

# Minutes – June 7, 2021 Board Meeting

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

*(Draft for review & approval at the July 26, 2021 Board Meeting)*

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

### **Agenda**

Greg Jansen called the meeting to order at 7:03 p.m. virtually via Zoom.

### **Water Report**

Rod Yakubow provided the May 2021 water reports via email prior to the meeting. Rod Yakubow did not report anything abnormal or any concerns with the usage.

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

# 6 Aspen Grove – 31,860 gals  
# 2 Cedar Glen – 20,849 gal  
3 & # 4 Willow Ridge – 127,270 gals

TOTAL FOR ALL WELLS – 179,979 gals  
Chlorine Used 19.75 gals

### **Approval of Previous Minutes**

Minutes of the May 10, 2021 meeting were previously circulated.

**Motion:** Lyle Banack moved that the minutes be accepted as presented.  
Meagan McAleese seconded the motion. **Carried unanimously**

### **Financial Report**

Crystal Heck provided the financial statements for April 2021 including the changes made to the financial statements as per the suggestions of Lyle Banack. This Operating Statement and Balance Sheet will be included in the upcoming owner mailout.

Bev Baltesson provided a breakdown of the arrears. There is approximately \$12,858 in arrears which include Special Levy arrears totaling \$6,676 (5 lots) with the remainder of the arrears being condo fees as well as interest & surcharges on overdue accounts.

Bev reported that while some owners are managing to clear outstanding balances, unfortunately some owners are still struggling to manage their accounts. Crystal Heck will be preparing & sending Arrears Notices to overdue accounts within the next week.

### **Site Services**

There is currently nothing new to report

### **Brazeau County Liaison**

There is currently nothing new to report

### **Old Business**

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

- Community Lot signs & Corner markers – Lyle Banack advised work has started on the installation of corner / directional signs. Lyle has initiated Alberta One Call locates for TELUS, Fortis & Buck Mountain Gas. Lyle is looking to source some equipment in order to locate electric lines as an alternative to contracting this work out. Kevin Souther may have access to adequate equipment and will follow up with Lyle. Lyle also indicated that some lot signs may be able to be placed on existing posts already placed on lots and, in some cases, on large trees. Bev Baltesson questioned if the trees would be harmed by this placement. Lyle advised that there would be no harm, only two small screws are used to attach the signs.

The Corporation received two quotes for sign post installation. Discussion regarding these quotes were held though email by Directors, excluding Lyle Banack. Motion details are captured below in Motions By Email section.

- Electrical boxes – Kevin Souther advised that Jerry Wells will be ordering 3 or 4 boxes.
- CC Valve and Water Hydrant Locations – Bev Baltesson advised that she has talked to Rod Yakubow and he will assist in completing this work.
- Lead Management Plan for Water – Meagan McAleese will draw up a plan and work with Kevin Southern & water contractors to have this work completed before the end of September 2021.
- Lights @ twp road 494 entrance –. Nothing new to report.
- Water Upgrade Project – The water upgrade committee met with Pat Fisher from Minnow Engineering on May 15, 2021 to discuss a revision to the Willow Ridge well house design and to view the upgrades in Aspen Grove and Cedar Glen. Greg Jansen will contact Pat to ask for an update.

Kevin Souther advised that Pat Fisher suggested that acceptable fluoride levels may be changed by Alberta Environment. If these requirements change, we may be required to find a solution to manage the fluoride levels in the Aspen Grove

well house. Lyle Banack advised that there is a second well (near lot 109) that we could, perhaps, test the water to verify fluoride levels in that well. Kevin Souther and Greg Jansen will investigate further & determine if there is a way to test the water.

Bev Baltesson advised that invoices for the Water Upgrade are current and the project is within budget.

- Aspen Grove Wellhouse Flooding – Kevin Souther advised that he thinks we will only need a small excavator to complete this work and will check with owners in the area that may have access to this type of equipment. Meagan McAleese advised that she has approximately 30ft of weeping tile that can be used, if adequate.
- Sand/Grit Boxes on Hill – Lyle Banack advised the box has been built. He indicated that he will need Bruce Swanston to place some gravel near the area where the box will be placed and will also need some concrete blocks to set the box on. Greg Jansen advised that he has some spare concrete blocks that may be suitable.
- Water Well House Security – Nothing new to report
- Reserve Fund Study – Meaghan McAleese will check with Karrie Jones of Archi Worx Consulting Inc to confirm start date and timeframe for the study. Discussion was held regarding electrical lines and Lyle Banack suggested that Karrie contact Jerry Wells to insure that the Corporation has the necessary breakers, etc available.
- Willow Ridge Wellhouse Shingles and Willow Ridge & Aspen Grove Siding – Nothing new to report.
- Security Gate repair – Kevin Souther advised that a local contractor was unsuccessful in repairing the gate. Kevin advised that it appears that remotes can successfully open the gate, however, the keypad is not working properly. Kevin has reached out to alternate contractors in an attempt to repair the gate key pad.
- Tree trimming & removal – Kevin Souther advised that he will be asking Bruce Swanson and Paul Mah to identify and mark trees that need to be removed.
- Administration Assistance Contract – Bev Baltesson advised that two candidates in the neighborhood expressed interest assisting with administration work. Bev discussed the type of work, expectations, etc with each candidate. Bev expressed that both candidates would be qualified to assist with the association office work and recommended that Shirley Weslosky be awarded the contract. A brief discussion was held.

**Motion:** Bev Baltesson moved to award the Administration Assistance Contract to Shirley Weslosky. Lyle Banack seconded the motion. Lyle Banack seconded the motion. **Carried unanimously**

- Budget July – December 2021 – Lyle Banack previously circulated a proposed budget to all directors via email. Directors discussed, revised and adopted a revised budget. Motion details are captured below in Motions By Email section.
- Annual General Meeting – Bev Baltesson previously circulated a quote from Get Quarum for a virtual meeting. Lyle Banack suggested that we would most likely want to host an owner attended meeting at Birchwood Center with a virtual component for owners who could not attend in person. Discussion was in favor of this type of a combined in house and virtual meeting.

Bev had provided draft documents that will be included in a mailout to all owners for Directors to review, prior to the meeting. Bev will make the necessary revisions agreed upon and arrange for printing & mailing.

Lyle Banack suggested that we should set a date for the Annual General Meeting and include the Notice of AGM with the owner mail out being sent later this week.

**Motion:** Lyle Banack moved that the Annual General Meeting be scheduled for Saturday, October 2, 2021. Meagan McAleese seconded the motion.  
**Carried Unanimously**

- Dust Control – Lyle Banack advised that he has a partial quote from Brazeau County for the dust control application, however, has not heard back from the County regarding how much gravel would be required to apply dust control before the end of June 2021. Bev Baltesson had concerns about applying the dust control this year because in 2019 the dust control was not applied until mid or late August and, therefore, should be adequate until 2022. Bev also commented that, after the May 10, 2021 Board Meeting when the dust control issue was raised, she toured many of the roads in the complex prior to recent rains to gauge how the previously dust control was working. It appeared that many of the roads had a ‘hard pack’ surface to them which was what the previous application was to look and behave like. Greg Jansen asked if of the Directors heard any complaint from any other owners regarding the dust in the area. Further discussion was held with agreement that Lyle will contact Brazeau County to assess the roads and provide recommendation and costs, including gravel for dust control.
- Water Services Contractor position – The Corporation is still working on finding a suitable replacement for this position. Kevin Souther advised that he has discussed the position with a few owners. Bev Baltesson advised that Rod Yakubow has arranged for an interested owner to ride a long with him the week of June 14<sup>th</sup> to get an idea of what the position entails. Two other owners may contact Rod to ride with him to gain a better understanding of the work and time involved in the position. Bev also indicated that Rod is willing to have any interested candidate ride with him, if interested.

Lyle Banack questioned the requirement of 12 months of job experience for any newly certified operator. Bev thought that the experience could be done at Birchwood. Lyle wanted to look further into the training and job experience. Bev had recently reached out to Hugh Mack of Alberta Environment to get information

on costs, for budgeting purposes, for training a new operator. Bev will forward this information to all directors.

Lyle Banack will contact Brazeau County to inquire if they can assist us in any way with finding a suitable candidate, providing work experience, etc.

**If any owners are interested or know of anyone who may be interested in this position please contact the Corporation as soon as possible. A job description and list of job duties can be provided, upon request.**

- Rules & Regulation Revisions – Bev Baltesson provided all Directors with revised Rules & Regulations prior to the meeting. A brief discussion was held and minor changes made.

**Motion:** Lyle Banack moved to adopt the Rules & Regulation as revised on June 7, 2021. Meagan McAleese seconded the motion. **Carried Unanimously**

Bev Baltesson will arrange to have the revised Rules & Regulations included with the upcoming mail out to all owners.

- Water Services Job Shadow – This item was discussed above in the Water Services Contractor Position.

### **New Business**

Owner Concern – Unsightly Lot – The Corporation received a letter on June 4<sup>th</sup> and June 7<sup>th</sup> from two different owners regarding an unsightly lot. The Corporation will notify the owner of the non-compliance and required action. Bev Baltesson will draft a non-compliance letter for Director’s review prior to mailing.

### **New owners**

Lot 45

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

Contracts (Administration Assistant)  
Birchwood Development Applications x 1  
Brazeau County Development Permit x 2  
Land Title Certificate x 1

### **Motions Made By Email:**

#### **June 4, 2021**

**Motion:** Meagan McAleese moves to hire Landon Banack of Mobuck Holdings Ltd to install sign posts for lot & directional signs supplied by the County of Brazeau.

Seconded by Bev Baltesson.

Carried, 4 in favor & 1 abstainer

#### **May 27, 2021**

**Motion:** Bev Baltesson moved to accept the proposed budget and monthly assessment fee of \$115.00 + gst from July 1, 2021 to December 31, 2021. Greg Jansen seconded the motion. **Carried Unanimously**

## **Adjournment**

Meeting adjourned at 8:44 p.m.

The next meeting is scheduled at the Birchwood Centre on Monday, July 26, 2021 at 7pm.