

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

Date and Time: July 21, 2022 at 4:00 p.m. The meeting was held electronically.

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

Regrets: Max Gibb, Bob Lunge

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

1. The meeting was called to order at 4:08 p.m. with Denise McMullen acting as Chairman.

2. Agenda

The agenda as prepared by Denise McMullen was reviewed.

Moved by Yvonne Gaudet and **seconded** by Denise McMullen that the agenda be approved.

Passed unanimously.

3. Minutes (of prior meeting)

Moved by Terry Royer and **seconded** by Denise McMullen that the minutes of the last board meeting (being the June 23 meeting) as previously circulated to members by Yvonne Gaudet be approved.

Passed unanimously.

4. Fire Smart Wind Damaged Forest Remediation Project: Board Resolution

The board had considerable discussion regarding remediation in respect of the current and historic wind-related forest destruction that is posing a fire threat. The purpose of the discussion was to clearly define the parameters of the next steps for the logging contractors as it relates to the Fisher Creek area. The board also agreed to an independent assessment by a qualified forester to help us manage the standing timber which appears to have insect infestation along with the development of a fire smart plan. Gary will identify and make a recommendation to the board regarding an Alberta professional forester in the area that can provide us with an assessment and report.

Moved by Denise McMullen and **seconded** by Gary Bennett that:

IN CONNECTION WITH THE FISHER CREEK AREA OF THE NORTH EAST QUARTER:

Our logging contractors be approved to commence cutting access "trails" to the width required for the safe movement of equipment to and from areas having wind downed trees, such trails understood to be 10 to 15 paces wide; and

Our logging contractors further be approved to commence removing deadfall and hanging/leaning trees along with trees cut from access trails throughout the required areas of the ranch; and

Our contractors be instructed and approved to use/continue to use the staging/processing area created in the vicinity of the Boneyard for the orderly staging of log removal and the creation of burn piles.

IN CONNECTION OF ALL QUARTERS, THAT:

An independent forester with Alberta professional forester credentials be hired to assess our standing trees in light of insect infestation, root rot and other risks to our current forests' long term survival, prior to the commencement of the removal of such trees.

Passed unanimously.

5. Renaissance Management Report

Bob Lunge was not in attendance to present his report. The board discussed the highlights of his July 21, 2022 written submission as previously circulated to the board.

Arrears

Moved by Gary Bennett and **seconded** by Yvonne Gaudet that:

A labour charge disputed by the Ranch Club board be reversed and Renaissance Management be informed.

Passed.

Financials

The board reviewed the financials report as at June 30, 2022 showing that operations expenses to that time were slightly over budget. As per last month's board report Terry will arrange a meeting with Bob, Sandra and Denise to discuss the advantages for the board to receive a monthly cash flow report in addition to the financial information currently being prepared. Due to vacation schedules Terry reported that the meeting is more likely to occur at the end of August.

Administration/Correspondence

Bob's report listed the board communication notices that Renaissance has distributed to owners/residents this month. His report also noted several owner communication complaints that Renaissance received and forwarded to the board for review and response.

Credit Card for Internet

Bob's report noted that the application for a low limit MasterCard linked to the operation's chequing account for purposes of obtaining Starlink wifi has been approved. Steve Banszky followed up with Bob on this item and Bob indicated that he would activate the card in order to begin the process of conversion of the ranch wifi from Xplornet to Starlink.

Wind Damage Update

Bob's report provided a brief update. This item is discussed under Operations Committee Report (item 7).

Insurance Renewal

Denise reported that she has communicated to Bob the board's direction to have a further drill-down by Gallagher regarding this year's premium increase. Denise will follow up with Bob when he returns from vacation.

Annual General Meeting

Bob's report brought forward the need for the board to consider a date for this year's AGM and that the by-laws set out that it must occur within one month of the calendar year end. The board considered some potential dates for the AGM. In addition, the board discussed the process and timelines related to the next budget preparation cycle. Board members will begin the process of providing input into the preparation of a draft 2022 budget. Terry and Denise will schedule a preliminary budget preparation meeting with Bob.

6. Water Committee Report

Steve Banszky presented the water committee report.

Water Usage/Cost Allocation Report - Steve reported that the cost allocation report would be finalized for April, May and June. He also reported that charge backs for June and July trucked in water will be necessary. Steve informed the board that Clay will be assigned the responsibility for the Neptune System going forward.

Lori identified to Steve that the painters used their unit's water outlet for the power washing of the condos prior to painting so there may be an anomaly associated with Unit 54's water usage. Terry then mentioned that he recently had his unit painted and that due to the water issues at Square Butte he had arranged for the contractor to truck in water and add it as an expense to the painting job. His opinion, and the board agreed, is that Square Butte home owners should arrange with their contractors to truck in water if larger quantities are required for work on their home and property in order to eliminate the drawdown of water from the well.

Steve reported that he has had a couple of meetings with Accuflow to discuss the invoice received for the software license renewal. Steve is negotiating with Accuflow some of the features he does not feel are required at this time which will reduce the overall service costs to the Ranch.

Meter Replacement Program - Denise reported that she has not had any updates from Jeff Edgington of Foothills County on the status of the grant for new meters and the projected

delivery timeline. Steve has a call in to Dennis Leis from Foothills County regarding the reconnection of the repaired water tank and will also ask him for an update on the new meters.

Reconnection of Repaired Water Tank - Steve reported that he has requested an update from Dennis Leis from Foothills County to ascertain when the tradespeople will be scheduled to complete the work. Steve will provide an update to the board when he has more information.

7. Operations Committee Report

Gary Bennett presented the operations report.

Wind Damage Update (Saloon) - Gary presented information to the board regarding the status of the Saloon repairs. Considerable pressure has been placed on the contractors to complete the external and internal repairs as quickly as possible. Grant has apprised Gary that he is in communication with Foothills County about the inspection permit approvals and that once these are in place the remaining repairs can be expedited. The board discussed that a resident has inquired about the function they have booked in the Saloon for September 3rd and whether it will be available. The board concluded that unfortunately they are unable to provide a guarantee that the Saloon will be repaired in time.

Townhouse Painter Remediation - Gary reported that there are some painting deficiencies that need to be corrected. In addition, there is asphalt damage and ruts in the grass due to the man lift. Grant has been asked to follow up to ensure that the repairs are completed and to ensure that the costs of the damage will be covered for by the painting contractor.

Wage Increase for SBR Operations Staff - Denise noted that a review of the budget category for staff wages confirmed that an in-year salary adjustment can be accommodated. Additionally, the board confirmed that it was very satisfied with the performance review of the operations staff.

Moved by Denise McMullen and **seconded** by Terry Royer that:

Based on the 2022 budget and staff performance reviews the board resolved to approve a wage increase to \$32.00 per hour retroactive to July 01, 2022. Renaissance is to be notified and will be asked to put this in a letter to Clay and Doug. The board also notes that future wage increases should be a planning consideration in the upcoming budget planning exercise for 2023.

Passed unanimously.

8. 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 he will install the DoorKing software onto the new computer along with an online help button.
- He provided an update on the townhouse painting and the repair work that was covered in Gary's report.
- He reported that Clay and Doug are able to complete the townhouse deck repairs in-house. They will schedule days where they can work together on this task which is targeted to take place in September. This also provides significant cost savings in comparison to the contractor quotes received.
- He reported on the saloon repairs underway and the status, as he understands it, regarding permit approvals. The board confirmed with Grant that this remains his priority and to do what is necessary to bring this to completion.
- He reported that the zero turn lawn mower has a broken hub. This repair can be done in-house.
- He reported that the contractor hired for evestroughs replacement/repair has advised that the start date has been delayed. It is now targeted to begin mid-August due apparently weather related issues.

9. Previous Business

- Website Upgrade - Yvonne Gaudet presented her project update. The website is in the soft launch stage. The soft launch stage provides board members with the opportunity to provide feedback on the website's access, look, feel, and content. The deadline for feedback is the end of July. The stage following this will be a full launch to the Square Butte Ranch owners. This is targeted to occur mid-August.

- Condominium By-Law Enforcement - The board reviewed a number of examples where owners have apparently ignored the by-laws of our community. Discussion followed that while the board agrees it has a legal responsibility to try and uphold the by-laws it has neither the authority nor the desire to act as a police. The board discussed how best to address this and acknowledged that it is a challenging situation. The board additionally discussed whether advice from Renaissance could be sought in respect of approaches to by-law enforcement used by other condominium boards.

10. New Business

Approve Audited 2021 Financials - The board discussed the matter of approving the 2021 Audited Financial Statements and the detailed management representations required by the auditor.

Moved by Terry Royer and **seconded** by Denise McMullen that

The audited 2021 Financial Statements be approved but that the Management Representation Letter be provided by Renaissance.

Passed unanimously.

11. Next Meeting

The next meeting of the Board is scheduled to be held August 25 at 4:00 p.m.

12. Adjournment

Moved by Yvonne Gaudet that the meeting be adjourned at 7:49 p.m.

Passed unanimously.