

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

**Date and Time:** March 25, 2021 at 4:00 pm. Due to isolation requirements the meeting was held by telephone.

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

**Regrets:** None

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

**The meeting was called to order at 4:12 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 February 25 meeting) as previously circulated to members by Denise McMullen were reviewed. Randy Jordan requested a change concerning timing of the acquisition of the proposed water usage software update and Kelly Long requested that her comments concerning the shortfall of costs being shared by the Ranch Club be added.

**Moved by Denise McMullen and seconded by Max Gibb** that the minutes as revised in accordance with Randy and Kelly's comments, be approved. The motion was unanimously passed.

## **3. Agenda**

The agenda as prepared by Kelly Long was approved.

## **4. Property Manager's Report**

Bob Lunge presented his report, noting that it contained no major changes from the previous month's report. He noted that we are generally under budget and that cash coverage for expenses is good. Bob advised that based on the current valuation from Reliance he has sent out proposals for insurance to our current insurer CJ Campbell and depending on what he receives may reach out to other firms such as Gallagher for a more competitive bid. Bob also discussed the latest advice he had received from Sandy Cameron concerning the yet to be held AGM and the Provincial rules concerning electronic meetings during pandemic restrictions and agreed that owners would be notified that an in-person AGM was still not possible. He raised the issue of Standard Insurable Unit Descriptions and discussion followed concerning whether the townhouses should be insured to a standard or whether owner improvements should also be insured.

## **5. Operations**

Our operations consultant, Grant Kelba, presented his review of operations, noting that he is planning on circulating a written document weekly to all board members using Trello so that we can come to the meeting with a general understanding of what has been going on operationally.

The highlights of Grant's presentation were that the waterlines to the barn and saloon would be inspected and repaired as soon as weather permitted. He is aware of a broken curb stop by the saloon which is likely at least part of the problem. He proposed reviewing the cost of bringing in an outside crew for summer mowing so that our maintenance staff could devote their time to items like fence and other required repairs. Proposed and previously approved repairs to the water system were discussed with Grant at some length.

Grant left the meeting at 5:15 and the board discussed the form of agreement we have with him in light of his original agreement with his consulting corporation. Randy Jordan noted that this was being discussed and would be resolved in his new contract.

## **6. Building Approval/Land Use**

Bob noted that he had discussed the easement being sought by the owners of Unit 38 and that their need to circulate the form of owner resolution since the AGM (where a paper copy could be circulated) was having to be postponed due to COVID. Discussion followed concerning the role of the owners in obtaining individual signatures in light of this.

The issue of the Unit 40 retaining wall was also discussed. Max Gibb agreed to meet with the owners of the affected units in the next two weeks and attempt to obtain a solution that was reasonably satisfactory to all.

## **7. Townhouse Painting and Repairs**

The board discussed the repairs to be undertaken in respect of the townhouses including evestroughs and painting. Robin Gill advised that the plan was to undertake required external repairs this summer including the eves. Painting would be done block by block since the townhouse reserve would not cover all painting in one season.

## **7. Branding/Communications**

Melodie Creegan presented a mockup of how she felt the website could be upgraded to reflect SBR as a rustic western community. She requested input and photographs from the board. Kelly Long reported that the SBR owner's manual project was coming along well under the hands of the volunteer committee working on it.

Kelly raised the issue of the revision of the saloon rates from two summers ago and the board agreed to review the current rates and be prepared to discuss them at the next meeting. Kelly agreed to circulate the existing rate schedules.

**8. New Business/Equipment Garage and Replacement Garbage Building**

Randy Jordan reported that discussions had been progressing concerning the construction of a new garbage drop off structure and an attached equipment garage, both to be situated in the general location of the existing garbage shed near the entrance to the ranch. He advised that the project would cost roughly \$110,000 and that the supplier of the structures would need the go-ahead shortly. Funds, he advised, were available from the 2020 operating surplus from the funds available for 2021 repairs in the common area reserve fund.

**9. Building Approval**

Randy Jordan asked the board to review and consider his plans for a garage to be built on his unit, noting that he was working with the MD on setback relaxations. He then left the meeting. The board discussed the proposal and agreed that Randy would be contacted and asked to explain the setback relaxations he would need in light of the SBR guidelines as well as the MD regulations, noting that if they were justified a relaxation should be able to be granted.

**10. Adjournment**

The meeting was adjourned at 7:12 pm.