

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

Date and Time: January 20, 2020 at 3:00 pm

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

Present by Invitation: Bob Lunge, Renaissance Management

Prior to the commencement of the official board meeting, Kelly Long facilitated a two hour planning session during which the board established its anticipated priorities for the 2020 fiscal period. Kelly agreed to provide the board members with a written record of the results of that session for use throughout the period.

The formal board meeting was called to order at 5:30 with Max Gibb acting as Chairman

1. Property Manager's Report

Bob Lunge presented his report including 2019 year end numbers and arrears. He discussed outstanding items for reimbursement as well as subcontracted expenses. Bob reviewed correspondence received since the last meeting and responses to that correspondence. He confirmed the need for the confirmation of existing policies, such as the water policy prepared and circulated last year, on or before the end of March 2020. He agreed to review all policies of which he was aware and advise the board of the process for confirming them. Bob discussed the Special Resolution concerning the application of the common area reserve to fund the 2018/2019 acquisition and repair of the Polaris AWD prepared with the assistance of the board and forwarded to him for review and distribution to owners. The board approved the distribution of the Special Resolution and related explanation of it for distribution as soon as reasonably possible. Bob discussed the question of ranch vehicle insurance and how best to ensure that the best insurance for the best price was placed. The board asked Bob to discuss this with CJ Campbell which brokers our other insurance with a view to having vehicle insurance under the same roof and report back at the next meeting. Bob also noted that the existing vehicle insurance shows Ross Depner as the principal driver and that this will need to be updated. Bob circulated the insurance appraisal for the ranch and noted that the appraised value was up \$500,000 over the prior year based on the replacement of the townhouse roofs, the upgrades to the water plant equipment and other repair/replacement work over the past year.

2. By-Law Update

Bob noted that the revised *Condominium Property Act* and Regulations came into effect on January 1, 2020. In addition to requiring timely confirmation of existing policies, the new legislation will require the timely amendment of the existing by-laws to include new provisions associated with the revised legislation. Renaissance will be holding an information session for condo boards and February 20 and Denise agreed to attend this session along with any other board members who wished to. The board noted that the new legislation includes a new set of standard by-laws that should be the starting place for our revised by laws, adjusted to include our current non-standard by-laws. Bob recommended that any new by-laws be proposed after we have updated our current by-laws as required by law.

3. Board Meeting Dates

The board discussed future meeting dates and generally agreed that the meetings would be held on the last Thursday of each month in the saloon.

4. Possible Change of AGM Date

The AGM has generally been held in December of each year which does not give new boards the opportunity to plan and approve the budget for the upcoming year. Bob suggested that the next AGM be held in September to give the newly elected board the opportunity to work with Bob in developing the budget for the January 1 to December 31, 2021 fiscal period.

5. Minutes of Previous Board Meeting

The minutes of the last board meeting circulated to members were reviewed and several small corrections noted.

Moved by Max Gibb and seconded by Gary Bennett that the minutes, as corrected, be approved. The motion was passed with the two new board members abstaining from voting.

6. Matters Arising at AGM

The board noted that certain matters had been raised by owners at the AGM and added them to the agenda for discussion at the meeting or following meetings as appropriate. The matters are: Better control of ranch equipment storage and use; Timely website updates; Re-Introduction of new by-law for townhouse reserve/common area reserve segregation; Better communication of responsibilities (Board/Renaissance); Better transparency of what is included in values shown on financial statements.

7. Board Structure

The following offices were discussed and approved: Max Gibb, Chairman; Kelly Long, Vice Chairman; Randy Jordan, Treasurer, Denise McMullen, Secretary. Additionally, Gary Bennett agreed to act as Operations Director. Discussion of board committees followed including bringing non-board members with appropriate backgrounds to assist with committee work. The finance committee will consist of Randy Jordan, Robin Gill and Denise McMullen. The board approved the formation of a new committee to address HR issues on the ranch consisting of Melodie Creegan, Denise McMullen, Robin Gill and possibly others. There be a governance committee to oversee legal and other governance matters consisting of Denise McMullen and others. There will be a water committee to oversee operational issues related to water as well as repair and replacement of water-related equipment consisting of Randy Jordan, Gary Bennett and others.

8. Operations/Water Plant Report

Gary led the discussion on matters related to outstanding recommendations related to the water plant including the purchase of a generator to ensure consistency of power. He also discussed the required repairs to the water storage system, particularly the manifolds. He agreed to check that hydrants are

available and functional as required. Randy noted that he has been trying to set up a meeting or conference call with Jeff at the MD so as to confirm the status of our contract for the upcoming year which will be up for renewal in the middle of May, 2020.

9. Staffing

A general discussion concerning current staffing needs at the ranch followed. In addition to the need to address current staffing issues the board agreed that the new HR committee would work on developing job descriptions and employment contracts as well as reviewing longer term staffing requirements. Melodie proposed a meeting in respect of the latter as soon as possible.

10. Ranch Club Requests

It was noted that the Ranch Club, through an email from Colleen Kanderka, had requested a re-allocation of utilities costs for the barn. It was also noted that the Ranch Club wanted permission to move a horse shelter from the end of the barn to one of the pastures for use when horses in the West Pasture move into the Gate Pasture. Finally, it was noted that the Ranch Club was seeking approval of a form of boarding agreement for horse owners keeping their horses here. The board agreed that there was no objection to moving the horse shelter in question per se but that the exact location would have to be pre-approved in light of the impact on affected unit owners. However the board also agreed that any change in barn utilities sharing would need to be backed up by a detailed submission from the Ranch Club identifying the costs in question. Gary agreed to discuss the matter with the Ranch Club.

11. Next Meetings

The next meetings were set as February 27, March 26, April 30, May 28, June 26, July 30, August 27, September 24 (subject of timing of possible September AGM).

12. Adjournment

The meeting was adjourned by Max Gibb at 7:45 pm.