

Minutes–Annual General Meeting Saturday October 2, 2021, Birchwood Centre

Condominium Corporation No. 882 0814

www.birchwoodcountrycondo.com

(Draft for review & approval at the 2022 Annual General Meeting)

Board Members Attending

Greg Jansen, Bev Baltesson, Kevin Souther, Lyle Banack, Meagan Krahn, and Crystal Heck, accountant/recording secretary.

Agenda

Greg Jansen welcomed all owners and called the 33rd meeting to order at 1:00 p.m. in the park outside the Birchwood Centre. Greg Jansen introduced the three scrutineers for the meeting: Crystal Heck; Judy Seaman; and Toni Kazmir.

Calling of the Role/Certifying the Proxies/Issuing Voting Cards

Crystal Heck confirmed a quorum with 45 owners present and an additional 14 proxies satisfying the 25% requirement for quorum.

Proof of Meeting Notice

There was adequate notice provided for the AGM. Notice was sent in June 2021 for October 2, 2021, meeting.

Minutes of the August 15, 2020, AGM

Greg Jansen asked if there were any errors or omissions.

Motion: Clarence Wastle, Lot 84, moved that the minutes of the August 15, 2020, Annual General Meeting be accepted as circulated. Jim Jansen, Lot 41 seconded the motion.

All in favor.

Motion Carried

Financial Report

Bev Baltesson reported that financial reports and the Audited Financials for the June 30, 2020, yearend were sent to all owners in June 2021. Bev also advised that the Audited Financials for the June 30, 2021, year-end was sent to all owners in September 2021.

Bev reported the following highlights:

- New Accountant Contract negotiated in April 2021. Contract had not been revised in over 8 years.

- New Grass Maintenance Contract negotiated for new contractor in May 2021.
- Insurance increases and new policy for Fidelity Bond.
- Contracted fixed price for electrical rates with ENCORE.
- New Contract created for Administration Assistant in June 2021.
- Mild winter decreased snow removal costs and no water freezes.

Site Services

Meagan Krahn provided the following highlights for Site Services:

- Culverts were placed or replaced in the summer of 2020 to approve drainage.
- Dust control was applied in June of 2021.
- Replacement of wooden electrical boxes with new metal boxes continued through the 2020-2021 fiscal year.
- New Grass Maintenance contract signed in May of 2021.
- Non-compliance letters and lawn maintenance letters were sent throughout the summer of 2021. Non-compliance work was completed by the Grass Maintenance contractor, if necessary. Costs for any non-compliance work was applied to the lot owner.
- Purchased a coil of underground concentric neutral power cable to be used in emergency situations.

Water Upgrade Project remains ongoing and within budget. Aspen Grove wellhouse is complete. Cedar Glen wellhouse is complete with a small amount of construction work to be completed. Willow Ridge wellhouse still requires a revision to the piping and has a small amount of construction work to be completed. Any necessary repairs discovered through the upgrade were completed as required.

Grass Maintenance contractor, Paul Mah, reported that due to the dry conditions this summer, the Grass Maintenance contract was under budget.

Brazeau County Liaison

Lyle Banack provided a brief report on his communication with Brazeau County over the past year. Lyle advised that there has been a good working relationship with Brazeau County, and they have been willing to work with the Board.

- Brazeau County was able to provide dust control in our community in June 2021 on short notice and at cost.
- The blue lot and directional signs in the community were also supplied by Brazeau County. The signs were installed by a contractor hired by the Board.

- Brazeau County was willing to supply any technical assistance with our water services testing and reporting if needed.

Representatives from Brazeau County, Bart Guyon and Anthony Heinrichs were in attendance, and each addressed the owners.

Bart Guyon, the current county Reeve, wanted to thank the owners for allowing him to represent them over the last few years. He reminded owners that his goal in becoming Reeve again was to continue to make life better within the County and keep property taxes low.

Anthony Heinrichs, the current Councilor Division 5, wanted to thank all owners for their support and is very proud of the working relationship he has with his constituents. As an acclaimed councilor he looks forward to continuing to represent Birchwood and all county residents.

Fire Smart Update

Clarence Wastle, Lot 84 provided an update on the Fire Smart program. The access to grant money has been eliminated. Clarence advised that he would continue to work with the organization and with Brazeau County on this project. Brazeau County has access to grants or funds that could help in getting the community Fire Smart. Clarence thanked all owners who worked this summer to clean up deadfall and brush on their property.

Statement from President – Greg Jansen

Greg Jansen wanted to thank the Water Upgrade committee members John Budd, Kevin Souther, Jerry Wells, Lyle Banack, Rod Yakubow, and Frazer House for their hard work on the Water Upgrade project. Volunteer hours by this committee saved owners money on this project.

Approval of 2020 Audited Financial Statement

Motion: Jan Wells, Lot 99, moved that the financial report distributed in advance of the meeting be accepted as circulated. Dan Hill, Lot 117, seconded the motion. All in favor.

Motion Carried

Approval of 2021 Audited Financial Statement

Motion: Caroline Milner, Lot 134, moved that the financial report distributed in advance of the meeting be accepted as circulated. Margaret Oleksiw, Lot 51, seconded the motion. All in favor.

Motion Carried

Appointment of Auditor

Motion: Jan Wells, Lot 99, moved that we use Heather Zeniak Professional Corp. to audit the 2022 finances. Chuck Hughes, Lot 69, seconded the motion. All in favor.

Motion Carried

Approval of the July to December 2021 Budget

Motion: Ruthann Little, Lot 161, moved that the budget distributed in advance of the meeting be accepted as presented. Dan Hill, Lot 117, seconded the motion. All in favor.

Motion Carried

Members Forum:

Helen Copland, Lot 139/140, inquired about the willows along the north side of the road entering Cedar Glen. Bev Baltesson commented that the residents of Cedar Glen had, at one time, maintained a flower garden in that area and wondered why they had stopped maintaining it. Helen indicated that the owner responsible for the garden has moved away. Kevin Souther will determine who is responsible for the area. Bev suggested that concerns such as this should be in writing to the Board.

Helen Copland, Lot 139/140, expressed concerns regarding access to the lock on the gate at the north edge of Cedar Glen. Helen explained that she had concerns that the gate would need to be opened in a timely manner in the event of an emergency. All Cedar Glen residents were reminded that Bruce Swanston, Site Services contractor, will open the gate if any resident needs access for non-emergency access. Bruce Swanston, Site Services contractor along with the Water Services contractor, Grass Maintenance contractor, or any Board member can open the gate in the event of an emergency. Bev Baltesson explained that this issue was addressed a couple of years ago with some owners in Cedar Glen. Bev also explained that there are other gates that need to be opened in emergency situations and all gates have been unlocked and opened when an emergency occurred. Cedar Glen residents also have access through the gate located by Lot 168. Clarence Wastle, Lot 84, commented that the Fire Department may have concerns with the locked gate. John Budd, Lot 1, remarked that at one time the lock was removed, and residents complained because there was too much traffic. Lyle Banack suggested that this should be investigated to ensure we have an easement in place for the community to use this access. Greg Jansen advised that this item would be further investigated and tabled for the next Board meeting.

Jim Jansen, Lot 41, inquired if the gate remote access had changed as his remote no longer works. Kevin Souther confirmed that all existing remotes will continue to work. Kevin suggested that the batteries may need to be replaced in the remote.

Alana Bennett, Lot 88, expressed concerns regarding the gate in the winter. Alana suggested that the gate should be left open as the remotes do not appear to have the same range as before it was repaired. Kevin Souther will check with the contractor who repaired the gate to determine if the range of the remotes can be increased.

Brian Chausse, Lot 151, inquired about getting a remote for the gate. Bev Baltesson advised that she could get him one and asked that he see her after the meeting.

Election of the Board of Directors

Greg Jansen called for the election of six new Directors to begin.

Bev Baltesson, Greg Jansen, Lyle Banack, and Kevin Souther have completed their terms and there were two Directors terms open from the previous year.

Greg Jansen thanked the out-going Board members for their contributions to the community over the last few years. Currently there are six vacancies up for election, four 2-year terms and two 1-year terms.

Greg Jansen called for nominations from the floor.

- Linda Guenette, Lot 143, nominated Betty MacRae Baskey, Lot 21, who accepted the nomination via Proxy.
- Clarence Wastle, Lot 84, nominated Kevin Souther, Lot 63, who accepted the nomination.
- Alana Bennett, Lot 88, nominated John Zyda, Lot 6, who accepted the nomination.
- Greg Jansen, Lot 29, nominated Lyle Banack, Lot 79, who accepted the nomination.
- Lyle Banack, Lot 79, nominated Bev Baltesson, Lot 74, who accepted the nomination.
- Lyle Banack, Lot 79, nominated Greg Jansen, Lot 29, who accepted the nomination.

Motion: Clarence Wastle, Lot 84, moved those nominations cease. Alana Bennett, Lot 88, seconded the motion. All in favor. **Motion Carried**

No voting was necessary to fill the six Director vacancies as all nominated candidates were acclaimed.

An Organizational Meeting will be held immediately following the AGM to determine the new Board Director positions and terms.

Bev Baltesson wanted pass on 'thank you' to the following people:

Lana Southorn and Marilyn Osaka for their assistance over the past 18 months with the website administration and postings.

Frazer House for all the work he did on the Water Upgrade Project. Frazer created, modified, and revised general contractor, building and plumbing bid packages. Frazer took the lead to manage and coordinate contractors for the project. The countless hours he spent on this project was a huge benefit to our community, saving owners thousands of dollars.

Jerry and Jan Wells for working with Alberta Environment and other government departments and businesses to ensure our water services, testing, reporting, etc. was compliant throughout the replacement of our Water Services Contractor.

Our contractors for managing during the pandemic without any cost or concerns to the corporation or the owners.

Thanks to all the owners who continue to support our community and board of directors by paying your assessments in full and on time. It does make a huge difference. Bev Baltesson wanted to thank her fellow board members. Many volunteer hours are donated to our community every year. These hours are for several different reasons which saves the owners money.

Motion to Adjourn

Greg Jansen, Lot 29, moved to adjourn the meeting at 1:50 p.m.

Note: The Organizational Meeting scheduled to take place following the AGM was postponed to the October 25, 2021, Board Meeting as one of the acclaimed directors was not present. Greg Jansen will contact the acclaimed director to confirm their presence at the October 25th meeting.