

# Minutes – November 9, 2020 Board Meeting

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## **Condominium Corporation No. 882 0814** [www.birchwoodcountrycondo.com](http://www.birchwoodcountrycondo.com)

*(Draft for review & approval at the February 1, 2021 Board Meeting)*

**Attending:** Greg Jansen; Bev Baltesson; Meagan McAleese; Kevin Souther & Crystal Heck, (Accountant/Recording Secretary). Lyle Banack excused

Frazer House and Jerry Wells were also in attendance to discuss the status of the Water Upgrade Project.

### **Agenda**

Greg Jansen called the meeting to order at 7:04 p.m. at the Birchwood Centre.

### **Site Services**

Bruce Swanston reported that equipment is ready for winter. New security cameras have been placed. New cameras should show clearer pictures and will be effective from a longer distance than the previous ones.

### **Water Upgrade**

Frazer House advised that the new buildings have been constructed and are heated. The majority of the work has been completed on these buildings; however, a small amount of work is still unfinished and will be completed by the contractor.

The new tanks have been delivered and are in each of the three new well house buildings. Frazer House indicated that the tanks were shipped with the incorrect number of outlets. He has been in contact with Zeebest and will work with them to get the tanks revised accordingly.

Plumbing bids were sent to 7 companies asking for quotes, 4 companies in the first mailout followed by 3 companies in the second mailout. The Corporation did not receive any quotes for this work from any of the companies. Reasons for companies not bidding varied.

Frazer House advised that he spoke with a representative of Bald Eagle Plumbing & Heating. Bald Eagle indicated they may be interested in providing a quote if the proposed completion date was flexible as in winter months, heat is a priority. Work in the three pumphouses could be done around winter priority work and then completed in the spring or early summer of 2021. Discussion at the Board meeting was in favor of proceeding with the plumbing portion of the Water Upgrade Project in this way with the plumbing work completion by June 30, 2021.

Frazer House also suggested that the plumbing bid be revised to remove the portion of the bid that required the tank in Willow Ridge to be repaired as a special welder for plastic is required. He also suggested that the disinfection portion of the bid be removed as this is the responsibility of the Corporation. A brief discussion around the requirement

of flow restrictors was held and it was agreed that bypass valves could be installed to assist in maintenance or repair work.

Frazer House will revise the plumbing bid as outlined above and provide the changed document to Bev Baltesson for updating and sending to the contractor. Any bids returned will have to be approved by the Board.

### **Water Report**

Rod Yakubow was in attendance and provided the September and October water reports.

The water report for the month of September 2020 is as follows:

# 6 Aspen Grove –24,045 gals  
# 2 Cedar Glen – 22,285 gals  
# 3 & # 4 Willow Ridge – 83,628 gals

TOTAL FOR ALL WELLS – 129,958 gals  
Chlorine Used 13.5 gals

The water report for the month of October 2020 is as follows:

# 6 Aspen Grove –21,645 gals  
# 2 Cedar Glen – 16,927 gals  
# 3 & # 4 Willow Ridge – 94,550 gals

TOTAL FOR ALL WELLS – 133,122 gals  
Chlorine Used 11.25 gals

Rod Yakubow reported that there appeared to be water lost in Cedar Glen during the last week of October. He requested assistance from Jerry Wells to help find the source of the possible water leak. It was discovered that a lot in Cedar Glen had no heat and was not occupied. Rod Yakubow reported that Bruce Swanston had earlier advised the owners of the property that the heat was off. The cc valve was shut off to this property and the loss of water stopped. Bev Baltesson advised that Kevin Souther was contacted to advise the owner of the water loss and possible damage at their property.

Rod Yakubow wanted some clarification of the fire hydrants around the community and what responsibility the Corporation has to maintain or repair these water valves. As these hydrants are located on the owner property side of the cc valve, it was discussed that lot owners are responsible for maintenance and repairs of these valves. It also was noted that repairs in past years have been the responsibility of lot owners. Bev Baltesson will investigate further and provide confirmation.

Rod Yakubow provided the Board with a letter of resignation on November 1, 2020. He advised that he will not be renewing his water license and it expires on December 31, 2021. Members of the Board present thanked Rod for his work over the past several years.

### **Approval of Previous Minutes**

Minutes of the September 21, 2020 meeting were previously circulated.

**Motion:** Kevin Souther moved that the minutes be accepted as presented; Meagan McAleese seconded the motion. **Carried unanimously**

### **Financial Report**

Crystal Heck provided financial statements for July, August, & September 2020 as well as a breakdown of the water upgrade revenue and expenses.

Crystal Heck explained that she was contacted by Canada Revenue Agency advising that they had launched a GST audit for the past quarter. Bev Baltesson explained that the letter from CRA was just received at the end of last week. Crystal Heck advised that all the required information for the audit has been sent to the CRA.

Bev Baltesson provided status on the Special Levy status as follows; there are a total of 160 lots paid in full, 5 lots have not made any payment and 6 lots have given partial payments. Bev also provided a status of outstanding assessment fees with 2 lots who have not made any payment towards the 2020-2021 assessment. One of these lots is currently in bankruptcy and the other lot has been sent to our lawyer for foreclosure. Total 2020-2021 assessments overdue are approximately \$5,800.00.

Crystal Heck will continue to manage these overdue accounts.

Lyle Banack was excused from the meeting, however, provided a report on his discussions with the Auditor. They discussed a few ideas on how to show the normal operations of the condo plan, as well as the special assessments costs. Lyle Banack and the auditor will work towards a plan for the future.

Lyle Banack also discussed, with the auditor, the possibility of changing the fiscal year end and the preparation of the audit with respect to getting information out to owners. The auditor felt that it is relatively easy to change the fiscal year end and the preparation of the audit can be accommodated. Lyle Banack's recommendation would be to change the year end in 2021 so the owners are aware of the change and the audit budget costs would need to be increased. This will be tabled and discussed at the next scheduled Board meeting.

### **Site Services**

Site services and water services were previously reported by Bruce Swanston and Rod Yakubow.

Kevin Souther will ensure the owner in Cedar Glen where water loss was detected is contacted.

### **Brazeau County Liaison**

Lyle Banack was not present at this Board meeting, however, did provide the following update on his meeting with County Council during their pre budget meetings.

Lyle Banack provided County Council with three requests on our behalf.

- Request for three streetlights at the entrance off of TWP Road 494.
- Request for High Visibility Lot signs and Internal Directional signs throughout our community.
- Request for a cardboard recycle bin.

The County will contact Lyle Banack with updates on the status of these requests prior to the New Year as their budget deliberations begin in late November 2020.

## **Old Business**

### **Action items as per list**

- Community Lot signs and corner markers - Lyle Banack presented to Brazeau County.
- Electrical boxes – On hold until spring 2021.
- CC Valve and Water Hydrant Locations – Bev Baltesson is working on transferring photos taken by Kevin Souther and Rod Yakubow this summer. Bev will confirm what lots we still need pictures of the cc valve locations.
- Recycle Dumpster – Lyle Banack presented to Brazeau County.
- Lead Management Plan for Water – Kevin Souther and Meagan McAleese will organize, develop a plan and arrange testing. Project must be completed by end of September 2021.
- Temporary Electric Service Cable – Lyle Banack will contact Jerry Wells to purchase 120 meters temporary electric service cable as per motion approved last meeting. Kevin Souther will work with Jerry Wells and Bruce Swanston to determine the best location to store the cable once it is purchased.
- Water upgrade – Ongoing as detailed above.
- EPCOR billing – In progress with Bev Baltesson
- Owner Communication & Internet Access – In progress with Bev Baltesson
- Lights at TWP road 494 entrance – Lyle Banack presented to Brazeau County.
- Franklin Pump Controllers & Capacitors –Kevin Souther will discuss with Jerry Wells to determine if any additional parts are required to be on site and get them ordered.
- Rules & Regulations – Completed & mailed in September 2020
- Aspen Grove Wellhouse Flooding – Rod Yakubow and Kevin Souther are working to get a drainage pipe in the building.
- Bank signing authority & changes – Completed in September 2020
- Water Upgrade financial tracking – Ongoing
- Security cameras – Kevin Souther advised that new cameras have been purchased and installed in November 2020. Closed.
- Fiscal Year end – Updated in Financial Report. In progress with Lyle Banack

## **New Business**

**Fire Prevention - Tree Trimming** – Meagan McAleese and Kevin Souther both attended the FireSmart meeting that was held at the community centre. There were only 10 owners as well as the speakers who attended the meeting. Bev Baltesson indicated that the poor turnout was probably because of the lack of notice to owners, the time of year as well as the COVID-19 concerns and restrictions that were in place in lot owner primary residences. Bev did express these concerns to Clarence Wastle, the organizer of the event, and thought the event would be better attended in the Spring of 2021.

Meagan and Kevin advised that there was discussion as to what the community would be required to do to become certified as a FireSmart subdivision and it was suggested that there may be a reduction in the insurance premiums for owners. A recent study in the County has identified Birchwood as an extreme forest fire risk due to the number of trees and population in the area. The presentation provided ways that all owners can use to increase their chance of limiting damage should there be a fire in the area. Suggestions including keeping grass, trees and shrubbery trimmed. Meagan will create

or find a simple briefing on what owners can do to make their property safer. This information could be included in a future owner communication mailout. Bev will provide Meagan information that was previously provided regarding this issue to assist her with creating the information mailout.

### **Contracts & Contract Reviews**

The Board has received three letters of resignation from our contractors. Rod Yakubow, Water Services has resigned as of December 31, 2021. Randy Finnamore, Grass Cutting Services, has resigned as of December 31, 2020. Randy Finnamore, Back-Up Security Services, has resigned as of December 31, 2020. All three resignations provided the required 60-day notice required by the Corporation. Present Board members expressed their appreciation and acknowledged contributions made by our contractors. After some discussion, it was decided that all contractors should be contacted by the Board to verify that the remaining contractors wish to continue their contracted obligations with the Corporation. Bev Baltessson will provide all directors with copies of the existing contracts for review and provide any input for changes, additions, deletions, etc.

Bev Baltessson will review and discuss the Accounting contract with Crystal Heck.

Kevin Souther and Meagan McAleese will review and discuss Site Services contract with Bruce Swanston, Back-Up Site – Kubota Services with Larry Kuzio, and Back-Up Water Services with Jerry Wells.

### **New owners**

Lots 70, 111, 113 and 169.

### **Correspondence for Review and filing**

Contractor Resignation Letters x 3

Arrears Notice x 2

Title 19, 36, 113, 63

Website domain renewal

Change of Directors – Land Titles

Bank of Montreal – Returned Item Advise

Bank of Montreal – Account Signor Changes

Royal Bank of Canada – Pending Foreclosure

Certificate AWWOA Operator Training Program – Jerry Wells

Canada Revenue Agency – GST Audit

Greg Jansen provided 24 form letters received after the Annual General Meeting held on August 15, 2020. Greg also provided one owner concern letter received at the same time.

### **Adjournment**

Meeting adjourned at 9:09 p.m.

The next meeting will be held at the Birchwood Centre on Monday, February 1, 2021 at 7:00pm.