

Minutes – October 25, 2021 Board Meeting

Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com

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

Attending: Greg Jansen; Bev Baltesson; Lyle Banack; Kevin Souther; and Crystal Heck, (Accountant/Recording Secretary). Meagan McAleese and John Zyda were available via Zoom. Betty McCabe was excused.

Jerry Wells, Lot 99 attended as Water Services Contractor Mentor

Agenda

Greg Jansen called the meeting to order at 7:20 p.m.

Approval of Previous Minutes

Minutes of the September 27, 2021, meeting was previously circulated.

Motion: Meagan McAleese moved that the minutes be accepted as presented.

Lyle Banack seconded the motion.

Carried Unanimously

Financial Report

Bev Baltesson provided a report on overdue fees as of October 25, 2021. Bev advised that one property has been turned back to the mortgage holder and all fees are now current. Current condo fee arrears are approximately \$5,000.00. This amount includes any interest or surcharges applied to overdue water upgrade special levy.

There are still four properties who have not paid their water upgrade special levy in full. Total outstanding for the special levy is \$3,126.00.

Secretary Report

Bev Baltesson advised that Administration Assistance, Shirley Weslosky assisted with owner mailout and welcome packages, printing, filing, etc.

Site Services

Kevin Souther and Meagan McAleese advised that there was nothing new to report other than items on the Action Register.

A brief discussion was held regarding security cameras in the area. Kevin Souther suggested that some of the cameras could be relocated and managed more frequently to provide more reliable data. Bev Baltesson advised that, in the past, photos have captured concerning events and evidence was released to RCMP. Kevin will look into relocating cameras. Kevin also suggested that extra USB cards should be on hand. Bev will purchase spare USB cards for the cameras.

Water Services

Jerry Wells advised that all well houses are working well. Engineered revisions to the Willow Ridge well house have been done. Jerry also advised that Russ Smith has completed the necessary training required for the Water Services Contractor and will continue to gain the work experience required over the next few months.

Brazeau County Liaison

Lyle Banack advised that there was nothing new to report and reminded the Board that Anthony Heinrichs will remain in council by acclamation and Bart Guyon was re-elected.

Old Business

Action items as per list

- Electrical boxes – on going. On hold until the spring of 2022.
- CC Valve and Water Hydrant Locations – Bev Baltesson advised that there is only 1 loop left (lot 98 to Lot 108) to be located in the community. Jerry Wells has assisted with this project and Bev expects it to be completed before winter.
- Lead Management Plan for Water – Meagan McAleese advised that testing and reporting has been completed and there is nothing further required to be done on this project.
- Lights at TWP Road 494 entrance –. Lyle Banack will look further into the possibility of getting lights installed. Lyle will contact the Lindale REA to obtain pricing, to present to the County.
- Water Upgrade Project – Kevin Souther reported that the plumbing contractor was on site to complete the necessary engineered revision required at the Willow Ridge wellhouse. Jerry Wells advised that the wellhouse appears to be working fine.

Bev Baltesson indicated that some additional testing may be required as well as some training for the current Water Services contractors. Bev also commented that there are a few construction items outstanding with Core Construction and Concrete, however, these items are not related to any plumbing or water safety.

Greg Jansen will contact Pat Fisher to determine what the next steps are required for successful completion of the project.

- Aspen Grove Wellhouse Flooding – On hold until Spring of 2022.
- Reserve Fund Study – Meagan McAleese advised that the study is on hold pending a site visit with the Engineer.
- Willow Ridge Wellhouse Shingles and Willow Ridge and Aspen Grove Siding - Kevin Souther advised that this project should be completed before the winter.

- Water Services Contractor position – Bev Baltesson reported that Russ Smith is working under a revised contract approved by the Board of Directors by motion on September 3, 2021. Bev indicated that, because of the revised contract that Russ signed, the Back-Up Water Services contract had to be revised to mirror the new contract. Bev will forward the current Water Services Contract and the proposed revised Back-Up Water Services contract for director review and approval. Once it has been reviewed and approved there will need to be a motion to approve it.
- Tree trimming and removal – Kevin Souther explained that he has asked a contractor to do the work and expects it to be started soon.
- Window Repair Cedar Glen – The new window is still not in. Lyle Banack did check with Crystal Glass regarding the window and replacement and was advised that the product has been delayed due to COVID-19.
- Aspen Grove Blue Sign Replacement – Lyle Banack advised that the new sign has been installed and the damaged one removed. Bev Baltesson advised that we have received the invoice for the new sign and the labor to install it and an invoice will be sent to the owner for reimbursement.
- Lock on North Gate into Cedar Glen – Lyle Banack and Greg Jansen discussed that it is not certain that there is an easement in place for the community to use that entrance daily and the gate should remain locked.

All owners in Cedar Glen are reminded that they can contact the Site Services Contractor to arrange to open the gate in non-emergency situations.

In the event of an emergency, all owners can contact any Site Services or Water Services contractor who will be able to open any or all gates. All Board members can also open any or all gates, if required.

- Gate Controller Operation – Kevin Souther advised that the antenna was repositioned, and the gate controllers seem to be working properly.
- Willows along north side of Cedar Glen Entrance – Kevin Souther advised that he viewed the area that was identified as a concern at the Annual General Meeting and has asked the contractor responsible for tree trimming and removal to trim the willows back from the road.

New Business

Bev Baltesson provided a proposed 2022 budget prior to the meeting for director review and discussion. The proposed budget was discussed, and minor revisions were made to electrical and bridge maintenance. The proposed budget allowed for monthly assessment fees to remain at \$115.00 + GST per month. Bev will revise the budget, as discussed, and forward to all directors for final review. Bev will also prepare the 2022 Assessment for owner mailout during the 1st week of November.

Motion: Lyle Banack moved that the monthly assessment fee remain at \$115.00 + GST and to approve the proposed budget with changes to electrical and bridge maintenance, as discussed. Kevin Southern seconded the motion. **Carried Unanimously**

New owners

Lots 98, 68, and 38 – Welcome packages were sent out to Lots 22, 76, 86, 97, 98. 151 & 152.

Correspondence for Review and filing

Monthly invoice for Site & Water Services
Arrears Notices x 12
Account Statements x 5
Bank of Montreal Returned Item Advice
Notice of Change of Directors – Form 8
Veranova – Property Agent for TD Bank
Title – Lot 51
Letter from Jerry Wells – Water Services Mentor
2021 Lawn Maintenance Summary from Paul Mah
Note from owner regarding condo fees and bank fraud.

Adjournment

Meeting adjourned at 8:13 p.m.

The next meeting is scheduled at the Birchwood Centre on Monday, December 6, 2021, at 7:00 p.m. at the Birchwood Centre.