



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

**Date and Time:** June 23, 2022, at 4:00 p.m. The meeting was held electronically.  
**Directors Present:** Max Gibb, Denise McMullen, Terry Royer, Steve Banzsky, Gary Bennett, Lori Young and Yvonne Gaudet  
**Regrets:** 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.

**Motion:** Agenda be approved.

**Moved** by Yvonne Gaudet and seconded by Denise McMullen. Passed unanimously.

**3. Minutes (of prior meeting)**

**Motion:** The minutes of the last board meeting (being the May 26 meeting) as previously circulated to members by Yvonne Gaudet be approved.

**Moved** by Denise McMullen and seconded by Lori Young that the minutes be approved. Passed unanimously.

**4. Renaissance Management Report**

Bob Lunge was not in attendance to present his report. The board discussed the highlights of his June 23, 2022 written submission as previously circulated to the board.

Financials

The board reviewed the financials report as at May 31, 2022 showing that operations expenses to that time were slightly over budget. The board spent time discussing and asking questions about the overall presentation of the financials report. The board identified that it would be advantageous to receive a monthly cash flow report, in addition to the financial information currently being prepared. Denise McMullen and Terry Royer will follow up with Bob.

Maintenance/Staff

Bob's report noted a question regarding hiring a summer employee for grass cutting at the townhomes. Gary reported that it will be handled by Doug and Clay.



### Administration/Correspondence

Bob's report listed the communication notices that Renaissance has distributed to owners/residents this month.

Bob's report noted owner correspondence received regarding the Brush Burning Policy established in May 2010. This item is further discussed under New Business Condominium By-law Issues (item 9).

Bob's report noted that the new owners of Unit 23 are Steve and Laurie Hibbard.

Bob's report noted the construction and building requests that have been submitted. Denise McMullen will contact Gord Tate to discuss next steps.

Bob's report noted that the SBR office computer failed and cannot be repaired. Steve Banzky and Denise McMullen will support the process of purchasing the appropriate replacement equipment and the set-up and installation process.

### Credit Card for Internet

Bob's report noted that the application for a low limit MasterCard linked to the operation's chequing account has been approved. Steve Banzky will follow up with Bob 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 Operation's Committee Report (item 7).

### Insurance Renewal

Bob's report noted that as per the board's request of May 26, 2022 he has followed up with Gallagher about this year's premium increase. The board reviewed the additional information in his report from Gallagher. Following considerable discussion, the board agreed that a further drill-down by Gallagher was needed. Denise McMullen will follow up with Bob to convey the board's request.

### Annual General Meeting

Bob's report noted that the board needs 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 discussed potential timeframes for the Fall.

## **5. Water Committee Report**

Steve Banzky presented the water committee report.



Water Usage/Cost Allocation Report - Steve reported that charge backs for May and June trucked in water will be necessary and reviewed the amounts with the rest of the board. Steve will continue to provide support to Grant with the Neptune System. Water conservation efforts are also ongoing, including follow up conversations with residents who are historically over-consuming or showing unlikely increases in recent water usage.

Water Plant Generator - Back-up Generator for Water Treatment Plant - Steve reported that he is continuing to wait for a verification of costs from Dennis Leis at Foothills County that will assist him in carrying out a detailed cost-benefit analysis of investing in a suitable generator for the ranch. He will bring this back to the board when he has received the information and prepared the report.

Meter Replacement Program - Denise reported that she and Steve have followed up with Jeff Edgington of Foothills County on the status of the new meter delivery timeline. SBR's grant approval for the water meters is expected to move forward in the near future. The delivery date is unknown at this time.

Potential New Well Exploration - Steve reported on the steps taken to date and the costs of bringing this well, located near the townhouses, into production. This well has been drilled and cased but never produced. The quote received for production testing was \$7,400 and that covers well cleaning and running a flow test. If the tests confirm this well is capable of producing an application to Alberta Environment can be prepared and submitted. The cost and process of this step has not been determined yet. Steve noted that this well could be produced for a period without permanent tie-in, which would need to be budgeted. The total cost estimate of cleaning up, flow testing and obtaining the approval of Alberta Environment will be approximately \$20,000. Foothills County would oversee this part of the project using their own engineering company. Steve confirmed in his report that the analysis to date is that it is a producing well. The board provided the go-ahead for the production testing phase. Steve and Terry will work with Bob to identify whether funds might be sourced this year.

Reconnection of Repaired Water Tank - Steve reported that he followed up with Dennis Leis from Foothills County who indicated that the quotes obtained from last year are still valid. Dennis has advised that he will line up the tradespeople to complete this budgeted work as soon as possible.

## **6. 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 the office computer cannot be repaired and that all of the computer files have been backed. The board reported to Grant that Denise and Steve will support the process of purchasing/installing a new computer for the office. Grant was asked to provide them with a list of all of the applications that would be required for the new computer.



- He provided an update on the townhouse painting. The painters were delayed by a week due to the weather and the new start date is June 28. The work should take about two weeks to complete. The eaves troughs repair and replacement work is targeted to begin on July 22, again subject to weather considerations.
- He reported that work is progressing on the fence post repairs.
- He reported that Clay and Doug have asked for a wage increase as they have not had an increase since they started two and half years ago. The board agreed to review the budget and then communicate back a decision.
- Grant reported that the break in the sewage line on the road by the barn and the installation of the curb stop hydrant will be completed at the same time to save costs on the excavation equipment that is needed to do the work.

## **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. He reminded the rest of the board that the construction company hired for the repair stage of the exterior north wall of the Saloon had identified further damage after taking apart the siding to expose the OSB sheathing and that this damage requires remediation that was not expected. Since this damage is not related to the insurance claim (it is not wind damage) the ranch will bear the repair cost. The board had considerable discussion about the remediation options and the associated costs, including the cost of re-installing the original windows. The board confirmed its earlier decision that the repairs must proceed as quickly as possible and that the windows be re-installed. As regards timing, Gary and Grant reported that once the exterior repairs are finished an engineer will complete an inspection following which the interior repairs can begin. Grant will continue to push Service Master to ensure that they are ready to begin the interior repairs as soon as the go ahead is given by the engineer.

## **8. Previous Business**

- Website Upgrade - Yvonne Gaudet presented her project update as previously circulated to the board. The website project has accelerated in its activity over the last month as it nears the final stages of design and development. A discussion was held and a decision was made on the Square Butte Ranch logo to be used going forward. Board members will have the opportunity to provide further feedback before the website is launched to the community targeted for late July.

- Square Butte Windfall and Forest Management - Steve Banzky presented an update as previously circulated to the board. Steve reported that he, Terry and Gary met with one of the proposed logging companies to gain a deeper understanding of issues related to scope, indemnity and the process related to Square Butte Ranch storm clean-up and FireSmart requirements. Denise reported that she was working on a form of contract that outlines and clarifies the ranch's needs. The board spent considerable time reviewing the three phases which were identified as Cleanup/Remediation of wind damaged areas, FireSmart (selective



tree removal) and Annual FireSmart Forest Management. The board gave Steve, Gary and Terry the authority to continue the discussions and bring back a more detailed plan and map of the work that is proposed to be undertaken for further board review and approval.

- Joint Meeting with the Ranch Club Board - The Ranch Club Board has corresponded to request a date for the next meeting. Discussion followed concerning the new need for both boards to understand the vision the ranch club has for its mandate going forward. Denise McMullen will contact Maureen Heffring to discuss.

## **9. New Business**

Condominium By-law Issues - A number of potential by-law breaches have been brought to the attention of the board. The board acknowledged that this is an important discussion to carry forward to the next meeting agenda and would be postponed due to time limitations.

## **10. Next Meeting**

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

## **11. Adjournment**

**Motion:** The meeting be adjourned at 7:40 p.m.

**Moved** by Yvonne Gaudet and passed unanimously.