



## Square Butte Ranches

Condominium Corporation No. 9710379 o/a Square Butte Ranch  
Board of Directors Meeting  
November 20, 2019

### Directors in Attendance:

Max Gibb, Gary Bennet, Kym Penner, Denise McMullen, Kelly Long, Randy Jordan

### Invitees:

Robert Lunge, Renaissance Management

Call to order 5:08 pm, Max Gibb, Chair

1) Approve previous minutes

- Discussion of previous minutes, September Minutes move to accept by Gary, seconded by Kelly

2) Review/Approve Agenda

- Approved by Gary Bennet, Seconded by Kym Penner

3) Renaissance Board Report

- AGM Dec 14
  - i. Arrears – Double check the arrears for the AGM
  - ii. Anyone wanting to run to advise Renaissance
  - iii. Ranch Club meeting at 11:00am and Condo Board AGM at 12:30pm
- Insurance – Invoice Deductible to just the townhome owners – policy in question – changes coming to the insurance requirements for condo owners regarding deductibles etc. Send invoice to Owner Unit 59. Send all owners information on insurance requirements and suggestions for steps to be taken. Moved by Denise, Seconded by Gary, all in favour
- Audits – Revisions to be signed off on after discussion with Don regarding actuals.
- Accident – the no collision status on the Polaris when taken off the ranch was discussed as well as the repairs to the truck. Shelby will be asked to change the Administrator for auto insurance from a former maintenance manager to Renaissance. Bob will prompt Shelby and give guidance on how to move forward.

- Renaissance will review our insurance on the vehicles and equipment and advise on whether/how to coordinate this under a single insurance broker to eliminate lapses in coverage.
- Condo insurance renewal date is April, we could be looking at a 100% increase as per the market industry increases.

#### 4) Finance

- 2020 Budget
  - i. Insurance is a fixed cost and there will likely be material increases likely an increase although we are waiting on quotes.
  - ii. Control how we staff and address our needs through proper staff
  - iii. Review water management costs with MD for 2020 contract, suggest a 15% increase year over year. MD will work with Alberta Environment to approve less visits to the Ranch which should help reduce our budget.
  - iv. Common Area Budget: \$312,321 – allocated in a portion to the unit factors.
  - v. Townhomes Specific Budget: \$35, 097 – allocated in a portion to the unit factors
  - vi. Water 73,174 – allocated in a portion to the unit factors
  - vii. Overall increase (net of operating savings) 5%
  - viii. Randy moved to approve the 2020 budget – Seconded by Kym -- Majority vote carried.
- Reserve Study
  - i. Reliance – doesn't seem as detailed as the last study with this first draft.
  - ii. Sanitation is not separated by Townhouses and common area percentage -this needs to be adjusted
  - iii. This reserve study will not be complete in 4 weeks so for budget purposes we will continue with the old reserve study numbers until the new study has been finalized.
  - iv. Townhouse owners to be consulted regarding the "townhouse reserve" once the new study is complete
  - v. Renaissance will write a letter to go with the budget regarding funding for the potential costs based on reserve study that will have to be determined by the next board.

#### 5) Operations/Maintenance

- Ice Rink
  - i. Because of aeration it is likely that a portion of the "main "pond in the pond pasture will need to be closed to ice skaters. Board discussed moving the picnic tables and fire pits to the other pond in that pasture so that can be cleared for ice skating.
- Truck
  - i. Discussion surrounded the new truck and whether it is heavy enough for the way we are using it.
- Cash Card
  - i. Need clearer procedure on dealing with cash including top up for purchases.
- Sand Boxes

i. The problem of access to sand for use on our roads was discussed and sandboxes were approved for a few key areas of the ranch to fill with gravel for use by staff and owners near problem areas. This does include owner driveways which are owner obligations.

Adjournment: 8:45 pm