

**SQUARE BUTTE- ANNUAL GENERAL MEETING  
THE OWNERS: CONDOMINIUM PLAN NO. 9710379  
SALOON Square Butte Ranch  
MILLARVILLE, ALBERTA**

**Date: December 11, 2016**

**1. CALL TO ORDER**

The Annual General Meeting was called to order at 11:18 am by Sandy Cameron. He thanked all the Owners for coming, introduced the Board members and Bob Lunge from Renaissance.

**2. ESTABLISHING A QUORUM**

Sandy Cameron stated that the notice of the meeting was sent out on November 21, 2016. He established that a quorum was present and verified that 27 owners and 5 proxies were represented at the meeting.

**3. PROOF OF NOTICE OF MEETING**

Bob Lunge of Renaissance Management read the notice of the meeting.

**4. MINUTES OF THE LAST ANNUAL GENERAL MEETING**

Copies of last year's Annual General Meeting minutes were distributed with the notice of the meeting. The following amendments were made: (if any) - *None*

**Motion:** That last year's minutes for the Annual General Meeting held on September 27, 2015 be approved.

Moved by Frank Elliott (Unit 19)

Seconded by Patricia Kelcher (Unit 41). Motion carried.

**5. AUDITOR'S REPORT: Don Hyde**

Highlights of report:

*Reviewed Financial Statement for Year ended Dec 31, 2015*

**Motion:** That the audited financials be adopted as presented.

Moved by Jeff Boyce (Unit 22)

Seconded by Rob Durward (Unit 7). Motion carried.

*Recess at 11:41am for Neil McClaine  
Sandy reconvened at 12:12pm*

## 6. REPORTS OF OFFICERS and COMMITTEES

### **President's Report:** Max Gibb

Highlights of report:

#### **PROJECTS**

Added culvert downhill from the barn at the south gate diagonally across the road to the east side of the road.

This worked very well in reducing the usual spring flooding across the road leading to the Saloon parking lot.

Recycling program installed in garbage shack.

Snow removal and ditch clean up vendors in place for 2017.

#### **MAINTENANCE**

Adjusted gates, with people-friendly closures, to enable easier access for walkers, dog walkers and riders.

Cleared all fallen trees, from perimeter fences, caused by wind and weather.

New steps at southwest corner of Saloon installed to address safety and appearance concerns.

Roads where graded twice, in line with previous years.

All the wood with nails was removed from the west pasture and taken to the dump.

#### **EQUIPMENT**

Purchased Landscape riding mower to improve grass cutting times and also high capacity Landscape mulching mower for performance and time reduction.

Tractor back in operation after repairs to clutch and brakes.

Heavy mowing unit "Bush Hog" shaft repaired and back in operation.

Repairs underway to seized bearing on utility trailer.

Question: Request re: operators, Maintenance Report, Reports in Saloon – Should this go on website?

Answer: To be reviewed

Question: Dave Morgan – Reserve Fund Study, Wants copy

### **Treasurers Report:** Randy Jordan

Highlights of report:

*Reviewed Current State*

## 7. APPOINTMENT OF THE AUDITOR:

**Motion:** That the appointment of the auditor be left to the discretion of the new Board.

Moved by Hazel Sangster (Unit 24)

Seconded by Robin Gill (Unit 5). Motion carried.

## 8. MANAGEMENT REPORT: Robert Lunge

Highlights of report:

### Insurance:

Appraisal – first appraisal on the property completed by Reliance 2013 – \$7,600,000

November 2015 - \$6,920,000

December 2016 - \$7,025,000

### **Valuation Breakdown:**

Townhomes & Garages - \$5,196,002

Barn/office - \$368,825

Maintenance Bldg. - \$105,368

Water Plant - \$595,078

Saloon - \$1,023,198

Current insurance Broker: JC Campbell – underwriter – Aviva Economical

Value of Insurance - \$7,600,000 (break down attached)

Premium December 2016 -- \$27,381 (Equine - \$2100)

Premium December 2017 -- \$27,678 (Equine - \$2100)

- Townhomes - \$16,4729 (reimbursed to Condo)
- Saloon - \$3,442
- Barn/Office - \$750
- Water Plant - \$2988
- Ranch property - \$4026
- Ranch Club - \$3075 (liability)

Deductible - \$10,000 sewer / \$25,000 flood

General liability - \$5,000,000 / Directors/Officers - \$5,000,000

### **Deductible Assessment Coverage:**

As per Bylaws – Section 46 clause (g):

In the event an owner suffers damage to interior finishing or improvement and elects to pursue recovery of such loss or damage under the condominium insurance, the owner will be responsible to pay the deductible if, in the sole opinion of the board, such damage was caused by or arose out of any act or omission by such owner, his servants, agents, invitees or tenants and such amounts will be recovered by the Corporation as a contribution against all costs;

Thus an owner could be faced with deductible charge back.

Owner must contact own insurance company to see if they have such coverage for

### **“Deductible Assessment”**

### **Contracts:**

ULS was terminated for 2015 and landscaping and snow removal services undertaken by staff To remain within budget for these additional duties for staff was challenging but grass cutting, with a few delays in the spring was completed satisfactorily for the most part

Snow removal 2015/2016 undertaken by maintenance person  
Winter – Cam Evans – based on rate per visit extremely reasonable and mostly reliable

Townhome Landscaping 2016 – assumed by Foothills Landscaping - \$600/mon for every two weeks

**Water Plant:**

Corix continued to manage under 5 yr contract – expires 2019

**Maintenance: *report by Board***

**Reserve Study:**

New study mandated every 5 years

Morrison Hershfield provided draft and Board has reviewed over several meetings with engineers and finalized in early spring 2016. Copies distributed to owners.

Division of common areas and townhome reserves.

**North Entrance Gate:**

Project experienced some sensor problems

Recently the gate was struck by an owner's contractor.

Insurance adjustor has been appointed and quote received.

Awaiting update as to when repair will be completed.

**By-Laws:**

Revisions prepared and distributed to owners.

1. Definitions and unit numbering corrections
2. Townhome (Ranchettes) and Acreages (mini ranches) separation of maintenance responsibilities.

**9. ELECTION OF THE BOARD OF DIRECTORS**

President, Max Gibb, passes to Sandy Cameron to run the election. Explained to the Owners the duties of the Board and that at the meeting up to 7 members will be elected and then from their number the officers will be appointed.

All Owners should take an interest in the affairs of their Corporation and in keeping the community well run and maintained thereby enhancing property values and the owners' enjoyment of their homes and common amenities.

**By-Laws stipulate that there are 7 persons on the Board and all members must retire at this meeting but retiring members can stand for election.**

Sandy Cameron advised the meeting that we will be opening the floor for nominations and volunteers.

Be sure that you have the permission of the person who you are nominating.

The following persons have allowed their names to stand on the slate of nominees:

Unit	Name
21	Randy Jordan
4/6/51/58/63	Max Gibb
8	Gary Bennett
54	Grainger Nimmo
56	Greg Schaaf
13/14	Pieter Spinder
52	David Glavind

**Motion:** 7 members of the Board remain as they stand

Moved by Jeff Boyce (Unit 22)  
 Seconded by Robin Gill (Unit 5)

1 opposed: Dave Morgan

**Nominations:**

Name	Unit	Nominated by	Seconded By
Randy Jordan	21	Volunteered	
Max Gibb	4/6/51/58/63	Volunteered	
Gary Bennett	8	Volunteered	
Grainger Nimmo	54	Volunteered	
Greg Schaaf	56	Volunteered	
Pieter Spinder	13/14	Volunteered	
David Glavind	52	Volunteered	

Sandy Cameron asked the floor if there were any further nominations 3 times.

**Motion:** That nominations cease.

Moved by: Diane Williams (Unit 52)  
 Seconded by: Steve Bansky (Unit 41). Carried.

**New Board elected:**

Unit	Name
21	Randy Jordan
4/6/51/58/63	Max Gibb
8	Gary Bennett
54	Grainger Nimmo
56	Greg Schaaf
13/14	Pieter Spinder
52	David Glavind

**10. Bylaws Status Report:**

Highlights:

*Provided by Renaissance Management & Ranch*

**11. NEW BUSINESS AND QUESTION PERIOD**

*David Morgan wants to appoint a person to answer incoming questions - Colleen Muller and Hazel Sangster agree.*

*Max will identify concerns and bring up at next meeting.*

**12. ADJOURNMENT**

**Motion:** That the meeting be adjourned.

Moved by Diane Williams (Unit 52)

Unanimous.