

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

Date and Time: November 25, 2021 at 4:00 pm. Due to isolation requirements the meeting was held electronically.

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

Regrets: None

Present by Invitation: Bob Lunge and Grant Kelba for portions of the meeting.

1. The meeting was called to order at 4:19 with Denise McMullen acting as Chairman.

2. Agenda (Amended)

The agenda (amended) as prepared by Denise McMullen was reviewed.

Motion: Agenda as amended be approved.

Moved by Terry Royer and seconded by Steve Banzsky. Passed unanimously.

3. Board Structure

The board discussed the following key elements of its governance structure for the term ahead: Officers (Chair, Vice Chair, Treasurer, Secretary); 2022 Committees (Finance, Governance, Water, Operations, Blue Sky, Pond) and Signing Authorities.

The board first discussed and identified certain officers: Max Gibb, Chair; Denise McMullen, Vice Chair; Yvonne Gaudet, Secretary and Terry Royer, Treasurer.

Discussion of board committees followed including inviting non-board members with appropriate backgrounds to assist with committee work. It was acknowledged that the committees are formed to act in an advisory nature to the board and do not hold independent authority. Also, it was acknowledged that the committees do not ordinarily have financial resources pre-approved by the board for committee undertakings without final board approval in accordance with the operating budgets or the reserve study as the case may be.

Additionally, the board set the signing authority framework and procedure for the current term. Bob Lunge was consulted by the board on the setting of an appropriate framework and procedure for signing authorities.

Motion:

The following officers be approved: Max Gibb, Chairman; Denise McMullen, Vice Chairman; Terry Royer, Treasurer; Yvonne Gaudet, Secretary.

The following 2022 committees be formed with board members assigned: Finance Committee (Terry Royer, Steve Banzsky, Denise McMullen); Governance Committee (Yvonne Gaudet, Terry Royer, Denis McMullen); Water Committee (Steve Banzsky, Gary

Bennett); Operations Committee (Gary Bennett, Steve Banzsky); Blue Sky Committee (Steve Banzsky, Max Gibb, Yvonne Gaudet, Terry Royer); Pond Committee (Denise McMullen, Steve Banzsky). The members of the Water Committee, the Blue Sky Committee and the Pond Committee discussed community members they would like to approach.

The following signing authority framework and procedure be put into place as follows:

- All four officers will have designated signing authority approval
- Expenditures under \$1,000.00 (any one officer)
- Expenditures \$1,000.00 or above (any two officers)

Moved by Terry Royer and seconded by Denise McMullen. Passed unanimously.

Additionally, under board structure, acknowledgment was made to the November 23rd resignation of Nancy Barrett creating a board vacancy.

Motion: The board invite a new board member to fill the vacancy, pursuant to by-laws 11 and 20, based on the results of the AGM election vote.

Moved by Max Gibb and seconded by Steve Bansky. Passed unanimously.

4. Minutes (of prior meeting)

New board members recused themselves from the vote. Kelly Long and Max Gibb had previously communicated to Denise McMullen their approval of the minutes as circulated for October 28, 2021 for which they were present.

Motion: The minutes of the last board meeting (being the October 28 meeting) as previously circulated to members by Denise McMullen be approved.

Moved by Denise McMullen and seconded by Max Gibb that the minutes be approved.
Carried.

5. Renaissance Management Report

Bob Lunge presented a brief report of the ranch finances for the prior month. He then focused on the budget process including the review, discussion and approval of the 2022 budget for purposes of circulating the 2022 monthly contribution amounts to owners on a timely basis and to meet the regulatory requirements. The presentation, discussion and motion to approve the 2022 budget is included under the Budget Approval (item 6).

A previous property manager's report item was discussed pertaining to the level of arrears of owner contributions. Updates were provided by Bob and next steps identified.

Motion: That, in accordance with past practice, arrears of owner contributions will be actively pursued and that when an owner is over 60 days in arrears a notice in writing that the owner has 15 business days to settle the arrears in full be sent. If not paid, further action be taken to register a caveat.

Moved by Terry Royer and seconded by Steve Banzsky. Passed unanimously.

Motion: Approval be given for Renaissance to proceed with the registration of a caveat where these circumstances currently exist.

Moved by Max Gibb and seconded by Terry Royer. Passed unanimously.

6. Budget Approval

On November 18, 2021 a pre-meeting discussion of the Draft 2022 Budget occurred in preparation for the November 25th formal board meeting. This discussion was held electronically due to isolation requirements. The purpose of the discussion was to provide the newly elected board the opportunity to understand the proposed draft budget prepared by Renaissance Management and have an opportunity for questions and input. Bob Lunge and Randy Jordan (as past Treasurer) attended the discussion. Directors participating were: Denise McMullen, Nancy Barrett, Max Gibb, Steve Banzsky, Gary Bennett, Yvonne Gaudet and Terry Royer. Denise McMullen had worked closely with Bob Lunge to prepare a revised draft budget that was reviewed and discussed at this formal meeting of the board.

Bob walked the board through the revised draft 2022 operating budget circulated prior to the meeting. As in previous years the presentation of the budget was in three separate cost centres (being Waste & Water, Townhome and Common Area/Staff/Operations) for ease of review. The board spent considerable time discussing and asking questions about the separate cost centres with the objective of minimizing any increase on expenses, while still maintaining a realistic operating budget.

Bob noted that the budget sets out operating expenditures and required reserve contributions, and that Reliance Asset Consulting as an independent firm specializing in the preparation of condominium reserve studies, had provided SBR with an updated reserve study in 2020 as is required by law every 5 years. Based on this study, a reserve funding plan was reviewed by the prior board and approved.

Motion: Based on the proposed operating numbers and Reliance reserve contribution estimates the board resolved to approve the following contributions, as **moved by Denise McMullen and seconded by Terry Royer:**

Common area: \$307,158, to be assessed in proportion to unit factors, be budgeted and assessed as the 2022 contribution to common area costs;

Water plant: \$74,700, to be assessed in proportion to unit factors, be budgeted and assessed as the 2022 contribution to water supply costs; and

Townhomes: \$45,600, to be assessed in proportion to unit factors, be budgeted and assessed as the 2022 contribution to townhome costs.

Passed unanimously.

7. Operations Management Report (Grant Kelba)

Grant was invited for a portion of the meeting and advised that he had undertaken the following:

- provided the previous board with a summary of the water plant potential repairs.
- Provided the SBR office with new debit card petty cash procedures.
- Met with Clay Campbell and established barn weather protection, stage two. (had heater in the barn checked and found rubber to install by doors to create a better seal.)
- Found where the missing water meters were and updated the water meter list of residences.
- Met with Black Gold Emergency Planners to fully understand the Quirk Creek Plant that is located a few kilometers SW of the Ranch. Dropped the emergency plan brochures for the ranch and need to send it out to each residence. (This is not new to longtime residents as this is a regular update required of plant operators by law. Volunteer Directors were recruited to act as emergency contacts.)
- Identified some 2022 projects to be accomplished and shared this with Denise to help with budget discussions.
- Started to formulate a plan for relocation of the proposed enhanced garbage disposal and equipment storage facility.
- Identified a need to confirm whether it will be ranch staff or Renaissance Management staff that will be responsible for booking the saloon in conjunction with the Social Committee. Will work with the Social Committee and the Board to establish which forms are relevant and current as there are several forms on file.
- Asked the staff to dispose of the old pressure tanks currently stored in saloon basement. They are not holding pressure and are of no value so will be recycled.
- Discussed the Trello software being used by the facilities managers to manage all Ranch operations. Noted that this program can be accessed by Board members so they can see in real time what and how their instructions for Ranch management are being carried out.
- Is working with certain potential purchasers of the properties currently listed at the Ranch.
- Continuing to work on getting a gate/security company to upgrade our main gate access to allow for Bluetooth access.
- Reviewing the current truck lease to see if we can get a better deal on possibly a larger truck with a plow.

8. Garbage Disposal and Equipment Storage Facilities

An update was provided by Grant to the board regarding the current status of this item. The approach and plans of the previous Blue Sky subcommittee reporting to the previous board on this project were not feasible as originally planned for a variety of reasons. The board also discussed the concern of some owners with the lack of communication about the specifics and goals of this project. The board members agreed that the progress on this and similar projects would in future be shared with owners. It was agreed that this item would be brought forward for more in-depth discussion at the next meeting.

9. Information Items

- Quirk Creek Facility “keeping stakeholders safe and informed” pamphlet was provided to the board by Grant and will be circulated to residents.

10. Previous Business

- The board noted that a townhouse owner had made a written request for front door replacement and side window installation.

The board discussed the approval process and related procedures, given that the procedures for townhouse renovations are not well described in our bylaws. The board discussed establishing an approval procedure that would give townhouse owners certainty without imposing onerous requirements and at the same time protect the structural integrity of the townhouses.

11. New Business

- The board noted that an owner had made a proposal requesting approval of the installation of seasonal bird feeder stakes on managed lands at the owner's own cost.

Following a discussion of the overall merits of the proposal, a decision was made to approve with a couple of provisos. A formal response will be communicated to the owner outlining that it will be tried for a year to determine if there are any adverse repercussions and that the bird feeders be stocked, to the greatest extent possible, with no waste bird seed mixes.

12. Next Meeting:

The next meeting of the Board is scheduled to be held December 20, 2021.

13. Adjournment

Steve Banzky moved to adjourn the meeting at 6:46 pm. Passed.

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