

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

**Date and Time:** May 27, 2021 at 5:00 pm. Due to isolation requirements the meeting was held by telephone.

**Directors Present:** Kelly Long, Denise McMullen, Max Gibb, Randy Jordan and Melodie Creegan

**Regrets:** None

**Present by Invitation:** Bob Lunge, Grant Kelba for portions of the meeting

**The meeting was called to order at 5:08 pm with Kelly Long acting as Chairman.**

## **1. Agenda**

The agenda as prepared by Kelly Long was approved and additions proposed by Max Gibb.

## **2. Minutes of Previous Board Meeting**

**It was moved by Max Gibb and seconded by Denise McMullen that the minutes of the last board meeting (being the April 29 meeting) previously circulated to members by Denise McMullen be approved. The motion was carried.**

## **3. Agenda**

The agenda as prepared by Kelly Long was approved.

## **4. Board Vacancy**

The board noted the loss to the ranch and its owners of Robin Gill's untimely death. The matter of the board and operations director vacancy were discussed and Randy Jordan noted that Gary Bennett had offered to act as operations contact if required. Bob Lunge noted that monthly telephone meetings were being held among he, Randy and Grant Kelba and that Grant was learning to align planned operational steps with the associated budget allocations to them.

The board discussed the two quotes received for outside mowing services and decided that where possible mowing would be done by Doug and Clay but that outside contractors would be brought in if it was determined that they were too busy with other maintenance tasks to take care of mowing.

## **5. Operations**

Discussion followed concerning an unfortunate incident where the Saloon had been left in dirty and untidy condition. Kelly Long reported that she had hired cleaners to rectify the situation and it was agreed that Bob would e-transfer cash to her as reimbursement. Denise McMullen agreed to prepare a

notice re saloon use (and garbage collection) to be circulated to owners to provide them with direction as to their responsibilities.

Grant Kelba, presented his review of operations based on his previously circulated written reports.

The highlights of Grant's presentation were

- (a) that the repairs to the South gate had been finished and look good;
- (b) that to his understanding the townhouse railings had been repaired but that if the repairs, in particular the bar, were not complete he would see that this was done;
- (c) that the software for upgraded North gate operations monitoring had been ordered and all necessary equipment for this should be delivered in 2 to 4 weeks; and
- (d) that he had requested a cost for a Saloon security system for monitoring purposes.

**It was moved by Max Gibb and seconded by Melodie Creegan that a card reader system for the Saloon be acquired for up to \$2500.00. The motion was carried.**

(e) that the water storage tank is now repaired and that quotes are being sought for the hook-up. Grant advised that the re-introduction of this water storage tank will be all we would need since it will allow the storage of 22 cubic meters of water.

(f) that he was coordinating the construction, the foundation and siting of the new equipment storage and garbage collection building as well as the proposed door locations. Grant advised that the cost of the ground work for this building will cost between \$4,000 and \$6500.

(g) that he had obtained quotes for the painting of the townhouses and that the Roller Coater quote was the best. Bob noted that it might be possible to avoid a special assessment of townhouse owners in respect of painting if the reserve study was followed and Randy noted that it nonetheless appeared that the funding levels in the townhouse reserve were still going to be tight regardless.

**It was moved by Randy Jordan and seconded by Denise McMullen that Roller Coater be booked to paint one townhouse block now in accordance with the Reliance reserve study with discussion with the townhouse owner group as to whether they would prefer to stay with the 3 year painting schedule set out in the study or pay a special assessment for the painting to be completed this summer. The motion was carried.**

## 6. **Arena Resurfacing**

Melodie Creegan asked the board to consider funding the resurfacing of the arena in the pond pasture since the current surface is too hard to be ridden on. Randy Jordan noted that this had not been included in the budget and Denise McMullen noted that for some time equestrian-related operating costs had been funded on a user-pay system through the Ranch Club.

## 7. **Branding Meeting**

Melodie Creegan proposed a special meeting of the board to address the question of how SBR should be "branded" for purposes of internal and external communications. She noted that this would be very helpful to her in developing an updated website. Friday June 11<sup>th</sup> at 3:00 was suggested as a date and time.

**8. AGM**

Bob noted that it was still not possible to hold in-person AGMs but suggested September would likely be a viable time to schedule the deferred AGM.

**9. Next Meeting**

The next meeting will be held June 24.

**10. Adjournment**

The meeting was adjourned at 8:10 pm.