

Minutes of the Meeting of the Board of Directors of Condominium Corporation No. 9710379 operating as Square Butte Ranch

Date and Time: December 15, 2022 at 4:00 p.m. The meeting was held electronically and in-person.

Directors Present: Max Gibb, Denise McMullen, Terry Royer, Steve Banzsky, Gary Bennett, Lori Young, and Yvonne Gaudet.

Regrets: Bob Lunge, Renaissance Management

Present by Invitation: Grant Kelba for portion of the meeting.

1. The meeting was called to order at 4:05 p.m. with Denise McMullen acting as Chairman.

2. Agenda

The agenda as prepared by Denise McMullen was reviewed.

Moved by Max Gibb and **seconded** by Lori Young that the agenda be approved.

Passed unanimously.

3. Minutes (of prior meeting)

Moved by Denise McMullen and **seconded** by Yvonne Gaudet that the minutes of the last board meeting (being the November 24th meeting) as previously circulated to members by Yvonne Gaudet be approved.

Passed unanimously.

4. Renaissance Management Report

Bob Lunge was not in attendance to present his report. The board discussed the highlights of his December 15 written submission as previously circulated to the board.

Financials

The board reviewed the financials and noted that the forecast, assuming no other unexpected expenses, is a net cash balance surplus as at December 31, 2022

Administration/Correspondence

Bob's report outlined correspondence from owners received by Renaissance. The board discussed the status of the draft responses going back to the owners.

Windstorm Update

- Hayshed Repair - Bob's report indicated that Grant Kelba had submitted an estimate to the insurance company for the staff to repair the hayshed and the quote was accepted. It was determined that the materials to complete the repair have been ordered.
- Service Master North Wall Invoice - Bob's report brought forward the need for a decision on the Saloon north wall invoice from Service Master. Denise McMullen reminded the board that there was an extra cost for window treatment on the invoice for services that were not rendered. A brief discussion by the board followed.

Moved by Max Gibb and **seconded** by Denise McMullen that the Service Master invoice be paid minus the charge for window treatment.

Passed unanimously.

2022 AGM

Bob's report noted that the AGM is scheduled for January 11, 2023. It was confirmed that the meeting will be in person and, as required by law, also provide for electronic attendance if requested by one or more owners. Bob's report also confirmed that a representative of Hyde and Hull, Sandy Cameron and a representative from Gallagher will be in attendance. Bob has requested a list of current board members who are willing to stand for re-election. The board discussed this matter and also determined that the AGM notice should include a call for volunteers since three board members were not planning on standing again. Denise will follow up with Bob.

Amended and Restated Bylaws

Denise spoke to Bob's update on the revision of Bylaws, as drafted by Sandy Cameron, to reflect the impact of the amendments to the Condominium Property Act which came into effect January 1, 2020. They will be sent to owners with a covering letter and form of special resolution to sign in the same package as the AGM notice.

5. Water Committee Report

Steve Banzky presented the water committee report.

Water Usage/Cost Allocation - Steve first reported that the water allocation report for November is not finalized however, he did confirm that there was no water trucked in during the month of November. Steve then reported that to date there has been water trucked in for December. It was also noted that a water leak occurred recently in one of the townhouse units.

Meter Replacement Program - Steve reported that 12 new meters from the first set of meters received from Foothills MD have been installed. The balance of the new meters (one for each unit as well as for the water treatment plant) will be received as the MD is able to obtain and supply them and will be scheduled for installation.

6. Operations Management Report (Grant Kelba)

Grant was invited for a portion of the meeting.

The board thanked Grant for his project management role at Square Butte Ranch under a contract that will expire on December 31, 2022. The board also reviewed with Grant the additional report requirements that it would like to see (year-end maintenance summary and recommendations for 2023) in addition to what he has submitted to date. Grant indicated that he will provide those additional report details to the board by the end of the month and offered to assist with any transition issues that may occur.

7. Operations Report

Gary Bennett presented the operations report.

- Snow Removal - Gary reported that this has been a major focus for the staff
- Side by Side Equipment - Gary reported that the reverse treadle requires a repair
- Owner Driveway Ploughing - Gary reported that if owners need to have their driveways cleared of snow this is a service that can be offered.
- Burn Piles - Prior to the board meeting Lori Young raised a question about the best timing for burning of the wood debris piles from the forestry clean up. Gary provided information to the board about the various practices and approaches to doing this. It was concluded that Gary would follow up with Rick Arthur to obtain additional information from him on best practice.
- Fees Receivable from Logging - Steve reported that he had followed up with Kelly Dunford to gauge if additional royalties are expected for SBR. Kelly anticipates that there will be but could not confirm an amount at this time.
- Replacing UV Filter and Chlorine Pump – The board discussed the need to replace the UV filter system and chlorine pump in the water treatment plant.

8. Previous Business

Saloon Booking Procedures Working Group - Yvonne Gaudet walked the board through a written report of preliminary recommendations by the working group as previously circulated to the board. Board members provided excellent input and feedback which will be taken back to the working group members in January for further consideration.

9. New Business

10. Next Meeting

The next meeting of the Board is TBD following the AGM on January 11, 2023 at 11:00 a.m.

11. Adjournment

Moved Gary Bennett that the meeting be adjourned at 7:47 p.m.

Passed unanimously.