

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

Date and Time: February 27, 2020 at 5:00 pm

Directors Present: Gary Bennett, Melodie Creegan, Max Gibb, Robin Gill, Denise McMullen

Regrets: Randy Jordan, Kelly Long

Present by Invitation: None

The meeting was called to order at 5:10 with Max Gibb acting as Chairman

1. Minutes of Previous Board Meeting

The minutes of the last board meeting as previously circulated to members were reviewed.

Moved by Max Gibb and seconded by Robin Gill that the minutes be approved. The motion was unanimously passed.

2. Property Manager's Report

Bob Lunge was unable to present his report but provided a written report which was reviewed and discussed by the Board.

2. Operations/Water Plant Report

Gary led the discussion on operations matters undertaken in the prior month and also provided comments in writing. He advised the Board that operations were proceeding smoothly with Doug and Clay and noted that they were both undertaking to address administrative/office matters in the absence of a replacement office manager. Gary discussed the matter of barn utilities and the sharing of costs with the ranch club. He advised that a portion of the lower barn heating was related to the exposure of certain pipes under the tack room and was not a result of horse activities. He recommended replacing the current tack room heater with a more economic heater and agreed to discuss barn utilities cost sharing further with the ranch club.

Recent problems with the North gate were discussed and Gary suggested that the underground power source be checked as soon as the ground thawed to confirm that the line had not become damaged over the years.

Gary reported on recent water pressure issues and advised that they were addressed promptly and that as far as he knew there have been no further problems.

3. HR Committee Report

Denise circulated job descriptions for the maintenance position and the administrative position and the Board agreed to provide comments for the next meeting. Denise also agreed to prepare employment letters for Doug and Clay.

4. Marketing Committee Report

Melodie showed the Board an example of a website (Siwash Lake Resort in BC) that she thought would be an appropriate style of site for the ranch. She advised that she would provide the Board with a report on the cost and timing of setting up such a site using the Argyle Fox platform and populating it with up to date information for the next meeting. She noted that the subscription fee for Argyle Fox is roughly \$6,000 per year. She undertook to prepare the written material herself and to discuss the photography requirements with Diane Williams.

The Board discussed the benefits to the ranch as a whole – not just owners who have listed their units for sale -- of revisiting the reasons the ranch was developed and of applying the related concepts to an updated website. The Board also discussed a general review of the aesthetics of the common areas and what was appropriate and fiscally feasible in terms of repairs and upgrades. Max raised the issue of trying to rekindle a sense of community among owners with greater use of the saloon.

5. New Business

The following new business items were discussed:

- **Roving Pet Problems:** The board has recently received two complaints concerning roving dogs. It was decided that Renaissance Management would be asked to address correspondence to the owners in question reminding them of the by-law that requires dogs to be under owner control at all times they are not on the owner's property.
- **Owner Security Concerns:** The board has recently received correspondence from owners in respect of security in light of the North Gate problems. It was decided that a notice would be circulated to owners clarifying expectations in relation to our gates, providing suggestions for owners in respect of their own security and offering to invite the RCMP to the ranch to make a presentation.
- **Townhouse Owner Concerns re New Roof Assessment:** The Board discussed the request for a meeting sent by the townhouse owners in connection with the cost allocation for the 2019 townhouse roof replacement to the townhouse owners.
- Moved by Denise McMullen and seconded by Gary Bennett that a detailed response be prepared and forwarded by Renaissance Management (after approval by outside legal counsel) supporting the steps taken by the prior Board. If the townhouse owners wanted a meeting after having had the benefit of the explanation, the request would be addressed at the time. The motion carried.
- **Rental By-Law:** The Board noted that notwithstanding that owner rental was subject to Board approval, recent practice was not to enforce this. Discussions followed as to whether the current by-law is sufficient if enforced and it was decided that this matter be revisited in connection with the statutory requirement for all condominiums to update their by-laws to comply with recent changes to the Condominium Property Act.
- **Saloon Rental:** the Board discussed the matter of saloon rental for the upcoming season and agreed that the current rental contract would be reviewed at the next meeting.
- **New Owner Welcome Party:** the Board noted that a townhouse Unit has been sold and Max and Gary agreed to organize a welcome party in the saloon for the new owner.

- **Request for Building Approval:** The Board reviewed a request by an owner to build a shed. The proposed shed fell within the architectural guidelines of the ranch.

Moved by Denise McMullen and seconded by Gary Bennett that the request be approved.
Motion carried unanimously.

- **Square Butte Riding Club:** The Board received a request from 3 owners and one renter for the formation of a new club that would organize riding activities at the ranch (and surrounding trails) and would upgrade the footing in the arena and round pen at its members' expense.

The initiative was unanimously approved on the basis that participation (including monetary participation) would be voluntary and that participation would not be a condition to owners' use of the arena or the round pen.

6. Next Meeting:

The next meeting of the Board is scheduled for be held March 26 at the Saloon.

7. Adjournment

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