

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

**Date and Time:** February 25, 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 and Bob Lunge

**Present by Invitation:** Grant Kelba, for portions of the meeting

**The meeting was called to order at 4:13 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 January 28 meeting) as previously circulated to members by Denise McMullen and revised by Randy Jordan were reviewed.

**Moved by Denise McMullen and seconded by Max Gibb** that the minutes as revised 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 was not available to present his report. The board reviewed the highlights of his written submission including correspondence received in connection with the retaining wall installed by the owner of Unit 40.

## **5. Operations**

Our operations consultant, Grant Kelba, presented his review of operations.

He suggested that the saloon/barn water line leak might have been caused by the heavy water trucks that made deliveries the main gate access situation. He advised that he thinks he will be able to scope the line and perhaps determine the location of the leak.

Grant advised that he had completed the renewal of our water license with Alberta Environment. He wants to try to bring another of our wells into production and discussed moving ahead with the repairs to our underground water storage tanks that were approved by the board last year.

Grant noted that water production from our well had been good but that we are utilizing all of it such that any leaks could overwhelm it and would need to be addressed promptly. He advised that the new Neptune software system he has installed for us is working well. He agreed to complete his assessment of the current water meter situation within 2 weeks so that the board would be in a position to confirm the related expenditures. The new meters are \$475 each and the intention is to replace 4 of them this year for a \$1900 cost. Grant advised that he has estimated that the required upgrades will be \$13,000 and that we will spend roughly \$4000 a year over the next 3 years or so completing the full upgrade.

Grant noted the over-time charges from the MD for addressing the December/January water problems and advised that he will be writing to the MD to see if he could get those reduced.

The main (North) gate is now functional again. Robin Gill, Kelly Long and Grant Kelba agreed to schedule a call for March 10 at 4:00 pm via Zoom to discuss the upgrades that Grant had recommended at the last meeting and finalize a budget for the upgrades.

Discussion followed concerning the need to assess repair needs (townhouse and common area) to be undertaken this year. Grant was asked to schedule specific reviews and report to the board so that decisions could be made concerning timing and available funds. It was noted that since our window of opportunity for making annual repairs was so narrow it was necessary to commence this review process as soon as possible. Grant then left the meeting.

The board discussed the high cost of snow removal experienced so far and whether we could get our previous outside service (used for heavy snow fall that could not be handled by our own equipment) back.

## **6. Building Approval Process**

Discussion followed concerning the lack of clarity around the specifics of the process owners must undertake when building their homes and outbuildings. Denise McMullen agreed to review the current process and prepare something in writing that could be circulated to owners to assist them including contacting our lawyer Sandy Cameron to see if he would be willing and able to retain the related paperwork and letter of credit in a safe location.

## **7. Website Upgrade**

Kelly Long reported that she had been giving further thought to whether we should be continuing with our current website consultant since he had not advised us that we needed to install some updates that were making the site unusable.

**8. Owners' Information Binder**

Kelly Long reported that she was continuing to work with the group of volunteers which has been looking at updating and distributing owner information binders as were used in the past and that the project was coming along well.

**9. Next Meeting:**

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

**9. Adjournment**

The meeting was adjourned at 7:12 pm.