



Square Butte Ranches Ltd.
Square Butte Condominium Plan No. 9710379
Board of Directors Meeting
July 25, 2019

Directors in Attendance:

Jack Wilson, Gary Bennet, Kym Penner, Denise McMullen, Kelly Long

Regrets: Max Gibb, Randy Jordan

Call to order 6:00 pm Kelly Long

1) Approve previous minutes

- Motion to approve minutes by Kym Penner with additions from Denise, Seconded by Jack Wilson

2) Review/Approve Agenda

- Approved by Gary, moved by Jack

3) Water

- Jack reported that there is a lot more water coming into the plant but we are now having some computer issues. Truckloads of water have had to be brought in to see if the panel and Computers are reading correctly. We discussed possibly sitting down with Corix and reviewing what are contract was to see why pump and filters have not been changed in many years. Gary would like to engage the Water Committee in discussions with Denis from the MD to talk about sourcing of products needed for upgrading the plant.

4) Ranch Club

- Denise reported that she has forwarded a Joint Waiver draft for equine and other recreational activities to the Ranch Club. The Condo board should engage with it as well as it would cover all recreational activity, Quads, etc. on the Ranch.

5) Operations/ Maintenance

- Painting exterior of Barn, Saloon, out buildings to start early August.
- There is a swamp at the gate, plan to get that cleaned up when it is drier and only have staff use the whipper snipper in that area moving forward.
- Trailer Park – discussion about the placement again. The question has come up often on the Ranch. It was suggested that the Board touch base with the old “Blue Sky” committee and review the plan was prepared by that committee a plan to “beautify” the area. Plans are underway to improve the surface of the trailer parking area by scraping it down, installing a heavy barrier, dumping gravel on top the barrier and compacting the gravel. Then consideration could be given to planting trees/shrubs capable of surviving very dry conditions around it. Waiting on quote for the resurfacing work. Discussion arose around charging for trailer storage to pay for upkeep.
- South Gate – Jack to look into what it would take to get the Gate rebuilt and working in full with fobs and codes. He will be meeting with a new gate installer on July 26th, 2019 and will obtain quotes.
- North Gate – Jack to follow up with a new gate company since, Gateworks, our current contractor continues to be unable to keep the North Gate functioning on a continuous basis.

6) Security

- Kelly has 2 prices on the security for the Saloon and Water Plant – However she wants to go back to them again before making a decision
- One of the Security companies may be able to help with our connectivity of gate and internet on the Ranch.

7) New Business

- Fish for Pond. To be completed in August, need to create a screen and then have the Agriculture guy come out and give license. This will be paid by some residents as it is not in the budget this year. We will review cost/ reality of Aerator.
- Problems with Purchase Procedures. Staff do need to pull out cash sometimes, we have vendors who do not want to wait 30-60 days for payment depending on procedures with Renaissance. We have approved this for about \$300.00 and after that Staff need to come to board member and make the case if more is required. Kym went through all receipts, cash on hand and it all balanced as of July 25th, 2019.
- Employment Contracts for Tim and Shelby. Kym brought forward that we do not have employment contracts with Staff. There should be Employment contracts to protect the Ranch and set expectations for Staff. Contracts will be prepared.
- Arrears. There was discussion concerning the state of arrears and how best to deal with long time delinquent accounts. It was decided that Renaissance be asked to confirm the status of caveats and other charges on title so that the Board could review next steps.

- Review of Lot 25 Design re: relaxation of Setback. Gary reported that it is no different than the lots beside it and moved we approve the setback. Kelly Seconded, all in favour.

Adjournment: 7:50pm Kelly Long



Square Butte Ranches Ltd.
Square Butte Condominium Plan No. 9710379
Board of Directors Meeting
July 4, 2019

Directors in Attendance:

Max Gibb, Jack Wilson, Gary Bennet, Kym Penner, Denise McMullen, Kelly Long, Randy Jordan

Call to order 5:45 pm, Max Gibb

- 1) Approve previous minutes
 - Motion to approve minutes by Kym Penner, Seconded by Jack Wilson, Approved unanimously.
- 2) Review/Approve Agenda
 - Motion to approve agenda by Max, Seconded by Gary, Approved unanimously.
- 3) Condo Bylaw Adjustments
 - The Board was advised by Randy that that Bob Lunge had advised him that with the change in Provincial Government the implementation of the amendments to the Condominium Properties Act proposed by the former Provincial Government has been delayed by 6 months. The Board discussed putting off the cost of amending our bylaws until closer to the time of proposed implementation to avoid the possibility of subsequent re-drafting to reflect implementation changes. Gary Moved that we delay engaging Sandy to update our by-laws until we can be sure of the new guidelines. Denise Seconded. The motion was unanimously approved.
- 4) Water
 - Randy and Jack reported that the water pump has been replaced, the silt in the well has been cleaned up and the filters have been replaced. He reported that a Water Committee member was on site with the MD during the process and that we should have flow information shortly. He further reported that the Board has received a report on the upgrades that the MD would like for the water plant, including an upgrade to the whole back wall (combination of plastic and copper currently and the wall needs to be insulated). The Water Committee will review the MD's recommendations and will make recommendations to the Board in the next 2 – 3 weeks.

5) New Owners/Easement Application

- Gary reported that, after further discussion with the new owners, an easement lot 38 Driveway is likely not needed.

6) Finance and Operations

- The Board discussed the independent report received from Residential Roofing Consultants and circulated by email to townhouse owners, in particular the portions indicating the townhome roofs now need replacing. Also discussed was the advantages of engaging Residential Roofing Consultants to assist with the development of proper re-roofing specifications, putting the project out for tender, assessing bids received and checking on the work being done by the selected roofing contractors in light of the specifications daily.
- Jack moved that the Board engage Residential Roofing Contractors to provide the assistance for a 5% fee not to exceed \$10,000 and Gary seconded the motion. The motion was approved.
- The Board discussed different options for assessing the funds required to finance the new roofs including the full or partial use of the townhouse reserve and the payment of by the townhouse owners of a special assessment for the shortfall (one-time payment or installment payments or some combination).
- The Board agreed that it would attempt to inform the townhome owners of the upcoming funding requirements and engage them in a discussion of the funding options available to them by asking Renaissance to send an email to them inviting them to a meeting during the week of the 15th. (At that time Bob Lunge will have returned from holidays and will have the townhouse reserve information available for a productive discussion.)
- Kym advised the Board that approval has been received from the Province to have our ponds stocked with rainbow trout. We will require a screen over the outtake and Kym's husband Jared will get a quote for that. She also advised that many owners have indicated they are willing to put in money for the project and the fish. Jared is also looking into the cost of installing an aeration system to allow the fish to over-winter although that is not mandatory for the approval to stock. Board noted that the stocking of the ponds is provided in the By-Laws and agreed that the interested owners could move forward with the project.

7) Stampede Breakfast

- Grocery list and duties handed out to Board members. We look forward to engaging with the community in our annual event to be held this year on July 6. Looks to be about 60 responses to date.

8) Saloon Rental

- Board reviewed and discussed the fees that the Social committee has released to the community and in particular discussed creating a 2-tier system. One tier would apply to

owners and their immediate family members and would require payment on a cost recovery basis including cleaning, water usage, garbage disposal etc. For anyone outside of owners and their immediate family's fees should be higher and in line with charges applicable to comparable commercial facilities. Denise agreed to engage with the Social Committee to review our discussions and develop the 2 rental fee schedules with them.

Adjournment: 8:51 pm