

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

Date and Time: February 24, 2022 at 4:00 p.m. The meeting was held electronically and in-person.

Directors Present: Denise McMullen, Max Gibb, Terry Royer, Steve Banszky, Gary Bennett, Lori Young and Yvonne Gaudet.

Regrets: Bob Lunge, Renaissance Management

Present by Invitation: Grant Kelba for portion of the meeting.

1. The meeting was called to order at 4:31 with Max Gibb acting as Chairman.

2. Agenda

The agenda as prepared by Denise McMullen was reviewed.

Motion: Agenda be approved.

Moved by Terry Royer and seconded by Lori Young. Passed unanimously.

3. Minutes (of prior meeting)

Motion: The minutes of the last board meeting (being the January 20 meeting) as previously circulated to members by Yvonne Gaudet be approved.

Moved by Yvonne Gaudet and seconded by Denise McMullen that the minutes be approved. Passed unanimously.

4. Renaissance Management Report

Bob Lunge was not in attendance to present his report. The board discussed the highlights of his February 14 written submission as previously circulated to the board. Denise McMullen provided additional information to board members based on a revised report from Bob.

Condominium Dues Arrears

Bob's report noted the level of arrears associated with owner monthly dues and expenses. The board confirmed it's approach in dealing with these matters in accordance with past practice. When an owner's monthly contributions are in arrears for over 60 days a notice in writing will be sent by Renaissance Management to the owner advising that unless the arrears are settled in full within 15 business days instructions to register a caveat against the owner's property will be sent to counsel. Denise McMullen will follow up with Bob.

Financials

The board reviewed the financials report as at January 31, 2022 showing that overall operations expenses to that time were under budget.

Administration/Correspondence

- Easement and Development of Unit #38 - The board discussed the status of acquiring signatures on the special resolution. Lori will forward the special resolution list to Denise and Max for review. It was decided that Denise and Gary will follow up with the owners of Unit 38 to confirm that the special resolution is still needed.

Windstorm Update

- Townhouse Window Repairs - Bob's report noted that follow up with the insurance adjuster was completed. The board discussed whether two or three windows required replacement. It was thought that there were two broken windows that needed to be replaced, and one window that sustained damage to the hinges. Grant is to follow up and confirm.

- Trees - Bob's report noted that Grant is researching permits and load requirements for trucks along Old Mill Road. Quotes are still being obtained for tree removal.

- South Wall Saloon - Bob's report noted that Grant has obtained quotes from two engineering firms to assess whether there is a similar structural issue with the south exterior wall of the Saloon that would not be considered damaged by the loss.

5. Water Committee Report

Steve Banzky presented the water committee report.

- Steve reported that there was a shortfall of water production in January. The trucked in water cost was in excess of \$1,000 but still was a reduction from the previous month. The cost will be invoiced to the over users as per the SBR Water Use and Cost Recovery Billing Policy.

- Steve reported on his water conservation efforts over the last month. Several of the residents have reached out for his assistance to review their water system. Three major sources of water loss have been identified from these visits. Toilet leaks, furnace humidifiers and water softener systems. Steve will prepare a communication to owners and residents to share information about what factors may be impacting their water usage and what steps can be taken to minimize this.

-Back-up Generator for Water Treatment Plant Investigation - Steve presented his written proposal submission as previously circulated to the board on February 23, 2022. The board first reviewed and discussed the overall benefits and the justification for each of the proposed generator options that were presented in the proposal report. The proposal included the costs associated with each of the options including costs, installation and the grade quality of each of the generators. In addition, the proposal provided a comparison of the costs to Square Butte Ranch associated with power losses without a generator. The board acknowledged that there were very strong economic and soft benefits for Square Butte Ranch in acquiring a back-up generator.

Motion: Approach Foothills MD to explore the possibility of a financial subsidy towards the estimated \$ cost of a 36 kw commercial grade generator and if sufficient grant support could be obtained proceed with the acquisition.

Moved by Terry Royer and seconded by Gary Bennett. Passed unanimously.

6. Operations Management Report (Grant Kelba)

Grant Kelba was invited for a portion of the meeting and presented his report as previously circulated to the board.

- He reported that the board's grant application to Foothills County for meter replacement was approved in the amount of \$32,000 and that new meters have been ordered. A plumbing company has been secured to make the installations and the work will begin as soon as the generators are received. He will provide the name of the plumbing firm.
- He has been addressing WiFi issues in the barn. With the assistance of Steve Banszky Grant believes he has managed to get the system working again.
- He reported that he is currently researching Starlink as a replacement for Xplornet for the barn/office/saloon and the water treatment plant.
- He is awaiting proposals for the logging of the bone yard trees damaged in the December storm.
- He reported that he has received contact information from Gary Bennett and Max Gibb for Kelly Dunford related to tree clean up for insured work and non-insured work.
- He reported that repairs to the structural wall of the Saloon are well underway. The timeframe for completion is not available at this time.
- He reported that two quotes have been received from engineering companies to assess the potential structural issues with the south wall of the Saloon.
- He has received a quote on material costs to repair the existing garbage/recycling building.
- He reported that a burn permit will be applied for to clear the burn area now that there is sufficient snow cover.
- He noted that there has been discussion about the telephone access system for the main gate entry system and advised that the owner phone number information programmed into the control panel will require updating for all owners who wish to use this system.
- He reported that Rollercoater is confirmed for the townhouse painting for Phase 2 and they are targeting a start date for the first week of May. Lori Young suggested that advance notice to the townhome owners be provided to allow, for example, decks to be cleared to enable the power washing stage.
- He reported that the picnic tables have been painted and the Cowboy Trail sign has been repaired and is ready to be hung when weather permits.
- He reported that the gravel and the contractor are in place for the Chinook Ridge road work.

7. Operations Committee Report

Gary Bennett presented the operations report.

- Equipment Storage Garage Structure/Garbage Building Replacement Outbuilding - The board first discussed efforts being made by various board members to obtain information about building requirements from Foothills County. Set-back restrictions have been a barrier in the past and the board discussed if there may be the option of consolidating the common area units in the town centre to provide greater flexibility in obtaining the necessary building permits. Denise McMullen will contact Foothills County Development Office to identify

solutions related to the set-back issues. Gary Bennett and Steve Banzsky agreed to be the champions of the overall initiative. Additionally, the board considered the matter of the Garbage Building and it was decided to proceed with temporary cost-effective repairs until more information becomes available through discussions with Foothills County.

Motion: The board approve the repair of the current garbage/recycling building structure in the current location at a cost of \$1,400 for materials. The repair will be completed by operations staff. The insurance allowance for the shed of \$4,439.94 will be collected and applied to the repair payout and to the building of a new garbage/recycling structure at a more suitable location.

Moved by Yvonne Gaudet and seconded by Denise McMullen. Passed unanimously.

8. Previous Business

- Townhouse owner renovation approvals - A townhouse owner has provided a Letter of Agreement and Indemnity in respect of requested front door replacement and overhead gas heater installation and is now ready to proceed.

Motion: In the case of the front door replacement, the board approve the owner's renovation request subject to the provision by the owner of appropriate documentation from a qualified individual confirming that the completed installation has not compromised (or will not compromise) the structural integrity of the building and if there is a problem it will be remedied at the owner's expense.

Moved by Terry Royer and seconded by Denise McMullen. Passed unanimously.

Motion: In the case of the overhead gas heater, the board approve the owner's renovation request subject to the owner providing appropriate documentation from a licensed gas fitter confirming that the completed installation has not created (or will not create) a fire risk to the building.

Moved by Steven Banzsky and seconded by Lori Young. Passed unanimously.

- Townhouse Painting - Lori Young offered to coordinate a process to canvass if there is a preference from owners on the next set of townhouses to be painted. Yvonne Gaudet agreed to be available to assist in the process.

- Website Upgrade - Yvonne Gaudet presented an update to board members. On January 28, 2022 a communication was sent to residents to share information about the website upgrade project. A request for ideas was included in the communication. Although the response rate has been low, several conversations have occurred with interested residents and some great ideas have been captured. It was confirmed that the members-only site will be the first phase of the upgrade. Going forward, monthly written status reports will be provided to board members in advance of the board meetings.

9. New Business

- Ranch Club Board request for a joint meeting with the SBR Board - Correspondence was received through Renaissance Management prior to the meeting from the Ranch Club requesting a meeting with the board. The Ranch Club expressed a desire to have the opportunity to collaborate, share information and make the most of the skill sets and

knowledge within the community. The request was supported by the board. Denise McMullen will work with Maureen Heffring to create a comprehensive agenda for this meeting when a date is set.

- Main gate telephone access - The board discussed the programming of the Door King software installed by Gateworks to allow owners' guests and trades to reach Units by phone from the gate box to be admitted to the property. It was noted that many owner phone numbers have not been programmed into the system and that follow up is needed to determine if the system works for those owners whose telephone numbers are currently programmed -- and if so how the programming updates can be made. At present Gateworks has to be engaged to make updates but Steve Banzky noted that since SBR owns the equipment it should be entitled to do its own programming. Once this is established, Denise McMullen will work with Renaissance to determine which residents wish to have their land line numbers programmed in so as to be able to use the telephone access system.

10. Next Meeting

The next meeting of the Board is scheduled to be held March 24 at 4:00 p.m.

11. Adjournment

Motion: The meeting be adjourned at 7:44 p.m.

Moved by Yvonne Gaudet and seconded by Terry Royer. Passed unanimously.