



Square Butte Ranches Ltd.
Square Butte Condominium Plan No. 9710379
Board of Directors Meeting
January 24, 2019

Directors in Attendance:

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

Regrets: Randy Jordan

Invitees:

Robert Lunge, Renaissance Management

David Parker, CJ Campbell Insurance Brokerage

Call to order 5:03pm, Max Gibb, Chairman

Colleen Kanderka and Jennifer Gill as representatives of the Ranch Club attended this portion of the meeting. Several concerns were raised.

- Should D&O insurance for the Ranch Club board be on the same policy and is there now insurance in place? What is the coverage for equine?
- David Parker Advised
 - Aviva insurance. 5 million D & O insurance liability
 - Specific equine policy for Equine 5 million – cover boarding
 - Ranch Club Members should have at least 2 m individual insurance
 - Aviva will extend to end of February, Ranch club to complete package
 - Incident report form asked for from the Ranch club

Other concerns raised and discussed with the representatives were the ranch club portion of the barn utilities, the most cost efficient method for passing invoices on to the ranch club, the audit/accounting costs and the Moose Mountain contract.

Ranch Club Representatives and David Parker were then excused and thanked for their input and the formal board meeting commenced.

1. Approve previous Minutes – approved by Jack and Seconded by Kelly, all in favour
2. RM Board Report – Presented by Bob Lunge

Ranch Club concerns discussion

- Separate audit for each board
- Utility cost breakdown - currently 50/50. Is this fair and if not what is?
- Membership registration – No record of who are actual members, we know that Max, Gary, one of the Gills are members but new owners were and are not being contacted about applying.

- Accidental wasted water from broken Waterer – how to address costs? Condo to pay
- Horse Shelter invoice to be reversed.
- The Governance committee will address how to deal with the overlap of payment responsibilities and respond in due course on a way to clarify and settle this going forward.
- Process for Tim and Shelby to invoice the Ranch Club for time. (Kym to Create Invoice template)

3. Year End financials

- Main reasons for budget overages
 - Water large reason for overage
 - Legal fees including bylaw changes, easement, lawsuit

4. Correspondence

- Unit owner request for further delay of long term arrears payment
 - Response: Cash the cheques and file a caveat if the cheques do not clear
- Concern raised re Use of Common Lands by Non-Owners
 - Response: Someone responsible (owner or tenant) has to be with any outsiders using the ranch lands to access provincial lands or other purposes. To be discussed with owner.
- Spinder/Long Unit 14 build review
 - Owners asked to get in touch with Leo for lot line compliance sign off
 - Board agreed in principle and noted clear time line and visually organized application.
- Unit 38 sold January 15th close.

5. Operations / Maintenance

- Plan for Gate Codes (Bob Lunge and Jack Wilson)
 - Change gate codes
 - Is the Code use auditable?
 - Set a date for new gate codes
 - South Gate to be assessed in the Spring. North gate operational except the fobs
- Saloon upgrades (Jack Wilson)
 - Stools? In Favour of the Stools – Yes
 - Current tables and chairs – Fine
 - Coffee Table Sturdier one would be better - \$1000? Majority yes
 - Art/Photos?
 - Maybe look at a cow hide rug? Yes
- Paint interior of Barn - Approved
- Clean up the ravine pasture deadfall required
- Casual Meetings Monday/Wednesday/Friday with Jack in the office seems to be helping with owner issues.

6. Finance Committee Discussion

- New Home care sheets handed out with details on services provided and costs
- New reimbursement protocol
- Done monthly, signed by Board member sent all at one time to Renaissance

7. Water Committee Report

- Water usage spread sheet template introduced
- Policy wording, distribution, implementation. February 1st implementation if possible
- Gary to check with Corix about checking meters get them checked before Feb 1 implementation


8. Governance Committee

- Next meeting Feb 2nd Goals for the year:
 - Produce a board manual
 - Outline for Communication policy
 - Develop recommendations for boards to work together
 - Process to enforce bylaws
 - Address governance overlap issues with the Ranch Club

9. Social Activities

- Social functions have been set by the social committee and communicated by emails
- Kym has spoken to Patricia and Suzanne re pricing/cost recovery – they are going to review it. At this point the bottles of wine purchased are around 16\$ so \$25.00 seems ok still reviewing the beer purchases. Wine no longer to be sold by the glass, except for large gatherings as bottles are being wasted. We have taken away snacks currently as it is thought that is where we were not covering costs due to members helping themselves without recording.
- Social committee is reviewing rental contracts since with water costs and cleaning we may not be covering all costs
- Spot lights in Saloon were recently fixed by Steve Bansky but there is already one broken suggesting that there may be something like a ball has been thrown around.
- Liquor fridge was found unlocked the morning of Friday January 18th. – The code and locks will need to be changed again and the new code given to the office.
- Outside lights are not being turned off which is distractive to some townhome owners and a waste of money. Need clear written instructions on turning off lights including the outdoor lights so all know where the switches are.
 - Instructions for lights off on the Door
 - Put information on Jacks email.

10. Strategic Planning Date Options:

We need a half day... **Pending Feb 15 or** Wednesday February 13; Thursday February 14  ;
Friday Feb 15

11. Next meeting dates:

- Thursday Feb 28
- Thursday March 28
- Thursday April 25
- Thursday May 23

12. Adjournment: Denise moved to Adjourn 8:28 pm