

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

**Date and Time:** July 23, 2020 at 4:00 pm. Due to isolation requirements the meeting was held by telephone.

**Directors Present:** Randy Jordan, Kelly Long, Gary Bennett, Robin Gill, Denise McMullen Max Gibb. Melodie Creegan joined the meeting later.

**Regrets:** None

**Present by Invitation:** Bob Lunge

The meeting was called to order at 4:17 with Kelly Long acting as Chairman.

## 1. Agenda

The agenda prepared by Kelly Long was approved.

## 2. Minutes of Previous Board Meeting

The minutes of the last board meeting (being the June 25 meeting) as previously circulated to members by Denise McMullen were reviewed.

Moved by Max Gibb and seconded by Gary Bennett that the minutes be approved. The motion was unanimously passed.

## 3. Property Manager's Report and Ranch Operations Report

The Board reviewed the Report as previously circulated by Bob Lunge.

### Special Resolution

Extensive discussing followed concerning the status of the special resolution approving the application of common area reserve funds to the acquisition and repair of the Polaris. Kelly noted that the spread sheet presented was missing several recent updates and provided the information to Bob directly. Bob concluded that the numbers were very close and several board members agreed to speak with owners who had not responded to prior emails to determine whether they were actually opposed or simply not getting around to it.

### Main (North) Gate

It was noted that the Gateworks repair and maintenance proposal we had requested for the main gate had been reviewed. Robin and Gary advised that some maintenance issues still needed to be addressed by it and Robin advised that he would be putting together a comprehensive plan for required gate repairs for discussion at the next meeting.

### Barn Walkway

It was noted that the current walkway, which is unsightly and deteriorated was originally intended to be temporary. It was generally decided that the walkway needs to be on the list of required repairs and that if it was possible to take care of its replacement and possible re-positioning this year it should be done. Gary and Robin agreed to discuss options to present at the next board meeting.

### Townhouse Maintenance

Gary reported that the deck and railing repairs and maintenance project was nearly complete and that repairs to the siding and window frames was to be undertaken after discussion with owners.

Gary agreed to speak with townhouse owners who had requested information concerning the painting of their doors and the approved paint colours. The painting of the townhouses in 2020 was reviewed and the general consensus was that the timing of painting as set out in the existing reserve report should be followed unless deferring painting would lead to actual damage to the structures.

### Correspondence

Discussion followed concerning an email received with suggestions for main gate wifi cameras. Denise agreed to contact the owner and advise that the main gate cameras are wifi cameras. Discussion followed concerning a general update on gate matters once a plan was in place for regular upkeep.

An owner has requested permission to build a shed on his lot prior to the construction of a home. Denise agreed to speak with the owner and Leo Kylo and report back to the board on whether or not the proposed shed and location would be acceptable under the municipal by-laws and architectural guidelines.

### Ranch Equipment

Denise noted that the current truck is leased and that a review of the lease suggested that it would not be economical to replace it. Gary noted that it will be possible to continue to operate with it until the lease is concluded.

### Annual Project Management

It was noted that in past years boards had contracted with Renaissance Management to attend at the ranch and report on required summer projects. Randy agreed to speak with Bob about the cost of reinstating that process.

### Pasture Mowing

Discussion followed concerning the mowing of the pond pasture for access to the pond as well as the mowing of the cowboy challenge course for use by horse owners. Gary advised that he

would set up the mowing with Clay and Doug. Gary also advised that they would find a better place to store the wooded platform that is current leaning against a shed in the pond pasture.

#### Easement

Bob reported that he had discussed a proposed easement over managed property submitted by an owner with Sandy Cameron. Gary noted that the amount of land in question was very small and no fences or gates would be affected by it.

Moved by Gary Bennett and seconded by Denise McMullen that Bob ask Sandy to approve or revised the form of requested easement. The motion was unanimously passed.

#### Reserve Study

The status of the new reserve study currently underway was discussed with Randy suggesting that a board meeting on this topic alone would be required before the study could be finalized. He reiterated the importance of addressing this as soon as reasonably possible and that a sub-group of 2 or 3 persons should meet and work out details before the whole board approves the new study. A target for a whole board meeting would be late August.

#### Budget

Bob noted that we are currently under budget for 2020 and likely to exit the fiscal period that way. However he also noted the carry-over of prior years' budgets means that on a year over year basis we are not.

#### Horse Related Matters

It was noted that the board had not received a practical response from the ranch club board concerning the regular removal of horse manure from the barn area. Robin agreed to put together some suggestions for the next meeting. Kelly and Denise agreed to put together some thoughts concerning cost contribution by horse owners to other horse related expenses to be discussed at the next meeting.

#### AGM

Bob suggested that with the COVID protocols still being in place that it would be impractical to try to hold the AGM before November, earliest.

### **3. Next Meeting:**

The next meeting of the Board is scheduled for be held August 20.

### **4. Adjournment**

The meeting was adjourned by Kelly Long at 7:53 pm with all in favour.