

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

Date and Time: October 28, 2020 at 3:00 pm. Due to isolation requirements the meeting was held by telephone.

Directors Present: Randy Jordan, Kelly Long, Robin Gill, Denise McMullen.

Regrets: None

Present by Invitation: Bob Lunge

The meeting was called to order at 3:07 with Kelly Long acting as Chairman.

1. Agenda

The agenda as prepared by Kelly Long was approved.

2. Minutes of Previous Board Meeting

The minutes of the last board meeting (being the August 20 meeting) as previously circulated to members by Denise McMullen were reviewed.

Moved by Kelly Long and seconded by Robin Gill that the minutes be approved. The motion was unanimously passed.

3. Property Manager's Report and Ranch Operations Report

Property Manager Report

Finances

Bob reported that at present the ranch finances were in good shape with no anticipated cash flow shortfalls. He reported that it is being anticipated that insurance premiums will be increasing by 20% notwithstanding double-digit increases last year and that the upcoming budget will have to take this into account.

AGM

Bob discussed various AGM options available in light of the COVID protocols. He advised that at present the government rules do not allow a valid meeting to be held by Zoom or similar and suggested that the meeting be postponed to March of 2021 but that related documents be distributed to owners before year-end. The board considered this option and asked Bob to proceed on that basis. Bob agreed to try to get the AGM materials out to owners the following week.

Correspondence

Discussion followed concerning a complaint from an owner in relation to the application of the architectural guidelines to a neighboring property. Denise McMullen agreed to prepare correspondence for Renaissance to send in respect of the issue and circulate it for comment.

Operations Report

Main (North) Gate

Robin reported that the North Gate had been repaired and a magnetic lock added to stabilize the arms. He advised that in order to achieve consistency of function it will be necessary to address a number of issues going forward and that this is underway.

Townhouse Maintenance

Robin noted that over the years many townhouse owners had installed privacy screens without approval and that this has left current owners in a difficult position. General discussion followed in respect of the board's role in policing the actions of owners in light of the by-laws including the architectural guidelines.

Office Communications

Robin pointed out that owners are leaving both voice mail and email messages with the SBR office notwithstanding that neither is currently monitored. The board agreed that owners should be advised of this and provided with alternatives in the form of a monitored phone number and email address for Renaissance Management that they should use for communications purposes.

Water

Robin Gill reported that a recent Fortis power shut down had not apparently caused problems for the water system. Discussion followed concerning the review of the functionality of our water meters since it appears that a number of them are not working properly or at all and need to be replaced.

Easement

Denise advised that she had spoken with both Leo Kylo and Sandy Cameron concerning the easement requested by an owner and that Sandy would be finalizing the documents for circulation.

Operations Oversight

Randy Jordan and Robin Gill advised that they had been approached by a Grant Kelba (former operations and maintenance manager for Bar Kay Cee) in connection with an operations management contract which would apply to on-sight operations planning and oversight at SBR. It was agreed that the matter be pursued on a limited trial basis to determine whether there was a suitable role for Grant to play. Denise McMullen agreed to assist with the review of the proposed operations management services agreement.

New Business

Discussion followed concerning an owner's plan to hold a meeting in the Saloon in light of government COVID-19 guidelines. It was decided that any owner who wished to hold a gathering be required to comply fully with all related law and to provide an indemnity in respect of any health or other consequences of such meetings. Denise McMullen agreed to review and update the Saloon rental forms and to prepare a form of undertaking and indemnity.

3. Next Meeting:

The next meeting of the Board is scheduled for be held November 26.

4. Adjournment

The meeting was adjourned at 5:45pm.