

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

Date and Time: August 17, 2023, at 4:00 p.m. Meeting was held at the Square Butte Ranch Saloon

Directors Present: Denise McMullen, Yvonne Gaudet, Steve Banzsky, Erik Langberg, Andrew Thompson, Lori Young.

Regrets: Bob Lunge and Andrew Thompson

1. **Meeting** was called to order at 4:00 p.m.
2. **Chairperson** established as Denise McMullen
3. The **Agenda** as prepared by Denise McMullen was reviewed.

Moved by Denise McMullen and **seconded** by Steve Banzky that the agenda be approved. **Passed unanimously.**

4. **Renaissance Management Report**

Bob was not in attendance, so the board reviewed his previously circulated report. Highlights of our discussions were:

Insurance

The board reviewed a breakout of recent annual insurance premiums amounts prepared by Bob, and in particular, reviewed the increases for the 2022/2023 and 2023/2024 May to April insurance period premiums with a view to addressing the best allocation of the cost. Based on this review, the board concluded that at the next board meeting it would be able to confirm the most appropriate allocation with Bob's guidance.

#51 Water Damage Claim

Bob's report noted that the adjustor had sent a cheque in the amount of \$51,406.39 to Renaissance in final settlement of Unit # 51's water damage claim. The board has yet to receive the details from the owner of the costs incurred in remediation so no funds can yet be paid to the owner.

5. **Water Report (Steve Banzky)**

Steve reported that in July we were forced to truck in 15 loads of water costing approximately \$4600. The amount of water being trucked in is high as our water plant has been shut down while we wait for a replacement UV system. Our original plant manager from the MD had ordered an incorrect replacement UV system which could not be put into use and had to be returned and re-ordered. As at the time of the meeting delivery is expected within the month.

In addition to the re-order delay, our operational approval plan with Alberta Environment has to be amended/ updated to include the specifications of the new system and MPE Engineering, which is experienced in this sort of plan, has been engaged to handle the amendment and is working on the documentation. Alberta Environment has been advised of our circumstances and appreciates the problem did not originate with the ranch and has agreed to attempt to expediate the approval of the amended plan so that the plant can be brought back online as soon as possible. Steve will be the contact for Alberta Environment for technical issues and we will be informing the community that the plant is down.

Steve is working on figuring out what license is needed to produce water from the "New/Old" well identified as possibly being capable of providing an additional source of suitable water. The MD has commented that we may be able to use an existing license for an unused well to produce the New/Old well and avoid having to obtain a new license.

Steve and Clay have approached trades people regarding making the repairs necessary for adding a fourth tank we already own to our system.

6. Operations Report (Lori Young and Yvonne Gaudet)

The following activities have either been completed or are underway:

Grass cutting is beginning to slow down a bit but general landscaping/cleanup around the ranch is a big focus of the staff's time. Doug has taken some holidays this month and Clay has stepped up to fill most of his workdays.

Main Gate entrance was disabled for several days (possible cause was lightning as the gate stopped working after a big storm). A reboot of the system was attempted, and it started to work again. The Gateworks maintenance call, which was going to take several weeks, was cancelled which saved us considerable money.

The horse shelter by the barn had a second coat of stain and the project is now complete.

Picnic tables around the saloon are being sanded and repainted.

The truck is listed for sale on a few online Buy and Sell markets. Operations is fielding calls with prospective buyers. We believe the truck may be picked up by a buyer tomorrow as he is scheduled to come from Brooks with money in hand.

Saloon kitchen had a successful follow-up Health Inspection in August and Square Butte Ranch has additionally received an upgrade to its existing Food Permit Licence. Thanks to Operations and the Social Committee for their work on this since together we have achieved a very positive outcome for our community.

Our preferred contractors list is being updated on an ongoing basis to provide competitive, reliable and qualified contractors to assist Operations as needed.

Matt Weiers from Country Life Repairs came out to fix the gas stove in the saloon. We cancelled LDI which had ordered a part that might take 6 months+ to get here. Matt cleaned the burner and fixed it and installed a new ignitor in the right oven.

Barn bathroom is just about complete. Final plumbing hookup and electric install new light etc. happens Saturday.

Operations has started a work list and detailed estimate of those costs which were budgeted for the fall months.

A cost-of-living increase was discussed for our ranch employees Doug and Clay. **Moved** by Yvonne Gaudet **seconded** by Erik Langberg that we increase the hourly wages for both Doug and Clay to \$34 an hour effective July 1. **Motion passed unanimously.**

7. Previous Business

Ranch club request for reduced utilities

The ranch club has requested that barn utilities be paid by all owners out of the operating budget. While the barn has its own electricity meter, there is only one gas meter from the barn, the saloon and the equipment shop. We discussed installing a gas meter for the barn to allow us to determine how much gas is being used there as differentiated from the saloon and equipment shop. At present the ranch club is paying for 18% of the cost of gas for the three buildings and Lori Young will investigate how this allocation was determined and report back to the board in the next meeting.

Garbage Structure

After playing a lot of telephone tag, Yvonne was able to connect with Dan from T&T Disposals (our garbage and recycling collector) last week regarding our recycling/garbage shed replacement project. Dan is keen to help us in any way as we move forward with design and specifications applicable to the garbage collection process from T&T's perspective. When asked if he had a recommendation on a builder for this project, he had only one and that was Integrity Builders, the builder we had contracted in 2021. Board input will be required on what should be built, whether to approach Integrity again, how many other quotes we should get and how to engage the community on the replacement of the current shed and dumpster enclosure.

By-law Amendment

An update was sent by Renaissance on July 5, 2023, asking for owners to review and sign the special resolution for the bylaw update so that the Condo Corporation is compliant with the Alberta Condominium Property Act. At present we do not have responses from the majority of the owners and will obtain a current list of owners and unit factors from Bob soon so that individual board members can to owners directly.

Saloon Interior

The ideas from the Rochelle presentation should be presented to a committee formed among ranch owners (not just board members) for the purpose of getting broad based and affordable ideas on how to best refresh the interior of the saloon. Denise agreed to approach interested owners to form the committee.

Slip and Fall Litigation update:

The lawyer for our insurer is going to come out to the ranch and meet with Denise who will show her the place where the accident is believed to have occurred.

8. New Business

Ranch Club has approached the condo board asking if they could sell the quad owned by the condo corporation – which is seldom used by the condo corporation staff -- and apply the sales proceeds to the cost of a new piece of equipment recently purchased by the Ranch Club. **Moved by** Erik Langberg and **Seconded** by Denise McMullen that the condo corporation sell the quad as is where is to the ranch club for a nominal amount and allow them to resell it as proposed, subject to the ranch club preparing an acceptable Shared Use Agreement providing the condo corporation's staff with reasonable use of the Ranch Club's new equipment based on our having partially funded it with the sale of the condo corporation quad. **Motion passed unanimously.**

9. Next Meeting

September 28, 2023, at 4:00 pm

10. Adjournment

Meeting adjourned **8:03** p.m.