

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

**Date and Time:** May 26, 2022 at 4:00 p.m. The meeting was held electronically.

**Directors Present:** Max Gibb, Denise McMullen, Steve Banzsky, Gary Bennett, Lori Young and Yvonne Gaudet.

**Regrets:** Terry Royer

**Present by Invitation:** Bob Lunge, Grant Kelba and Shannon Gibbons for portions of the meeting.

**1. The meeting was called to order at 4:07 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 Lori Young. Passed unanimously.

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

**Motion:** The minutes of the last board meeting (being the April 21 meeting) as previously circulated to members by Yvonne Gaudet be approved.

**Moved** by Max Gibb and seconded by Steve Banzsky that the minutes be approved. Passed unanimously.

**4. Renaissance Management Report**

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

Financials

Bob reviewed the financials report as at April 30, 2022 commenting that overall operations expenses to that time are slightly over budget. Discussion of waste and water operational items that are over in the 2022 operating budget followed. Bob presented budget overages in the areas of contract and sampling/testing. The water contract item, associated with Foothills County services, was determined to be related to staff "overtime" charges which in turn relate primarily to the cost of the required attendance by Foothills MD staff on weekends and holidays. Overtime charges can also occur due to emergencies but for 2022 most of these charges are recurring and the budget should be adjusted to accommodate this for next year. Denise McMullen, Steve Banzsky and Bob Lunge will set a meeting with Foothills County to review the quarterly statements with the goal of having a better understanding of the nature of the charges and whether any can be mitigated.

Maintenance/Staff

Bob's report noted that a proposed summer employee for grass cutting at the townhomes has not yet resulted in a person being hired.

#### Administration/Correspondence

Owner correspondence received May 24, 2022 regarding the Brush Burning Policy established in May 2010 was noted to be discussed under By-Law Enforcement (item 9)

#### Governance/Bylaws

Draft bylaw changes required as a result of legislative changes are in progress and targeted for completion in the fall.

#### Credit Card for Internet

Bob reported that the application for a low limit MasterCard linked to the operation's chequing account is in progress and Renaissance is still waiting for the card to be issued by the Bank. This card will be required if the ranch wifi can be changed from Xplornet to Starlink.

#### Wind Damage Update

Bob reported on the adjuster's update as of May 18. The discussion and update is outlined below:

##### Saloon

Bob clarified with the Loss Adjuster that in addition to completion of insured work on the exterior North wall of the saloon (which will commence after uninsured work is completed) the insured claim as it is now understood will have been fulfilled. The board discussed the timelines associated with the completion of insured and uninsured North wall saloon repairs and this item was brought forward for further discussion under the Operations Management Report (item 6).

##### Townhouse Window Repairs

Once the townhome window installation is complete there could be some minor paint touch-ups required. It was confirmed that this would fall under the insurance claim.

##### Fencing Repairs/Tree Removal

An Interim Proof of Loss Form has been provided to the Loss Adjuster who advises that this satisfies all requirements for Zeuss Demolition to receive the balance of its invoice.

##### Exterior South Wall of Saloon

The board discussed the preliminary report received from Quinn Saretsky Structural Engineers regarding the cost of an in-depth assessment of potential repairs to the South

exterior wall of the saloon. Due to the cost of the assessment and the general understanding that the South wall was not as vulnerable to water damage as the North wall, the board asked Gary to work with our operations staff to make some preliminary investigations and hold off planning for in-depth investigations at this time.

### Insurance Renewal

Bob reported that since the renewal of the insurance policy with Gallagher effective May 2, 2022, he had received a couple of queries from townhouse owners citing concerns about the amount of increase for the townhomes. A response was provided to the two owners with the insurance breakdown of ranch building values and premium costs. Bob explained that in circumstances of an insurance rate increase, the insurer looks at the insured entity as a whole when determining the cost of the risk and allocates the premium based on the relative replacement value of the different components of the insured's property. Individual claims history related to any one building is just one component of an insurance increase. The townhouse premium increase is primarily related to the insured replacement value of the 12 units as against the insured replacement value of all ranch buildings. The board spent considerable time discussing this item. It was decided that Bob will follow up with Gallagher about this year's premium. The board also reiterated the motion made at the May 26 board meeting that additional quotes will be sought for 2023/2024 early in 2023 prior to the expiry of the current policy.

## **5. Water Committee Report**

Steve Banzsky presented the water committee report.

Water Usage/Cost Allocation Report - Steve reported that there were no charge backs for April as no trucked in water was necessary. Steve reviewed the Monthly Water Usage and Cost Allocation Report as previously circulated to the board and he highlighted that the owners of one of the acreage properties are using 20% of all the water used by owners at the ranch. In this particular case follow up is required to alert the owner and determine what is causing this enormous amount of water consumption. The board agreed that owners consuming or showing significant increases in water usage should be notified in writing by Renaissance regardless of whether or not charge-backs for trucked in water were required. The board would like to implement a monthly water usage report and have Renaissance send it out to each owner on a monthly basis.

Water Plant Generator - Back-up Generator for Water Treatment Plant - Steve reported that he is waiting for a verification of costs from Dennis Leis at Foothills County that will assist him in outlining the specific advantages and the detailed cost-benefit analysis substantiation of investing in a generator for the ranch.

Condo Well Exploration - Steve reported that the "new old" well that is located SE of Townhouse Unit 51 (and is not currently included in our well license) appears to be a producer and worth pursuing. Years ago it was drilled and may have been licensed but was not produced or tied-in. This would require further approvals from Foothills County and Alberta Environment. Steve outlined the steps that would be required to confirm suitability and facilitate licensing for Ranch use. Steve will work with Bob to identify where funds might

be obtained to start the process of bringing this well into production since, like the generator, this would be an unbudgeted expense.

## **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 quotes on the Saloon north wall have been submitted related to the uninsured repairs. The board indicated to Grant that the Service Master quote was approved and that the Saloon repairs are the top priority for completion and to proceed immediately.
- He reported that a solution has been found to repair the north entrance wood gate structure.
- He reported that the re-connection of the repaired underground water tank needs to be quoted again as it is out of date. As this has had board approval and the budget dollars allocated, the board gave direction that the work begin as soon as possible.
- He reported that a quote is required from Aarons drilling pertaining to the cost of cleaning out the "new old" well.
- He provided an update on the townhouse painting and the evestroughs repair and replacement timelines. The painting is set to begin in June. The board requested that he confirm with RollerCoater a firm start date. The evestroughs repair and replacement is set for July. The board instructed that while the intention was to repair evestroughs on the units being painted, it is expected that the approach to repairs would be on an as needed priority basis.
- Grant reported that there has been a break in the sewage line on the road by the barn. This is under investigation.
- He reported that the road ban has been lifted and graveling of Chinook Ridge can commence again.
- He reported that the replacement of the boardwalk can move forward. As this has been approved by the board, direction was given that the replacement must be in keeping with the Ranch theme.
- He reported that he has checked on the status of delivery of the water meters and has been advised that this may be months away. In addition, he noted that Foothills County has requested corporate documents. Denise McMullen will follow up with Jeff Edgington at Foothills County to determine what documents they require, the reason for delay and the expected delivery date.
- He reported that Private Timber Logging Specialists proposal is pending and will be forwarded to the board as soon as he receives it.

## **7. Operations Committee Report**

Gary Bennett presented the operations report.

- Water tanks - Gary reported that there are two large water tanks (1,000 and 2,000 litres) in the Fisher Creek boneyard area that need to be moved. He will try to sell them as there is no longer a use for them.

- Cowboy Trail Sign - The sign is repaired and is now hanging on the fence and looks good following a thorough cleaning from Lori Young.
- Townhouse Summer Grounds Keeping Plan - Gary reported that following a meeting with townhouse residents input was received for a summer grounds keeping plan. At this time a casual employee has not been identified and until then the work will be undertaken by Doug and Clay.
- Fence Post Repairs - Gary reported that the leaning fence post repair work is underway.
- Townhome Deck Repairs - Gary provided some background information to the board on the history of townhome deck replacement and repair work over the years. Lori Young has provided additional information to Grant that will assist in identifying deck repair work that is needed this year.

## **8. Previous Business**

- Website Upgrade - Yvonne Gaudet presented her project update as previously circulated to the board. Shannon Gibbons was invited as a guest to go through the project update and the presentation package. The board provided input to Yvonne and Shannon that will assist them as they continue with their design and development work. Good progress has been made to date and the target for the launch remains June. This will be categorized as a soft launch as content for the website will continue to be added as it becomes available for posting and feedback from the residents will be desirable to collect.
- Square Butte Windfall and Forest Management - As a follow up to Gary Bennett's Operations Committee Report at the April 21 board meeting, the board received two independent presentations in early May for the clean-up of common area trees downed in the December 1 wind storm and on-going fire smart selective logging. The first presentation was by Private Timber Logging Specialists and the second presentation was by Kelly Dunford. The board is currently awaiting Private Timber Logging Specialists' written proposals and draft contracts. Yvonne Gaudet agreed to make the follow-up call to Kelly. The board will review and consider both proposals when received to determine the best approach for Square Butte Ranch and then share information with owners.

## **9. New Business**

Condominium By-law Issues - A number of potential by-law breaches have been brought to the attention of the board. Board members expressed that they do not want to police their neighbours but at the same time they do have legal responsibilities to enforce the by-laws. The board concluded that this warranted a more detailed discussion at the next meeting to review the matters that have come forward and identify a process.

**Motion:** The board table this item for a discussion to be held at the next meeting.

**Moved** by Max Gibb and seconded by Steve Banzsky. Passed unanimously.

## **10. Next Meeting**

The next meeting of the Board is scheduled to be held June 23 at 4:00 p.m.

## **11. Adjournment**

**Motion:** The meeting be adjourned at 7:35 p.m.  
**Moved** by Lori Young and passed unanimously.