

Minutes–October 25, 2021, Organizational Meeting

Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com

(Draft for review & approval at the December 6, 2021, Board Meeting)

Present: Greg Jansen, Lyle Banack, Bev Baltesson, Kevin Souther and Crystal Heck (Accountant/Recording Secretary). John Zyda and Meagan McAleese attended via zoom. Betty McCabe was excused.

Agenda

The meeting was called to order at 7:00 p.m. at Birchwood Centre.

Elections

At the 2021 Annual General Meeting the following were elected by the owners to fill four - two-year positions and two-one-year positions:

Re-elected: Bev Baltesson; lot 74, Greg Jansen; Lot 29, Lyle Banack; Lot 79 and Kevin Souther; Lot 66

Newly elected: John Zyda; Lot 6, and Betty McCabe; Lot 21

Returning: Meagan McAleese; Lot 120

Discussion was held reviewing the director positions and length of terms. Meagan McAleese has one year remaining on her two-year term.

Motion: Lyle Banack moved to assign Bev Baltesson and Kevin Souther with one-year terms and John Zyda, Betty McCabe, Greg Jansen, and Lyle Banack with two-year terms. Bev Baltesson seconded the motion.

Carried Unanimously

Director Positions.

Motion: Kevin Souther moved that the directors be assigned as follows:

President — Greg Jansen

Vice President — John Zyda

Secretary — Betty McCabe

Treasurer — Bev Baltesson

Site Services Officer — Kevin Souther

Assistant Site Services Officer — Meagan McAleese

Brazeau County Liaison Officer — Lyle Banack

Seconded by Lyle Banack

Carried Unanimously

Contract Services Committee

The Contract Services Committee will consist of Board members: Greg Jansen, Meagan McAleese, and Kevin Souther. This committee will continue to review the contracts and serve as the liaison for owners if they have any concerns.

Bev Baltesson advised that a revised Back-Up Water Services contract will need to be approved and signed.

Recording Secretary/Signing Authority

Bev Baltesson asked for confirmation of Meagan's last name. Meagan confirmed her legal name is McAleese. There will be no changes to signing authority at the Bank of Montreal which are, Bev Baltesson, Meagan McAleese, Greg Jansen, Kevin Souther and Crystal Heck.

Notifications

Crystal Heck has notified the Alberta Government Land Titles of the changes of officers.

Crystal Heck will advise the Bank of Montreal that there is no change to signing authority and will provide them with a copy of the meeting minutes.

Bev Baltesson and Betty McCabe will notify the CMB Insurance Brokers of the new 2021 – 2022 board of directors.

Lyle Banack will notify Brazeau County of the new 2021-2022 board of directors.

Bev Baltesson and Betty McCabe will update the website posting of the new directors listing and contact information.

Bev Baltesson will provide the new members of the board with the confidentiality forms for signature via email.

Meetings

After some discussion, the future Board 2021-2022 meeting dates were not set and will be set after each board meeting.

The 2022 Annual General Meeting will be held June 4, 2022, at 10 a.m. at Birchwood Centre.

Adjournment

As there was no further business for discussion, Greg Jansen moved that the meeting be adjourned at 7:20 p.m.