

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

**Date and Time:** September 21, 2022 at 4:00 p.m. The meeting was held electronically.

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

**Regrets:** Terry Royer, Bob Lunge, Grant Kelba

**Present by Invitation:**

**1. The meeting was called to order at 4:10 p.m. with Denise McMullen acting as Chairman.**

**2. Agenda**

The agenda as prepared by Denise McMullen was reviewed.

**Moved** by Denise McMullen and **seconded** by Yvonne Gaudet that the agenda be approved.

**Passed unanimously.**

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

**Moved** by Max Gibb and **seconded** by Denise McMullen that the minutes of the last board meeting (being the August 25 meeting) as previously circulated to members by Yvonne Gaudet be approved.

**Passed unanimously.**

**4. Fire Smart Wind Damaged Forest Remediation Project**

Gary Bennett, Steve Banzsky and Lori Young provided information and updates to the board.

The board had considerable discussion regarding the parameters of the next steps for remediation. The discussion reflected challenges faced by the board when attempting to define and communicate next steps to the community as it relates to forestry terminology. For example, clean up and harvesting fallen trees in a very large wind-blown section will have the visible appearance of a clear cut area. The board acknowledged that when giving advance notice to owners it will attempt to clearly describe the remediation process and the anticipated visual impact to the required area. Where possible drone pictures prior to clean up will be included in the communication notices to owners on the progress of the wind damage remediation project.

Kelly Dunford, our currently remaining forestry contractor, would like to commence cleaning up the West Pasture area, testing a low impact approach which is anticipated to have less

visual impact following the work. Kelly will remove the wind-downed trees from the ranch as he goes without needing to stage them.

After completion of this phase the board identified the next two sections to be remediated as the Condominium Pasture Area and the Ravine Pasture Area. Owner notice updates will be sent in advance of work beginning.

**Moved** by Denise McMullen and **seconded** by Steve Banzsky that:

IN CONNECTION WITH THE WEST PASTURE AREA:

Kelly Dunford be approved to commence the West Pasture remediation using smaller, lower impact equipment with a view to removing wind-downed and hanging trees in a manner that minimizes the need to cut standing trees for access.

This part of the project be carried out on a trial basis and the results of this trial basis approach will be shared with owners in future Update Notices.

IN CONNECTION WITH RICK ARTHUR'S REPORT:

Once all affected areas have been reviewed for clean-up, the Board look into the extent to which Rick Arthur's recommendations for the removal of end-of-life standing trees can be pursued.

Owners be contacted in advance of any related decisions.

**Passed unanimously.**

## **5. Renaissance Management Report**

Bob Lunge was not in attendance to present his report. The board noted that there were minimal updates to be discussed in his September 20, 2022 written submission as previously circulated to the board.

### Arrears

Bob's report noted a list of units with multiple months of outstanding overuse water charges. Denise will follow up with one unit owner who is not disputing the overuse water charges. Steve will follow up to have a further discussion with a unit owner who is disputing the overuse of water charges.

### Financials

The board noted that the financials report as at August 31, 2022 reflects operations expenses to that time are under budget.

## **6. Water Committee Report**

Steve Banzsky presented the water committee report.

Water Usage - Steve reported that concerns continue regarding the consumption of large quantities of water. This is creating significant problems for maintaining water plant supply levels and keeping the treatment process under control. Some owners are consistently or occasionally over-using significant amounts of water leading to occasional huge draws that overwhelm our water supply.

Steve reported that he and Gary met with Dennis Leis of Foothills County to consult on this matter. Steve then presented a proposal, as previously circulated to the board on September 19, requesting a discussion on the implementation of water delivery volume restrictions to acreage owners (only acreage owners have control over the volume of water filling their cisterns). Steve noted that at present the volume of water supplied to our well and treatment plant appears to have historically been sufficient for our use but that the rate at which owners draw on that volume is sometimes such that at times the rate of draw exceeds the rate of production in the well. He suggested that if owners restrict the rate of refill of their water cisterns, there would be a reasonable likelihood that the well would not be over-drawn at any point.

The board spent considerable time reviewing the considerations and recommendations presented in Steve's proposal. The board was ultimately in agreement that the proposal for water draw pace restriction seemed reasonable and fair. Denise McMullen agreed to put together a notice to owners describing the initiative, the reasons for it and a request for voluntary restriction for Steve's review prior to circulation. Steve agreed that he would be prepared to assist acreage owners in setting rate of refill restrictions. The board also agreed that in the event some owners refused to assist with water conservation in this manner alternative measures could be implemented.

It was noted that if the ranch is able to maintain a stable demand for water that prevents well production from being overwhelmed by peak demand, Dennis Leis had indicated that Foothills County might be able to move to a 5 day a week operation which would save on weekend overtime charges.

**Moved** by Denise McMullen and **seconded** by Gary Bennett that the board proceed with a plan to work with owners to stabilize water volume demand as a means of preventing over-draws on our water treatment system.

**Passed unanimously.**

Meter Replacement Program - Steve reported that there are three confirmed owner water meters not working. Denise will continue to seek a status update from Foothills County. In addition, Steve will contact Accuflow to inquire about whether they have any meters available for purchase.

Water System Safety Plan - Steve reported that he has been in communication with an Alberta Environment and Parks Environmental Protection Officer (EPO) for the Square Butte

Ranch Waterworks System. Theresa Cole EPO, along with Dennis Leis of Foothills County, had conducted a site inspection regarding the new water storage tank at the end of August and she was requesting to review the operations program and the drinking water safety plan documents to ensure SBR's compliance with all standards. SBR has consistently passed the required safety and operations standards but unbeknownst to the Board was not in compliance with the related administrative requirement to have written documentation of our water system safety plan. Steve noted that a consultant was required for the completion of a proper water safety plan and advised the board that Dennis Leis has offered to complete the plan on his own time for a fee of approximately \$2,500. This will put SBR in full compliance with all standards.

The update of the water safety plan as required by Alberta Environment needs to become part of our regular water treatment operations in future and the related cost built into our operating budget. Steve will discuss the possibility of this being built into our annual contract with Foothills County with Dennis and Jeff.

**Moved** by Steve Banzsky and **seconded** by Denise McMullen that subject to Jeff Edgington of Foothills County's approval, Dennis Leis be hired as a consultant to complete the SBR water system safety plan for a fee of approximately \$2500.

**Passed unanimously.**

Metric Labs - Steve updated the board on the review status of the annual subscription invoice received from Metric Labs. Our Metric Labs software subscription provides us with our water flow and consumption information and works with our Neptune water meters. Metric labs submitted an updated invoice based on Steve's discussion with them about our software subscription needs.

**Moved** by Steve Banzsky and **seconded** by Denise McMullen that the Metric Labs invoice be paid covering the period of June 2022 to June 2023.

**Passed unanimously.**

New Water Tank - The repaired and reconnected third water storage tank is working well. The board acknowledged Steve's successful completion of this project and thanked him for his expertise and time on this and the many other SBR water management related matters.

## **7. Operations Report**

Gary Bennett presented the operations report which contains updates from Grant Kelba's report as previously circulated to the board.

- He brought forward information regarding the quote received for the asphalt repair to Unit 54's sidewalk. The board reviewed the matter and agreed that Steve will follow up with the company who provided the quote to get a more detailed breakdown of the services and cost. The related cost of repairing the turf is reported to be \$350. These repairs are largely of damage caused by RollerCoater's lift used in this summer's painting.

- He reported that there is a water leak on the west leg of the water distribution system. Identifying where the leak is and repairing it is in progress.
- He reported that there are some computer/printer communication issues. The board discussed the likelihood of needing to purchase a new office printer. Steve and Denise will determine the best replacement printer and cost.
- He reported that the saloon walk-through went well. Some items were diarized and agreed upon between Operations and Service Master. The tables and chairs will be brought up from the basement of the saloon and properly cleaned and sanitized.
- He reported that Grant has obtained a quote for dust control application if the board wants to review it and include it in next year's budget.
- He reported that the townhouse eave and gutter work is underway and that Grant will confirm when the work has been completed to everyone's satisfaction.
- He reported that the driveway into the bone yard area and some further log clean-up is required. Kelly Dunford will be completing this work and he will also replace the culvert.
- He reported that fence post repairs will be carried out on the west side of the townhome pasture.
- Steve Banzky also reported that Starlink is up and running in the water treatment plant, the saloon and the barn and that Xplornet can now be cancelled.

## **8. Emergency Preparedness Plan (EPP)**

Lori Young presented the Emergency Preparedness Plan as previously circulated to the board on September 19, 2022. Lori is seeking final feedback and board approval. The board discussed and provided feedback to Lori on the EPP. The board then discussed the matter of the Square Butte Fire Caddy repair and the possibility of retrofitting a hose and pump to the Ranch Club water tank/trailer. Lori will follow up with the Ranch Club on the quote for the pump and hose install. Gary will review the matter of the Fire Cadd repair to ascertain if this could be a repair project for operations.

**Moved** by Denise McMullen and **seconded** by Yvonne Gaudet that the board approve the Emergency Preparedness Plan for circulation and publication on the website.

**Passed unanimously.**

## **9. Previous Business**

Website Update - Yvonne Gaudet provided a status report pertaining to the 2022 website project budget. The update included a discussion about housekeeping items in order to finalize the project's budget expenditures for this fiscal year. In addition, it was reported that the budget requirements for next year will be provided as part of budget 2023 preparation. The ongoing costs for the Square Butte Ranch website will be minimal now that the website redevelopment project is complete.

## **10. New Business**

Unit 26 New Build (1st stage architectural review) - The owners are working closely with the Architectural Guidelines Consultant regarding the new building approval process. Our consultant and the Unit 26 owners had several matters on which they are asking for Board

direction. The board reviewed each of the items brought forward and provided its approval. Steve Banzky will follow up with the owners to offer information regarding the Foothills County approval process and Denise McMullen will follow up with Gord Tate, the Architectural Consultant to pass along the Board's direction.

**Moved** by Steve Banzky and **seconded** by Denise McMullen that the board approve the Architectural Guideline requests of the Unit 26 owners in accordance with the 1st Stage Review.

**Passed unanimously.**

Integrity Builders (deposit) - The board discussed whether it should move forward to formally request the return of the net deposit provided to Integrity Builders, the contractor engaged in 2021 to build the new Garbage/Recycle and Equipment Storage facility, in accordance with the terms of the related Construction Agreement. The board reviewed and discussed whether it would be feasible to give the matter proper review during 2022. It was noted that the deposit related to funding covered in the current Reserve Report and that if returned the funds should be added to the Common Area Reserve for future outbuilding replacement, repair and maintenance. Denise McMullen noted that she had already advised Integrity Builders that a request for the return of the deposit, net of the engineering/drawing fee, would be forthcoming unless a suitable new site and design could be identified. She will prepare the related correspondence.

**Moved** by Lori Young and **seconded** by Steve Banzky that the board provide formal notice for the return of the net deposit from Integrity Builders.

**Passed.**

Black Bear Problems - Steve Banzky raised concerns regarding sustained bear activity this year. It was identified that there are two sows with their respective cubs that have been consistently roaming the common property areas and also roaming several of the acreage properties. They are not showing signs of aggression but they are showing signs that they may be becoming habituated. It was noted that a recent unfortunate event in Bragg Creek resulted in the euthanization of a sow who had three cubs which caused major upset to the community. Lori Young will attempt to make contact with an organization called Bragg Creek Wild to get more information about resources they may have available.

Review of Renaissance Support in Communications - The board would like to review the role of Renaissance's support in the area of Square Butte Ranch communications. The board acknowledged that this item should be covered when Bob Lunge is present at a meeting. Denise McMullen will follow up with Bob.

## **11. Next Meeting**

The next meeting of the Board is scheduled to be held October 27 at 4:00 p.m.

## **12. Adjournment**

**Moved** by Max Gibb that the meeting be adjourned at 7:21 p.m.

**Passed unanimously.**