



**Square Butte Ranches Ltd.**  
**Square Butte Condominium Plan No. 9710379**  
**Board of Directors Meeting**  
**October 30, 2019**

Directors in Attendance:

Gary Bennet, Kym Penner, Denise McMullen, Kelly Long, Randy Jordan

Regrets:

Max Gibb

Invitees:

Robert Lunge, Renaissance Management

Call to order 5:15 pm, Kelly Long, Vice Chair

- 1) Approve previous minutes
  - Discussion of previous minutes, some clarification requested, they will be adjusted and recirculated for approval
- 2) Review/Approve Agenda
  - Approved by Gary Bennet, Seconded by Kym Penner
- 3) Renaissance Board Report
  - AGM Dec 14
    - i. Rationale is that the reserve study needs to be taken into account, for the Budget as well we are waiting on insurance rates
    - ii. Bylaw amendments could be brought forward here for the Polaris to be included in the reserve spending.
  - Arrears:
    - i. Discussion on arrears for Special Assessments. Denise moved that a caveat be placed on properties where the Special Assessment may not be paid by 10 business days after the date on the letter sent out by Renaissance for a reminder. Seconded by Randy motion carried.
  - Insurance Claim:

- i. Repairs being completed on Unit 59. Bob advised that a cash payment for the related deductible has been sent to the contractor. Discussion as to a cash settlement upfront. Rocky Cross has been selected by the claims adjuster to complete work.
  - ii. Discussion followed concerning the wording of our current bylaws and the current legislation that applies to condominiums as regards the responsibility for the payment of insurance deductibles related to townhouse owner damage. Bob noted that the new condominium properties legislation that is expected to come into force next year confirms that this insurance deductible cost will be the owners' cost and not the condominium corporations' cost.
  - iii. It was suggested that the board advise all owners including townhouse owners to have their water connections inspected regularly so as to reduce the probability of water leaks. Bob was asked to prepare a form of notice that could be sent to owners and he agreed to put something together for the board to review.
  - iv. It was also suggested that if necessary new by-law language be drafted to address the period between now and the time of passage of the new legislation since at present the coming into force of the new legislation has been postponed.
- Finalizing Roofing Contract
    - i. Waiting final project completion approval from RRC.
    - ii. The board was advised that although the cost of re-aligning roof dishes necessarily moved during the re-roofing process is not normally included in the cost of re-roofing, RRC had not excluded it from the contract it used with the roofing contractor and that such cost would be covered provided affected townhouse owners submitted invoices promptly. It was agreed that the Office would send an email to townhouse owners advising them to ensure that any invoices from Xplornet from internet interruption due to roofing get to Renaissance before the week ending November 8<sup>th</sup> since the roofing company will not reimburse anything received after that date.
    - iii. The board was advised that the roofing contractor will not be able to address landscaping and sod replacement until the Spring but will take care of it then since it is included in the contract. Board will ask Tim to inspect the townhouse area and advise on the sod damage so we can review our hold back.
  - Internal Controls:
    - i. The board reviewed and discussed internal controls with Bob.
    - ii. Bob advised that Renaissance will be setting up a new email address for owners to use in making payment by e-transfer.

#### 4) Operations

- Staffing
  - i. The board was advised that a meeting with staff was held and it was agreed that a summary of staff expectations would be prepared and provided.

- Gary agreed to act as the new point person for Operations
- Tim has put together a list of items we should be doing for next year to add to the budget
- Entrance Signs and lights around parking lot and saloon to be addressed asap.
- South Gate – It was noted that the gate is operational, cones are gone and the padlock is off and discussion followed on how to move forward in light of the prior decision not to activate the gate for general owner use. It was noted that the South Gate now provides emergency access since it is siren activated but in light of the concerns of some owners it was agreed that owner fobs would not be distributed at this time.
- Office Admin
  - i. Discussion around how to reduce board time spent on office administration, particularly the management of accounts payable and what would be the most cost efficient way of addressing this.

Adjournment: 8:30 pm