

Minutes – May 10, 2021 Board Meeting

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

(Draft for review & approval at the June 7, 2021 Board Meeting)

Attending: Greg Jansen; Bev Baltesson; Meagan McAleese; Lyle Banack; Kevin Souther; and Crystal Heck, (Accountant/Recording Secretary). Invited owner, Frazer House, Lot 60

Agenda

Greg Jansen called the meeting to order at 7:07 p.m. virtually via Zoom.

Water Upgrade Update

Frazer House, Lot 60 was in attendance virtually via Zoom to provide an update on the status of the water upgrade. Frazer advised that, as the water upgrade was near completion, he will be stepping back from any further managing of the project. Board members expressed their appreciation and thanked Frazer for all his work on the project.

Aspen Grove and Cedar Glen are currently running as engineered and working on the upgraded system.

Cedar Glen well house project work is near completion. There is some carpentry work that still needs to be completed inside the well house and some fencing outside the well house. Core Concrete & Construction is aware of the remaining work and will complete, as required. There is also a small portion of the fence that needs to be installed that is in addition to the contracted work for Core to complete. Bev Baltesson will revisit the bid to verify what was included for fencing on the project. There is also a tree in the area that needs to be trimmed so that the area is clear to move around. Frazer House explained that there is some mudding, taping, and painting left but because of the equipment being installed already it may be an area that does not necessarily need to be finished.

Aspen Grove well house project work is complete.

Willow Ridge well house remains in progress. Frazer House and Rod Yakubow monitored the water flow of the new system for 24 hours. Monitoring the system and making small adjustments identified that the system is not working well enough to turn-up without modifications to the design. Frazer indicated that one of the pumps may be too large and may need to be replaced or piping may need to be changed. Bev Baltesson suggested that we need to engage the engineer, Pat Fisher, to review the design and revise, as required. Greg Jansen will reach out to Pat Fisher to discuss.

Water Report

Rod Yakubow provided the April 2021 reports via email.

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

6 Aspen Grove – 31,752 gals
2 Cedar Glen – 15,803 gal
3 & # 4 Willow Ridge – 102,381 gals

TOTAL FOR ALL WELLS – 149,936 gals
Chlorine Used 14.5 gals

Approval of Previous Minutes

Minutes of the April 12, 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

Bev Baltesson provided a breakdown of the arrears. There are approximately \$14,634 in arrears which included water arrears totaling \$6,826 and the rest condo fees arrears. One of the owners in arrears has sold the property and this account will be cleared up this month. Bev advised that we have received full payment for the Special Levy and condo fees from the lot that was with the lawyer.

Bev also reported to the Board that we the Xplornet yearly compensation of \$1,200 was received.

Crystal Heck advised that we have not received all invoices for April, therefore, no Balance Sheet or Operating statement was provided for April as it would be incomplete. She will provide these documents for April at the next scheduled board meeting.

Site Services

Kevin Souther advised the Board that the keypad at the gate is not working. Bruce Swanston is working with a contractor to get the keypad either replaced or repaired.

Kevin Souther indicated that there are some fallen trees that need to be removed and cleaned up. Bev Baltesson indicated that Bruce Swanston may be aware of other trees that need to be cleaned up, trimmed, removed, etc. Bruce has always made arrangements in the past to have this work done. It is also part of Site Services contract to arrange for this work and to supervise them while on site. Kevin Souther will contact Bruce Swanston to arrange for this work to be done.

Brazeau County Liaison

Lyle Banack advised that he is still waiting to hear from the County that the signs and posts are ready for pickup. Greg Jansen volunteered to give Lyle Banack a hand once the items are on site.

Old Business

Action items as per list

- Community Lot signs & Corner markers – In progress as noted above.
- Electrical boxes –Kevin Souther has touched base with Jerry Wells but has not heard back from him. Kevin Souther knows of 3 wooden boxes that need to be

replaced. Kevin Souther will work with Jerry Wells to get these boxes ordered before the end of June.

- CC Valve and Water Hydrant Locations – Bev Baltesson will work with Rod Yakubow to complete this by the end of summer.
- Lead Management Plan for Water – Meagan McAleese will draw up a plan and work with Kevin Souther to have this completed before the September 2021 deadline.
- Owner Communication and internet - Internet and laptop are up and working, as expected. Bev Baltesson advised that distribution list of owners who provided their email address to the corporation have been created in our email system and were used to notify owners of water outages which seemed to work well. Bev also advised that we did have some interest from two candidates in the neighborhood interested in assisting with administration work and felt that this would probably be the best way to manage this work instead of contracting a company to manage our owner communication. Discussion among Directors agreed we should proceed with arranging for assistance with the administration work with candidates in our neighborhood. Bev will contact and discuss this work with the two candidates. Greg Jansen suggested that we send the Owner Contact Form to all owners in our next mailout. Bev will ensure the form is included in the next mailout.
- Lights at TWP road 494 entrance – Nothing new to report.
- Water Upgrade Project – In progress as reported above.
- Aspen Grove Wellhouse Flooding – Kevin Souther advised that the hole for the drain is in place. Kevin will need some weeping tile installed and will arrange for a contractor to dig a small trench.
- Sand/Grit Boxes on Hills – Lyle Banack advised that he will be working towards having this completed by the end of June.
- Water Well House Security – In progress with Kevin Souther.
- 2021 Annual General Meeting – The possibility of holding the Annual General Meeting on June 5, 2021 was discussed. It was agreed that due to COVID-19, the restrictions in place and the active cases, we could not hold the AGM on June 5, 2021 as scheduled.

Motion: Lyle Banack moved that the June 5, 2021 Annual General Meeting be postponed and rescheduled to a date to be determined. Bev Baltesson seconded the motion. **Carried Unanimously**

The AGM meeting must be scheduled within 15 months of August 15, 2020 which is the requirement in the Condominium Property Act.

Bev Baltesson provided information regarding Bill 53 that was passed in March of 2021 that requires condominium corporations to offer a virtual AGM. Bev will look further into this requirement.

- Budget and Assessment for July 1 to December 31, 2021 – Bev Baltesson provided all Directors a budget worksheet that included actual costs to date as of March 31, 2021 and added estimated costs to June 30, 2021 to assist in determining budget and assessment fees. Discussion was held regarding the new monthly assessment and budget. Bev advised that, if possible, she would like the assessment to remain the same. Lyle Banack will create a proposed budget and assessment fee for all Directors to review. If necessary, a Zoom virtual meeting can be scheduled to discuss and motion for acceptance. Greg Jansen has offered to assist in mailout preparations.
- Reserve Fund Study – Meagan McAleese advised that we have provided the necessary commencement fee to Archi Worx Consulting Inc for Karrie Jones to upgrade/revise our Reserve Fund Study as required by the Condominium Property Act. Meagan also advised that she had requested Karrie not to begin this work until our water upgrade project was near completion. Since this project is now near completion, Meagan will contact Karrie to proceed with the Reserve Fund Study.
- Willow Ridge Wellhouse Shingles and Willow Ridge and Aspen Grove Siding – Kevin Souther advised that he did request a quote from Core Concrete & Construction and has not heard back from them.

New Business

- Dust Control - The Board received a letter from an owner regarding dust control and the possibility of arranging for an application in the summer of 2021. Bev Baltesson provided all Directors the actual costs (\$14,981.01) of the last application in August – September of 2019. Bev commented that the product applied was supposed to last two years and that time frame would not expire until later this summer. Bev also commented that, perhaps, this item should be discussed or included with the 2022 summer budget. Discussion was held with Directors agreeing that dust may be more of a problem and concern for some owners in high traffic areas. Lyle Banack will contact Brazeau County to inquire about application and costs for this work in the summer of 2021.
- Water Services Contractor Vacancy – Bev Baltesson advised that we have received two interested candidates from our neighborhood for this position. There was one candidate that is fully trained for the position, however, is looking for more full-time work. This candidate indicated there is still interested in job shadowing with Rod Yakubow to view how the well houses operate. Bev will arrange for this job shadowing with Rod. Bev advised that we need to work to fill this vacancy as soon as possible so that training can take place. Discussion was held regarding requirements of the position. Lyle Banack suggested that a good candidate would be a retired owner living in the community. Lyle indicated that he may know of some owners that may be interested in this position and will reach out to them.

- Rules & Regulations – Bev Baltesson asked the Directors if they have any changes, additions, or deletions to the existing Rules & Regulations to please present them at the next meeting.

New owners

No new owners since the last meeting.

Correspondence for Review and filing

Contracts (Accounting, Site Services, Back-Up Site Services & Grass Cutting)

Bank of Montreal – Returned Item Advice

Criminal Record Check x 1

Witten LLP – Condo Fees

Letters of Interest from contractors x 2

Birchwood Development Applications x 3

Adjournment

Meeting adjourned at 8:49 p.m.

The next meeting will be held on Monday, June 7, 2021 at 7:00 p.m. at Birchwood Center. If COVID-19 restrictions are still in place on June 7, 2021, the meeting will be held via Zoom invite.