors have completed this type of maintenance in an agreement with the Corporation, not the individual owner. Once maintenance was completed, the Corporation billed each owner for work performed. Kevin Souther will contact the current contractor to discuss further. Bev advised that the Corporation has received approval from two lots to proceed with maintenance and invoice owners.
- Email from Owner Regarding Aspen Hill Water – Kevin Souther advised that he has discussed the concerns with the owner and the issue is resolved.
- Owner Issues and Contacting Board Members – A reminder to all owners to respect personal time of Board Directors and to please submit all non-urgent inquiries in writing to email, mail@birchwoodcountrycondo.com, mailed to Box 134, Lindale, AB T0C 1W0 or dropped in the mailbox at Birchwood Center.
- Application for Use of Birchwood Center – Bev Baltesson advised that an owner has requested the use of Birchwood Center on September 4, 2021. Bev advised that the owner meets all the criteria set for the owner to rent. Application was approved.
- Television and PA System - Lyle Banack suggested that the Corporation should investigate purchasing a larger television and a PA system with remote microphones

to assist with hosting Annual General Meetings that will include a virtual access for owners. Lyle will investigate.

New owners

Lot 45 May 14/21

Lot 14 June 11/21

Lot 51 June 22/21

Welcome Packages sent to lots 73,20,14 and 45

Correspondence for Review and filing

Contracts (Administration Assistant)

Birchwood Development Applications x 2

Land Title Certificate x 4

Unsightly Lot Complaints x 2

Bank of Montreal – GIC Reinvestment Certificates x 2

Non-Compliance Letters x 5

Grass Maintenance Letters x 6

Arrears Notice x 3

Birdsell Grant LLP – Account Payment

Note from Owner regarding Condo Fees

Title Requested Letters x 5

Letter to Refund GST x 1

Letter to Return Post Dated Cheques x 4

Motions Made by Email:

June 21, 2021

Motion: Lyle Banack moves to authorize Brazeau County to apply dust control material to all roads within the community. Cost estimated to be approximately \$9,000.00.

Seconded by Greg Jansen.

Carried, 4 in favor; 1 against

Adjournment

Meeting adjourned at 8:52 p.m.

The next meeting is scheduled at the Birchwood Centre on Monday, August 30,2021 at 7 p.m.