

Minutes – March 1, 2021 Board Meeting

Condominium Corporation No. 882 0814

www.birchwoodcountrycondo.com

(Draft for review & approval at the April 12, 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 7:05 p.m. virtually via Zoom.

Water Upgrade Update

Frazer House, Lot 60 was invited to the meeting to provide the Board with an update on the status of the water upgrade but was unable to attend. Frazer did, however, provide an email update as follows:

Double doors at Willow Ridge have been installed and locked with a common key. (same key as our shed and gate locks in the community)

Repair to the tank at Willow Ridge is scheduled to be done on Tuesday, March 2nd. Frazer advised that he requested a quote from three companies and received two quotes in return.

Frazer also advised that he is hoping that Bald Eagle Plumbing will have time to continue the plumbing portion of the upgrade now that the weather has warmed up. Frazer advised that he would work with Bald Eagle Plumbing and our water contractors for a plan to tie in piping as well as flushing and disinfecting.

Frazer advised that a freshwater pumper truck will need to be arranged to be on site. Kevin Souther will contact Frazer to co-ordinate and arrange for this truck.

Bev Baltesson asked if a padlock was sufficient security for the new double doors. After some discussion, it was decided that the doors would be secured from the inside as well. Kevin Souther will investigate options to secure these doors. Lyle Banack also suggested that security cameras as well as signage could be installed at all three well house buildings.

Fire Smart Update

Clarence Wastle, Lot 80 was invited to the meeting to provide an update on the status of the Fire Smart Program and to discuss an information sheet that may be included in an owner mailout. Clarence wanted an opportunity to review the Fire Smart information that Meagan McAleese had prepared for the Board to review. This information sheet was created and condensed from information that had been presented at the October 2020 meeting that Clarence arranged. Due to the short notice provided for the meeting, COVID-19 restrictions and absence of summer residents, the meeting was not very well attended. The Board wanted to put together some information that residents can be made aware of to make their

property more Fire Smart. Bev Baltesson will send Clarence the proposed information document for Clarence to review.

Clarence Wastle advised that he received confirmation that the community received a \$500.00 grant for 2021. Clarence is planning on holding Fire Smart event(s) in the summer, date and details of the event(s) are yet to be determined. Bev Baltesson suggested that events held after the May long weekend as there may be a chance of more residents attending. Bev also asked Clarence to provide as much notice of the event as possible so owners can make plans on attending. Bev also indicated that, as in the past, the Birchwood Social Club could email residents on the social club distribution list, details of a Fire Smart event.

Water Report

Rod Yakubow's January 2021 reports were provided via email prior to the meeting.

The water report for January 2021 is as follows:

6 Aspen Grove – 17,834 gals
2 Cedar Glen – 12,453 gal
3 & # 4 Willow Ridge – 81,673 gals

TOTAL FOR ALL WELLS – 111,960 gals
Chlorine Used 11.0 gals

Approval of Previous Minutes

Minutes of the February 1, 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 financial statements for January 2021 via email prior to the meeting for boards review. Lyle Banack inquired about the accounts receivable breakdown between unpaid condo fees and the unpaid water upgrade fees. Bev Baltesson said that approximately 1/3 of the balance was for overdue condo fees and 2/3 are the water upgrade. There are currently only 3 owners that have not made any payments towards the water upgrade.

Site Services

Kevin Souther wanted the Board to know that one owner reported to Bruce Swanston that he had captured images on his security camera of a suspicious truck backed up to his shed. It appeared that, upon seeing the security camera, the truck left the property. This activity has been reported to the RCMP.

Bev Baltesson advised that Bruce Swanston had reported that a shed in Cedar Glen had been broken into during the last week of February, owner had been notified. Bev wanted to stress the importance of owners notifying the RCMP regarding any vandalism, suspicious activity or crime in our neighborhood. Bev also commented that security cameras are very reasonably priced and can be valuable in assisting the police.

Kevin Souther and Bev Baltesson were contacted by phone on February 28th advising that a resident was plowing snow from his property into a ditch across the road. Kevin did meet with the resident who was responsible for moving the snow and asked him to refrain from doing this again. Bev advised that this issue has been identified in past years. Residents are reminded that snow should not be moved into the ditches as the roads are narrow in the neighborhood and the ditches need to be available for the snow from the roads. A letter will be drafted and sent to both residents.

Owners are reminded that concerns for the Board should be in writing, signed, dated and must include your lot number.

Bev Baltesson asked about the fire/yard hydrants in the neighborhood and wanted clarification of who is responsible for them, owner or Corporation. Lyle Banack advised that these hydrants are on owner's property and would be the responsibility of the owner. Any connection or apparatus past the CC valve on the owner's property would be the owner's responsibility. The CC valve back to the water well house would be managed and maintained by the Corporation.

Brazeau County Liaison

Lyle Banack advised there is no new information to report.

Old Business

Action items as per list

- Community Lot signs and Corner markers – Lyle Banack will provide information to owners that can be included in an owner mailout regarding these signs.
- Electrical boxes – On hold until spring 2021.
- CC Valve and Water Hydrant Locations – On hold until Spring 2021.
- Lead Management Plan for Water – Kevin Souther and Meagan McAleese will have this completed before the summer 2021 deadline.
- EPCOR billing – Bev Baltesson has arranged for a 5-year fixed rate of 6.29 cents per kwh with ENCOR. This set rate should be beneficial as electricity rates can fluctuate, especially in the winter months. The fixed rate comes into effect February 19, 2021.
- Owner Communication & Internet – Bev Baltesson and Greg Jansen reached out to some property management companies to inquire about services offered and costs for service. Services offered were primarily financial and administrative and costs ranged from approximately \$3,000.00 to \$4,000.00 per month. Additional costs for owner mailouts, AGM packages, site visits, etc. would also be charged. Discussion was held around the fact that our Corporation is unique in that all owners maintain their own property and we do not have the same management requirements as building condominiums. The Board felt that the costs were too high for the services that we need. Bev Baltesson and Lyle Banack will look further into options of a person or company to assist with administrative work.

Bev Baltesson also researched services provided by Intercom Messaging Services in Drayton Valley including 24 hour answering services, fanout communications by email or text message.

Bev Baltesson inquired into internet access with TELUS Mobility and Xplornet. Costs per month were around \$100.00 per month for business access. Xplornet usage is unlimited and TELUS Mobility usage is limited.

Bev Baltesson also inquired about upgrading the laptop to run Windows 10, adding Microsoft Office and virus protection. Costs for these additions and upgrade would be approximately \$400.00. Bev also priced a new laptop advising that the cost would be around \$700.00 with additional costs for software.

- Lights at TWP Road 494 – Lyle Banack advised that he is still in discussions with our county councilor regarding lighting at the entrance.
- Water Upgrade Project – In progress as noted above.
- Aspen Grove Wellhouse Flooding – Kevin Souther advised that a drain could be drilled in the concrete to assist with drainage of water in wet weather. He will look further into this issue in the spring.
- Contractor reviews:
 - Site Services – Kevin Souther met with Larry Kuzio regarding Site Services Back-Up. Kevin advised that Larry has agreed to back-up all services provided by Site Services contractor, Bruce Swanston. Kevin advised that Bruce Swanston will be continuing his contract as Site Services Contractor. Bev Baltesson has provided Kevin with a revised contract for Site Services for Bruce Swanston and a revised contract for Back-Up Site Services for Larry Kuzio. Kevin will arrange to have these contracts signed and returned to Bev for filing.
 - The Grass Maintenance contract is vacant, and a contractor needs to be in place for May of 2021. The Corporation has received notification from two owners expressing interest in this contract. All owners will be advised of this vacancy in an upcoming mailout. Revisions to the contract will include total hours allowed as the records show the past three contractors did not need the allowed hours provided in the contract to complete the work. Also, only ditches adjacent to common property will be maintained.
 - Water Services contract will be vacant December 31, 2021. The Corporation has received notification from one owner expressing interest in this contract. All owners will be advised of this vacancy in an upcoming mailout.

- Accounting – Bev Baltesson has discussed this contract with Crystal Heck. Crystal will continue to provide this service to the Board for the upcoming year.
- Fire Smart Information for owners – Clarence Wastle will review the information prepared by Meagan McAleese. Clarence has been asked to review the information as soon as possible so it can be included in an upcoming owner mailout.
- Sand/Grit Box on Hills - Lyle Banack will determine the costs for providing a box of sand/grit that could be placed on the main hill. This box would be helpful, at times, when the hill becomes difficult for some residents and the site services contractor has not had an opportunity to grade the road or arrange for sand/grit.
- Non-Compliance Letter – In response to a complaint from an owner regarding an unsightly lot, Bev Baltesson will provide Kevin Souther and Meagan McAleese with a proposed draft requesting the owner to bring the lot into compliance by May 15, 2021.

New Business

Bev Baltesson and Crystal Heck worked on revising the existing Arrears Letters. Bev previously provided all Board members with copies of the revised 60; 90; 120; and 150 day Arrears Letters for review. No objections or revisions were raised or noted. Crystal will begin using these letters going forward.

Bev Baltesson advised that the Corporation needs to do a Reserve Fund Study in 2022 and suggested that money for the study will need to be included in the 2022 budget. Also, the study will have to be done in accordance with the new regulations. Lyle Banack indicated that the new Board would probably be involved in the new study. Bev agreed, however, wanted this item on the Action Item Register and assigned to a Board member so that discussion and work can begin. Meagan McAleese will review the new regulations and seek potential providers for this work. Bev will provide Meagan with information on the previous study and new regulations.

Discussion was held regarding the Annual General Meeting for 2021. Because of the current restrictions in place due to COVID-19, the proposed date of June 5, 2021 AGM cannot be confirmed at this time. Bev Baltesson advised that Corporations must hold an AGM within 15 months of the previous AGM, therefore, the AGM must take place within 15 months of the last AGM which was August 15, 2020.

It was agreed that a communication mailout should be sent to all owners to make them aware of several issues including, status of 2021 AGM, vacancies on the Board, contractor position vacancies, Fire Smart information, change of fiscal year end, information for new lot identification signs, etc. Bev Baltesson wanted to ensure the information was mailed out by March 14, 2021 and asked that, contributing Board members have documentation to Bev early in the March 7, 2021 week so that printing and packages can be prepared. Greg Jansen advised that Val would be willing to assist in putting the packages together for mailing.

New owners

Lot 73

Welcome Packages mailed to Lot 169 and Lot 4

Correspondence for Review and filing

Water Usage Report – January 2021

Development Application x 1

Title x 1

WCB Access

Element – Water Testing February 2021

Adjournment

Meeting adjourned at 9:11 p.m.

The next meeting is scheduled for Monday April 12, 2021 at 7 p.m. at Birchwood Center.