

Minutes – September 27, 2021 Board Meeting

Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com

(Draft for review & approval at the October 25, 2021 Board Meeting)

Attending: Bev Baltesson; Kevin Souther; Lyle Banack; & Crystal Heck, (Accountant/Recording Secretary). Meagan Krahn was available via Zoom. Greg Jansen was unable to attend.

Owners attending: Bruce Swanston – Lot 90, Paul Mah – Lot 154, and Jerry & Jan Wells – Lot 99.

Agenda

Lyle Banack called the meeting to order at 7:00 p.m.

Approval of Previous Minutes

Minutes of the August 30, 2021, meeting were previously circulated.

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

Financial Report

Crystal Heck provided the revised financial statement for June 2021 with the adjusting entries as per the auditor as well as July and August 2021.

Bev Baltesson explained that there are still 4 lots with overdue water special levy balances. Two of the owners provided postdated cheques to cover the special levy but not the accruing interests.

Bev advised that there are approximately \$7500 in overdue monthly assessment fees. That amount also includes interest from overdue special levy arrears.

Bev and Crystal will arrange for overdue notices to be sent to accounts in arrears.

Secretary Report

Bev Baltesson advised that, with the help of Shirley Weslosky, an owner information mailout was sent to all owners on September 20, 2021.

Bev also reported that Shirley also has been working on updating owner contact information including getting email addresses.

Site Services

Kevin Southern had no new business to report. Updates on pending projects are shown under the Old Business / Action List.

Bruce Swanston had nothing to report.

Paul Mah advised that he will be completing the Grass Maintenance season on September 30, 2021, under budget.

Brazeau County Liaison

Lyle Banack advised that there is nothing new to report. Lyle commented that Anthony Heinrichs and Bart Guyon have been invited to the Annual General Meeting on October 2, 2021.

Water Report

Jerry Wells advised that all three water systems are working well. Jerry commented that, once the revision is completed in Willow Ridge, some adjustments may be required to water chemical treatment. Bev Baltesson wanted to confirm that a water shutdown will not be required for the revisions in Willow Ridge. Jerry and Kevin Souther advised that the plumbing contractor will not need to shut down the water in the well house.

Jerry Wells handed in the July and August 2021 water reports.

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

6 Aspen Grove – 79,906 gals
2 Cedar Glen – 49,838 gal
3 & # 4 Willow Ridge – 213,345 gals

TOTAL FOR ALL WELLS – 340,089 gals
Chlorine Used 25.75 gals

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

6 Aspen Grove – 58,165 gals
2 Cedar Glen – 38,288 gal
3 & # 4 Willow Ridge – 169,898 gals

TOTAL FOR ALL WELLS – 266,351 gals
Chlorine Used 26.75 gals

Lyle Banack closed this portion of meeting and the owners in attendance were dismissed. Jerry and Jan Wells were asked to stay to discuss the Water Services Contractor position.

Water Services Contractor position

Jerry Wells provided the Board of Directors with a proposal for his services from October 1, 2021, to February 28, 2022, to transition the new water services contractor position during Russ Smith's training period.

Bev Baltesson left the meeting due to conflict of interest.

Jerry proposed a set monthly fee for mentoring Russ Smith during his six-month experience period. This fee would cover the supervision, online reporting and continue training and documentation.

Jerry also proposed that, once Russ Smith has completed his work experience and has his certification, he would like to resume as Water Services Backup.

Motion: Kevin Souther moved to accept the proposal from Jerry Wells for a monthly fee from October 2021 to February 2022 for mentoring water services contractor, Russ Smith, and to award the Water Services Backup Contractor contract to Jerry Wells effective March 1, 2022. Meagan Krahn seconded the motion.

Carried, 3 in favor, 1 abstainer

Bev Baltesson returned to the meeting.

Crystal Heck asked Bev Baltesson to update the monthly contractor payment form to include the monthly fee for Jerry Well's services.

Old Business

Action items as per list

- Electrical boxes – Jerry Wells advised that he has started installing the new boxes.
- CC Valve and Water Hydrant Locations – On going
- Lead Management Plan for Water – Meagan Krahn provided the Alberta Environment reporting spreadsheet to all Directors just prior to the meeting. Meagan reported that no lead concerns were identified in the community and that all owners who participated in the program have been contacted with the results. Meagan advised that the results can be sent to Alberta Environment as detailed in the process.

Bev Baltesson asked about other requirements in the Lead Management Program such as reporting the makeup of distribution lines. Discussion was held with agreement that there is, most likely, no lead connections or components in our water distribution lines due to the age of the community (1988). Meagan will review the process to ensure our reporting requirements are complete.

- Lights at TWP Road 494 entrance –. On hold

- Water Upgrade Project – Kevin Souther reported that we are waiting for the plumbing contractor to complete the revision in Willow Ridge.
- Aspen Grove Wellhouse Flooding - Kevin Souther advised that there were no issues with flooding in the well house this spring/summer. Kevin indicated that this could be because of the drier conditions, or the hole drilled in the concrete earlier this year, may have solved the problem. On hold till spring 2022.
- Reserve Fund Study – Meagan Krahn has no update from the engineer and will contact her for an update. Bev Baltesson advised that the information regarding the water upgrade project was sent to the engineer, as requested.
- Willow Ridge Wellhouse Shingles and Willow Ridge and Aspen Grove Siding – Kevin Souther reported that this work should be completed by the end of November 2021.
- Security Gate repair – Gate has been repaired and is operational. Bev Baltesson will investigate a new source for additional gate controllers and will order more.
- Tree trimming and removal – Kevin Souther advised that he has a contractor that will cut down the marked trees in the community. Work is expected to be completed by the end of November 2021.
- Television and PA System – Lyle Banack advised that he has purchased the equipment and will get it working and operational as soon as possible.
- Window Repair Cedar Glen – on going – Kevin Souther had no further update. Lyle Banack offered to contact Crystal Glass to get an update.
- Aspen Grove Blue Sign Replacement – Lyle Banack advised that this still pending.
- AGM Preparation – Kevin Souther has access to a 10' X 10' and a 30' X 20' tent if needed. These tents will only be set up if the weather is inclement.

Bev Baltesson advised that Crystal Heck, Judy Seaman and Toni Kazmir have agreed to act as scrutineers. Bev will contact them during the week to ensure they are still available. Board members are to be at Birchwood Center at noon to assist with setting up and preparation. Kevin Souther will contact the necessary assistance if the tents must be set up.

New Business

Septic Services Contract – The Corporation received a request from Windy Ridge Septic Vacuum Services Ltd. asking that the contract be dissolved as soon as possible because it is redundant since other contractors are able to access the lagoon. Bev Baltesson confirmed that Windy Ridge would still be willing to provide service to our area.

Motion: Bev Baltesson moved to dissolve the Septic Services Contract with Windy Ridge Septic Vacuum Services Ltd effective September 27, 2021. Seconded by Kevin Souther
Carried unanimously

Bev Baltesson will notify Gerald Dressler that the contract has been dissolved.

Correspondence for Information, Review and Filing:

Intact Insurance Policy (Crime & Fidelity Bonding) – Effective September 1, 2021

AVIVA Insurance Policy (Commercial Package) – Effective September 1, 2021

Development Application x 1

Brazeau County Permit x 1

Letter to Canada Revenue Agency – regarding year end change

Water Services Contract – Jerry Wells effective August 1, 2021

Water Services Contract – Russ Smith effective October 1, 2021

Superior Safety Codes – Building & Electrical permits

Certificate of Qualification – Jerry Wells for Small System Water

New owners

Lots 86 and 97

Motions By Email:

September 3, 2021, **Motion:** Lyle Banack moved to accept the revised Water Services Contract (Revised September 2021). Seconded by Meagan Krahn.

Carried unanimously

September 4, 2021, **Motion:** Bev Baltesson moved to award the Water Services Contractor to Russ Smith. Contract effective date to be determined after successful completion of the Small Water Systems training. Seconded by Meagan Krahn.

Carried unanimously

September 16, 2021, **Motion:** Lyle Banack moved to accept the Audited Financials for the year ending June 30, 2021 and approve the Treasurer to sign the necessary documents for the auditor. Seconded by Meagan Krahn.

Carried unanimously

Condolences:

With extremely heavy hearts we acknowledge the passing of Rod Yakubow on September 10, 2021. Rod was well known in the community, regularly active in many social activities and always a pleasure to be around. Rod was also an extremely dedicated contractor in our community as our Water Services Contractor for over 10 years, giving many hours of his time.

Adjournment:

Meeting adjourned at 7:46 p.m.

Next Meeting:

Annual General Meeting – October 2, 2021, at 1:00 p.m. (Meeting will held in the park at Birchwood Center due to COVID-19 restrictions).