

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

Date and Time: January 28, 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

Regrets: Melodie Creegan

Present by Invitation: Bob Lunge

The meeting was called to order at 4:16 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 December 1 meeting) as previously circulated to members by Denise McMullen were reviewed.

Moved by Denise McMullen and seconded by Max Gibb that the minutes 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. Discussion followed concerning the 2020 year end positive cash numbers. It was noted that the water problems experienced in December and January would impact cash surplus.

Bob raised the issue of the required updating of the by-laws as a result of the changes to the Condominium Property Act that came into force in 2020. Denise McMullen agreed to take on the job of bringing our by-laws up to date working with our lawyer Sandy Cameron as required. She noted that this would be a time consuming exercise that should be taken on at the point the board would be able to devote time to it. The general feeling was that this was a project to be taken on later in the year after the annual general meeting was able to be held.

5. Operations

Our operations consultant, Grant Kelba, presented his review of the main gate access situation. He advised that he had met with a supplier of access equipment which had proposed a system that could be installed for \$15,000 using the existing equipment to the greatest possible extent. Discussion followed concerning the cost/benefit of such a system including practical changes that could make the gate more difficult to break down. An aspect of the proposed system was the replacement of transponders which have proven unreliable and their replacement with cell phone apps as investigated by Kelly Long and Robin Gill. The board suggested that Grant put together a formal proposal with the related details so that an informed decision could be made.

Grant then presented a report on the December water leak situation. He reviewed the North leg shut down that had to be implemented and noted that the cause of the leak was eventually identified as being the result of a leak on an owner's property.

Grant also noted that a second leak, this time an underground leak, had been identified somewhere around the Saloon. Because of the underground nature of this leak it was impossible to target and repair it at this time. Robin reported that this leak was shedding as much as 3 cubic meters of water per day which is a very large amount. Thus it was necessary that water to the Saloon, barn and nearby horse waterers be shut down. He noted that the maintenance staff had consulted with the Head Wrangler, Lori Collins, and alternative methods of supplying water for horses had been implemented.

Discussion followed concerning the use of the Saloon in light of the difficulties in maintaining sanitation without a water supply. Bob Lunge noted that he felt that Provincial COVID protocols required the board to close the Saloon in any event. The board reluctantly agreed and a lengthy discussion followed as to how if at all this leak could be addressed before spring thaw.

Moved by Max Gibb and seconded by Denise McMullen that the Saloon be closed until the water situation could be resolved. Motion passed.

Grant then reported on his review of the household water meter situation. A review of information from water meters suggests that many are either failing or not functioning at all. Without proper meters it is impossible to monitor water availability and over-consumption. Robin noted that because the household meters do not provide easy access to day to day consumption, an owner leak could remain undetected for 30 days and drain the well. Since the time the original meters were installed better meters have become available that can transmit flow on an ongoing basis and prevent some of the kinds of problems we experienced in December.

Moved by Robin Gill and Seconded by Denise McMullen that we replace at least 4 meters this year and upgrade our monitoring reader system and related software. Motion passed.

7. Website Upgrade

Kelly Long reported that recently our website has not been functioning properly including our not being able to upload minutes of past board meetings. She advised that she had looked into the situation and

discovered that for \$1500 we could hire a consultant to fix the current system and for another \$1000 update and improve it. She noted that a group of volunteers have been looking at updating and distributing owner information binders as were used in the past agreed to work with this group of volunteers and the website consultants to coordinate better dissemination of information to owners.

Moved by Max Gibb and Seconded by Kelly Long that the Board spend \$2500 to fix and update the website. After some discussion of where this fit into the 2021 Budget, the motion was passed.

8. Next Meeting:

The next meeting of the Board is scheduled for be held February 25, 2021.

9. Adjournment

The meeting was adjourned at 6:55 pm.