

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

Date and Time: August 25, 2022 at 4:00 p.m. The meeting was held electronically.

Directors Present: Denise McMullen, Steve Banzsky, Gary Bennett, Lori Young, Max Gibb (for part of the meeting) and Yvonne Gaudet.

Regrets: Terry Royer

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

1. The meeting was called to order at 4:05 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 Steve Banzsky that the agenda be approved.

Passed unanimously.

3. Minutes (of prior meeting)

Moved by Denise McMullen and **seconded** by Gary Bennett that the minutes of the last board meeting (being the July 21 meeting) as previously circulated to members by Yvonne Gaudet be approved.

Passed unanimously.

4. Fire Smart Wind Damaged Forest Remediation Project

The board spent considerable time discussing the current status of the project. Since the last board meeting, Gary Bennett had identified and secured the services of Rick Arthur, an Alberta professional forester, to provide the board with an independent assessment of the fallen and standing timber along with fire smart recommendations. Rick was able to commence his services immediately and submitted a detailed draft report to the board for review. Rick is scheduled to present his report findings to the board later in the agenda. The board intends to bring owners up to date on the progress of the wind damage remediation by scheduling a presentation of Rick's finalized report.

In the meantime the board was in agreement that a clear plan needs to be put into place to guide the next steps of the project. The board supports the continuation of clean-up carried out under a low impact strategy as opposed to a major clear cut approach, subject to clear notice to owners and a presentation by Rick Arthur of a final version on his report. The next wind damaged area was identified as the west pasture section. Kelly will be asked to provide drone pictures of the west pasture section site that clearly highlights the remediation that is required and to advise as to the visual impact of the proposed clean-up approach in time for the board to give owners notice of what is being planned.

5. Renaissance Management Report

Bob Lunge presented his report as previously circulated to the board.

Financials

Bob reviewed the financials report as at July 31, 2022 showing that operations expenses to that time were slightly over budget. Bob highlighted that specific attention is needed in the budget preparation process to the area of Waste and Water due to the year to date over budget amount which is unlikely to change by year end.

Administration/Correspondence

Bob reviewed the board communication notices that Renaissance has received this month. Discussion followed regarding the current status of correspondence and the board's general process regarding complaints. Situations have arisen where an owner complaint cannot be resolved or enforced through the SBR by-laws. In those instances it will be necessary to advise owners to seek resolution through different by-laws such as Foothills MD municipal by-laws.

Credit Card for Internet

Bob's report noted that the low limit MasterCard linked to the operation's chequing account is complete. Steve then reported that Starlink was ordered and received. The tentative plan is to hook up the router in the Saloon. Then there will be two antenna connections; one for the barn and saloon and one for the water treatment plant. Steve reported that he will be working on getting the new system in place and tested in the upcoming weeks.

Wind Damage Update

Saloon - Bob reported that he had approached the insurance adjuster regarding delays. A request was made for an updated timetable and schedule from the remediation contractor, Service Master. This had been received with an estimated date of mid-September for saloon repair completion.

The issue of the wall treatment for the saloon interior came up again, in particular whether to simply replace the existing treatment with the closest facsimile available or whether to try to use the opportunity to update our saloon's interior appearance with the assistance of a third party professional.

Insurance Renewal

Bob presented information to the board to consider regarding the insurance renewal process. Bob pointed out that there is a timing issue to recognize between the budget preparation process and the insurance renewal date (May 1). An option was presented to consider a change to the maturity date by considering a stub year so that it corresponds

closer to the budget cycle. In addition, Bob reinforced that competitive quotes would be sought 60 days prior to renewal but also noted that there are very few insurers which are willing to insure condominium properties. He also noted that insurance costs have generally increased materially year over year such that this problem is in no way limited to SBR.

The board noted that insurance costs for the managed property (townhouses, barn, saloon, outbuildings, fences) are a significant burden to the ranch owners and that every attempt would be made to obtain suitable coverage at the best possible price for 2023.

Annual General Meeting

Bob's report raised discussion regarding the timing and scheduling for this year's AGM. Bob presented some pros and cons related to changing the AGM timing in the future to enhance the budget planning cycle and better prepare a newly elected board which occurs at the AGM. Following the discussion Bob's recommendation to the board was to continue with the current status and look at a December AGM for this year. The board was in agreement with this recommendation.

Renaissance Condominium Management Service Agreement Renewal 2022

The board discussed the 2022 Renaissance Condominium Management Service Agreement as previously circulated to the board. The board notes that there are no changes in the Agreement since the previous year.

Motion: The Renaissance Condominium Management Service Agreement for calendar year 2022 be renewed and reviewed in detail for 2023.

Moved by Denise McMullen and **seconded** by Steve Banzky. **Passed unanimously.**

6. Water Committee Report

Steve Banzky presented the water committee report.

Water Usage/Cost Allocation Report - Steve reported that he is working with Renaissance Accounting regarding the charge-back process for trucked in water. Clay will take readings at the end of August and this should reset the allocation report. Concerns about a small number of owners consuming large quantities of water remain.

Meter Replacement Program - Denise reported that she has reached out to the MD concerning the timeline for receipt of new meters but has not yet received a response. She is to continue to seek a status update.

Reconnection of Repaired Water Tank - Steve reported that the third water tank is installed. It will be in use by the weekend. The third tank has greater capacity than the two other water tanks, holding 20 cubic meters versus their 11 cubic meters each. The plan is to put the water plant on tank use for the weekend to determine whether the 3 tanks will be able to sustain the ranch on 42 cubic meters. Steve agreed to work with Renaissance Management to circulate a notice to residents asking that they be particularly diligent on water use over the weekend while the tank use is being tested.

7. Operations Committee Report

Gary Bennett presented the operations report.

- Gary reported that a number of ongoing operational activities have been underway.
- Tree watering at the main entrance to Square Butte.
- Attention to the North Gate structure.
- Collecting and installing rocks for the management of ditch erosion along steep sections of roadways. This work is ongoing as required.
- Trails mowed for the frisbee golf course.
- Clearing of some of the walking, hiking and horse trails
- Replacement of northside steps on the east side of the barn.
- Tour and discussions with Rick Arthur.
- Ongoing oversight with Kelly and Darren related to the cleanup of the wind damaged areas.

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 has received a quote from Service Master regarding the repair to the outside wall of the saloon for the reinstallation of the half-moon features. He recommends that this can be completed for considerably less by looking at an in-house approach.
- He provided an update on the saloon interior remediation. He is awaiting some clarification on the extent of insurance coverage.
- He reported on a revised invoice from RollerCoater for painting the townhomes reflecting a downward adjustment and a hold back for damage to a walkway and landscaping remediation.
- He reported on landscaping remediation options. The board provided direction to proceed with the recommendation of using soil and grass seed. Given that the fall is approaching quickly it was urged that this begin as soon as possible to take advantage of some warmer weather ahead.
- He reported that quotes were being obtained for damage to the fibreglass lids on the water tanks.
- There is available firewood for residents (not split).

9. Square Butte Ranch Timber Damage Assessment and Recommendations

Rick Arthur was invited for a portion of the meeting and presented his report as previously circulated to the board.

- Rick's presentation to the board was thorough, lengthy and generated considerable discussion. Rick also addressed a number of questions presented by the board members in attendance.
- At the end of the presentation the date of September 6, 2022 was identified for Rick to present his findings to interested owners in a face to face audio-visual presentation.

- The board indicated that Kelly Dunford and Darren Doucette should be invited to the September 6th meeting.
- A couple of venues were identified and Lori Young will follow up to confirm an available location before the meeting notice goes out. Denise will prepare the meeting notice and have Renaissance circulate.

10. Previous Business

- Website Update - Yvonne Gaudet requested input from the board regarding a request that had been received by a renter who would like access to the Owners' portion of the site. Following a brief discussion it was agreed that due to the confidential nature of some of the information posted to the Owners' site, renters could not be provided access. It was acknowledged that there are other avenues for non-owner residents to access relevant Square Butte community information such as the monthly Newsletter, SBR social media sites and notices circulated by email by Renaissance Management.

11. Next Meeting

The next meeting of the Board is scheduled to be held Wednesday September 21 at 4:00 p.m.

12. Adjournment

Moved by Denise McMullen that the meeting be adjourned at 8:46 p.m.

Passed unanimously.