

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

**Date and Time:** April 19<sup>th</sup>, 2023 at 4:00 p.m. Meeting was held in person at the Square Butte Saloon

**Directors Present:** Denise McMullen, Yvonne Gaudet, Steve Banszky, Andrew Thompson, Lori Young

**Regrets:** Erik Langberg

1. **Meeting** was called to order at 4:01
2. **Chairperson** was established as Denise McMullen
3. **Agenda** as prepared by Denise McMullen was reviewed

**Moved** by Denise Mullen and **seconded** by Lori Young that the agenda be approved.

**Passed unanimously**

4. **Minutes of Prior Meeting**

**Moved** by Denise McMullen and **Seconded** by Yvonne Gaudet that Minutes of meeting March 29, 2023 be approved

**Passed** unanimously

4. **Renaissance Management Report**

Bob Lunge was not in attendance, so the board reviewed the report he submitted directly.

Financials

The board reviewed owner monthly contribution arrears as of April 18<sup>th</sup>, 2023. There remain numerous outstanding water bills from residents who have gone over their allocation limit, as well as some user fees recently billed.

Revised actual versus budget expenditure reporting is being reviewed by the Finance Committee (Yvonne Gaudet and Denise McMullen) with Renaissance in an attempt to give the board a clearer picture of any actual expenditure problems that might arise.

### Admin/Correspondence

**Litigation** Notice to owners of the Statement of Claim by Annemieke Olson for slip and fall injuries sustained was distributed by Renaissance as requested by the board. Minimal response from owners was received although one owner claimed the distribution of information might have breached Ms. Olsen's privacy. The board members agreed that as legal pleadings are part of the public record and Ms. Olsen is not a resident of the ranch, the pleadings are not confidential and there is no basis for an expectation of privacy. It was noted that the cost of this kind of lawsuit is the cost of all owners since it affects our insurance rates (and therefor the monthly dues owners must pay) and owners deserve to know where some of this cost is coming from. The board noted that all boards have a responsibility to the persons who elected them, and this includes reasonable transparency in respect of financial matters except in situations where privacy laws apply. The board also noted that since rumors seemed to have been circulating around the ranch about the claim, confirming the facts was the responsible thing for the board to do.

**Outstanding Payable** Service Master was contacted by Denise regarding a small outstanding amount payable by us and on review the dispute is considered resolved in our favour.

**Governance/Bylaws** The board determined that the amended and restated bylaws should be recirculated to owners by Renaissance for signing with an explanation package as developed by Denise and with assistance from Bob Lunge. It was noted that obtaining signatures may require board members to approach owners individually. If this is the case Steve Banzsky proposed that the board meet and do a group review to ensure that all members have a reasonable understanding of what we are explaining to the other owners.

**Windstorm** The board discussed the insurance claim for saloon wallpaper replacement and the need to confirm that the amount being offered by the insurance company is fair since it seems low. As Andrew has some experience/contacts in this area he will also get wallpaper quotes for comparison. Denise advised that she had contacted a design consultancy firm in Cochrane in connection with possibility of refreshing the saloon interior generally including the wall treatments and arranged an onsite meeting.

Additionally, the board discussed the need to confirm that the owner of #55 has been notified that a crack in a window is on inside pane and that the insurance adjuster has determined that it is therefore not related to the storm for insurance purposes.

**Insurance Renewal** The only quote received to date from the four brokers Renaissance had approached is from Gallagher. Other insurance companies are refusing to quote based on the ranch's recent insured loss experience, both windstorm and water damage related, as well as our lack of physical proximity to a fire station.

**Moved** by Denise McMullen and **seconded** by Yvonne Gaudet that the board accept the Gallagher quote, subject to not receiving a better quote prior to the renewal date of May 1<sup>st</sup>, 2023.

**Passed** unanimously.

It was noted that if a materially more favourable quote was in fact received the board would pass a subsequent resolution to accept that quote in lieu of the Gallagher quote.

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

- March appears to show slightly higher production and use over February of about 10%
- Well production remains low
- New high users noted
- Chlorine pump and UV filters are on back order, will likely be at least a couple more weeks

-We are questioning whether we mistakenly received 4 household meters where 4 commercial meters are required as we have additional household meters but no commercial. Need to clarify with Acuflo and see if we can get credit and reimbursement when commercial meters are obtained. Steve Banszky will follow up with Acuflo.

## **6. Operations Report (Lori Young and Yvonne Gaudet)**

-As per water report, owner usage continues to exceed low well production. We are averaging a weekly delivery of water.

-Alternating periods of snow melting cycles have necessitated the need to pump standing water in some locations and reroute flowing water off roads and into ditches with culverts as they thaw to aid in drainage.

-Safety signs warning of slip and fall risks have been placed in higher risk areas on the Ranch.

-Have two of three quotes for the painting of the final four townhomes, townhome owners have been contacted and are aware of plans for 2023.

We will be buying out the lease on our current Ranch truck the first week in May, in progress.

-Operations is working closely with the Social Committee and the area Health Inspector to obtain a permanent Health permit for the saloon kitchen, correcting minor deficiencies identified. Contacting Japco for spraying of the exterior of the saloon in the fall to deal with cluster fly problem

-Residential water meter replacements have continued and 40 have been done to date.

-Replacement sound system component for saloon has been purchased and installed.

-Simplification of saloon inventory process is underway to make process less onerous and a decision was made to sell pop by voluntary payment so no chits need to be completed and administered.

## **7. Previous business**

Undertaking and indemnity for owner-managed townhouse renovation remains outstanding since it cannot be completed and executed until required information is received from the owner.

## **8. New business**

-Received a concern from an owner re south gate access in Emergency situations on the basis that the owner thought the gate was chained shut. In fact the gate can readily be opened by opening the fastener on chain and no lock and key is involved. There are no current plans to make the South gate operational at this point. Could be looked at and budgeted for in 2024.

-North gate/entrance was discussed in detail. At this point we will concentrate on finding an alternate location for ranch equipment and supplies i.e. jersey blocks and gravel, so that they are still readily available for Operations purposes.

-Storage by an owner's contractor of building supplies for new build will be addressed with the owner since the entrance to the ranch is not available for storage purposes.

## **9. Next meeting**

Will be a Teams meeting rather than in person, on May 24<sup>th</sup> at 4:00 p.m.

## **10. Meeting adjourned at 7:40 hours**