

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

Date and Time: May 28, 2020 at 4:00 pm. Due to isolation requirements the meeting was held by telephone.

Directors Present: Randy Jordan, Kelly Long, Gary Bennett, Melodie Creegan, Robin Gill, Denise McMullen

Regrets: Max Gibb

Present by Invitation: Bob Lunge, Renaissance Management

The meeting was called to order at 4:05 with Kelly Long acting as Chairman in Max Gibb's absence.

1. Property Manager's Report and Operations

(a) Arrears

Bob noted that notice would be sent to an owner in arrears of monthly condo fees with a copy to the owner's bank.

(b) Owner Charges for Personal Services

Moved by Gary Bennett and Seconded by Denise McMullen that owners who use the services of Doug or Clay personally be charged \$35 per hour for those services

Discussion followed concerning whether owners including horse owners should be for such services as are provided to them by ranch staff on a cost recovery basis or some other basis and if the basis was cost recovery, what is the actual cost of a ranch employee using a piece of ranch equipment to the private benefit of an owner. It was decided that the motion would be tabled and reintroduced as part of the future discussion of the new reserve study.

(c) Townhouse Roof Leak

Bob noted that in response to an email received by Renaissance from a townhouse owner, an inspection of an apparent leak was conducted by the roofing consultant who oversaw the recent roof repair accompanied by Gary Bennett as operations director. No evidence of a recent roof leak or floor leak was detected. Gary advised that he had spoken to the owner's brother and Bob advised that he had reported to the owner.

(d) Follow up to Dog Complaints

Melodie Creegan advised that one of the owners had spoken to the dog owner in question and that since that time the dog owner had been keeping the dogs on the owner's property.

(e) Gate Pasture Horse Shelter

Bob advised that the approved correspondence to owners concerning the possible placement of a horse shelter in the gate pasture would go out to all owners the next day. The board had not as of the time of the meeting, received confirmation from the Ranch Club as to where in the gate pasture the Club proposed to locate the shelter. Accordingly, the board was not in a position to discuss the matter with affected owners.

(f) Ranch Club request for Review of Barn Utility Cost Allocation

Bob noted that Renaissance was still waiting for resolution on this matter so that it could bill the Ranch Club for its share of these costs. Gary Bennett noted that he had reviewed the detailed proposal presented to the board and that he believed it correctly allocated the costs in question. Discussion followed as to whether this allocation should be tied to other costs related to the keeping of horses at the ranch for which the Ranch Club was not being invoiced.

Moved by Denise McMullen that the proposal of the Ranch Club for the allocation of barn utilities be approved but that concerns related to the proper sharing of other costs related to horse boarding be reviewed. Seconded by Gary Bennett. The motion was passed. Denise undertook to advise the Ranch Club of this decision.

Discussion followed concerning other costs currently being carried as operating costs but attributable to horses being boarded at the ranch. These included the operation and repair costs of farm equipment used from time to time by the ranch club, water costs, fuel costs. Also discussed was the need for a plan by the Ranch Club to clean up pastures and paddocks used for horses including destruction resulting from the use of quads and tractors to feed and inspect horses. Further discussed was the historic role of horses as part of the "brand" of the SBR development. Melodie Creegan, as head of the Marketing/Communications Committee, undertook to head up an initiative of incorporating the presence of horses into the overall brand and aesthetic of the ranch and to report back to the board with a detailed proposal. No formal resolution was approved in respect of these other costs.

2. Minutes of Previous Board Meeting

The minutes of the last board meeting (being the April 23 meeting) as previously circulated to members were reviewed.

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

3. Agenda

The agenda prepared by Kelly Long was approved.

4. Reserves

Bob agreed to review the current reserve balances and confirm the current status of reserve contributions.

5. Insurance

Bob reported that our current insurer has agreed to match the more favourable quote of a different insurer. The board thanked Bob for negotiating this cost reduction.

6. Water Report

Randy Jordan advised that our latest draft of the extended 3 year contract with Foothills MD (with no material changes from the contract under which we have been operating for the past year) was likely to go forward as planned with a possible fee reduction if certain adjustments were approved by Alberta Environment.

7. New Business

The following new business items were discussed:

- **Pasture Management:** The board approved the proposal for summer grazing detailed by Lori Collins as Head Wrangler of the Ranch Club. Hope was expressed that steps would be taken by the Ranch Club to remediate the pastures for horse related deterioration.
- **Common Area Repairs:** Kelly Long presented a list of common area repairs that she believed should be scheduled. Gary Bennett noted that a number of the items were already planned and the board agreed to work with Gary in identifying additional items that Doug and Clay should be putting on their to do lists. The board generally agreed that an organized plan for common area restoration or upgrade should be put together along with a list of associated costs so that the various items could be budgeted and undertaken in an orderly manner. Robin Gill agreed to work with other members of a former committee call the "Blue Sky Committee" to update a plan put together in the past but not carried out in full.
- **Townhouse Communication:** Robin Gill noted that based on discussions that he had been part of, there appears to be a number of misunderstandings by both townhouse and acreage owners concerning the nature of our ownership and how that informs various discussions including reserve contributions, cost allocations and insurance. He agreed to put together a communication based on the various recent communications and subject to legal review meet with different townhouse owners one on one to discuss misunderstandings and attempt to provide them with the correct picture. Melodie Creegan agreed to accompany Robin to these meetings.

8. Next Meeting:

The next meeting of the Board is scheduled for be held June 26, likely by conference call.

9. Adjournment

The meeting was adjourned by Kelly Long at 7:05 pm.