

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

**Date and Time:** March 29, 2023, at 4:00 p.m. Meeting was held in person at the Square Butte Saloon with Denise and Bob dialing in through Microsoft Teams.

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

**By Invitation:** Bob Lunge from Renaissance Management dialed in by phone.

1. **Meeting** was called to order at 4:04 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 Erik Langberg that the agenda be approved.  
**Passed unanimously.**

4. **Approve Minutes (of prior meeting):** Denise suggested some changes to be made prior to approval based on comments from Bob Lunge. Will be approved as revised via Resolution in Writing signed by all the directors and circulated by email.

5. **Renaissance Management Report** (Bob Lunge)

Financials

Financials contained were as of February 28, 2023. There are currently outstanding water bills from those who have gone over their allocation limit. Insurance deductible related to water damage will also be collected.

**Moved** by Denise and **seconded** by Yvonne that Renaissance Management reinvest our maturing GIC at the best rate possible. **Passed unanimously.**

We are under budget so far but wish to have a future meeting perhaps in April to go over the budget figures and use a weighting that is more appropriate as per the timing. We will look at months that are less consumer heavy for items such as utilities and weigh them accordingly. Landscaping and snow removal are also seasonally dependent budget items that need to be considered in future budgeting and weighted appropriately.

### Governance/Bylaws:

Renaissance has provided Denise with further clarification as to major Revisions of Bylaws compared to what was set out in the prior bylaws so that she can finalize an information sheet to be provided to owners and requested at the AGM. The purpose is to provide owners with a better understanding of the revisions. The board will attempt to get the bylaws signed by everyone and members will perhaps go door to door to clarify things and obtain signatures.

### Well/Water Usage: Brought Forward

Steve provided information to an owner regarding chargeback information in dispute. The information showed how the water usage was calculated and applicable overages.

Window Update #55: It seems that the window has an interior crack, and the adjuster claims it was not caused by the windstorm. We have gone back to the owner to determine if there is more information that can be provided.

Saloon Interior: The board needs to determine how the insurance company has come up with the amount they are prepared to fund as the cost of wallpaper replacement. There have been emails back and forth. The insurer wants the board to sign off on the amount but the board needs confirmation as to how they numbers were arrived at. Bob will follow up with insurance and advise we want to reserve approval until we have had that discussion.

Insurance: When an insurance company quotes when not current insurer, they have lots of paperwork they need to complete to obtain details regarding our property. Gallagher has provided a quote and has provided Bob with a partial explanation as to the extent to which the quoted premium was based on recent claims versus valuation/general cost of insurance. The Gallagher quote shows an increased premium of \$19,000 based both recent claims and current value increase as determined by our independent valuator. We would like to obtain the amount that is based just on the increase in value vs the increase attributable to recent claims (including the windstorm).

Water Damage Claim Unit 51 wishes to use their own contractor to make the necessary repairs. The adjuster is prepared to fund this if the board approves but needs the details of the unit owner's contractor's estimate. Insurance will only pay up to the lesser of the actual cost of repairs or an accepted quote from MDR of \$51,406.39. A waiver will need to be signed releasing the condominium from all responsibilities related to the matter. Denise is preparing documents to send to the owner prior to the board giving formal approval.

Auditor Selection: **Moved** by Denise and **seconded** by Steve to reappoint our current auditor (Hyde). **Passed unanimously.**

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

Usage was down a little bit in February. Although improving there are still some heavy water users. Charges for the trucked water have dropped. We are using Big Rock and they are more affordable than our other option, Glacier, so we will continue using them predominantly with

Glacier on as a backup if necessary. A load of water from Big Rock is \$280 and Glacier is around \$500.

Meters measuring distribution vs usage are very close. Production from the well is still down significantly. Each unit/household is entitled to only around 2000 litres of usage per month currently – as opposed to 2 or 3 times that in other months. The well is producing at about seven litres per minute. We cleaned out the well however there was no effect to deliverability. Steve has heard that others in the community are also trucking in more water than normal. We will continue obtaining approval to bring on the "old/new well" identified last summer. We will also seek approval to clean out one of our existing but unproduced wells and get a flow test to see if we can add it to the system. This well is quite carbonated and water from it will require special treatment.

We have ordered a new chlorine pump and new filters for our treatment plant. We would like to wait for spring runoff to determine if replacing them makes a difference to our flow rate.

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

### *Overview of Maintenance Activities*

- Heavy snowfall has resulted in increased ploughing and snow removal operations.
- More work regarding graveling the roads has continued with warmer days and cool nights.
- Clay is working closely with Foothills County to ensure our water plant is kept operational due to increased consumption.
- New water meter installations are still ongoing and will be completed as per availability of the plumber. Thirty have been installed so far.
- Burning in the West Pasture is complete.
- Burn dressings have been added to the first aid kit.
- Lori has worked with Branded Visuals out of Bragg Creek to produce slip and fall signs for the ranch.

### *Replacement of Ranch Truck*

We have the option to buy the Ranch truck at the end of the lease and sell it to an acquaintance of Gary Bennet's, Dale McClellan. The end of lease purchase price is \$23,100 plus GST and Dale has offered us \$29,000 as is.

We could return the leased truck but would have to first complete some work on it (windshield replacement, body work, detailing) in order to avoid being charged by the dealer for those repairs.

A 2016 Ford F250 with low kms has been located by Dale. The truck is a 2016 one owner truck from Vancouver Island with about 79k mileage and will cost about 36-38k plus GST. It has newer tires and is a regular cab long box four-wheel drive with a gas motor. We will continue to follow up on this as so far, we believe this is a good option.

### *Form of Incident Report and Update on Signage*

A form for incident reporting on the ranch has been circulated by Lori Young. We will continue to review it and work toward finalizing a form that can be used for incidence reporting. The plan is to put something in place that we can try to use and make changes as we go along. Will continue to work on the formatting and finalization of the form. Will take it away for another draft/version.

### *Saloon was recently left in an unkempt state.*

A recent incident described to the board as minors using the Saloon unsupervised by an adult resulted in the space being left in an untidy state. Food was found on the floor and bar countertop, sound equipment was left on, the lights were left on overnight and recreation equipment was left on the floor. A couple of owners found it in this state on a Sunday morning and most of the clean-up was done by them. We sent out a notice via the website administrator to residents to remind cleanup of the saloon after use.

### *Part time summer help*

At Clay and Doug's request we discussed hiring a summer person about one day a week between April to July to assist with some landscaping and grass cutting. This person would work during the day at a time when they have either Doug or Clays' direct supervision. The rationale is that this would free up Doug or Clay to work on other seasonal projects that they can't get to due to having to keep up with a busy growing season. We will investigate this further such as hours per week, duties etc. The board discussed that we should determine if we do this exactly what extra work we will get from Clay and Doug. Present the information to the owners to get their advice on other work that needs to be done. To be discussed further.

### *Road work*

The roads on our property need work to be done. We will set obtain independent quotes so work can be done over the next two or three years starting in 2024. Future planning and budgeting discussion will need to take place. Lori and Yvonne will determine some next steps and keep us updated.

### *Townhome Painting*

There is a fourplex left to complete this summer. We obtained names of recommended painters and Clay is doing callouts and getting quotes. Steve also added that some of the townhome posts holding up the front decks are submerged by heavy spring runoff. We need to look at the drainage and be proactive regarding drainage, so we don't have to replace posts. Lori will send an email out to the townhouse owners to figure out what other work needs to potentially be done, and we create a list and prioritize accordingly.

## **8. Previous Business**

Deposit for Structures -- Integrity Post has at our request refunded our deposit in accordance with the 2021 agreement by mailing us a cheque to our PO Box and it has been sent by courier to Renaissance for prompt deposit.

Saloon Stereo replacement -- Steve tried his stereo receiver in the saloon and unfortunately it did not work. We either must find a different stereo or replace the current system from reserve funds.

- Lawsuit update – Our insurers have hired the lawyers to defend us and a statement of defence has been filed. Our counsel has been asking for documents, medical reports etc. to back up the claim and but has not at the time of the meeting seen them yet. A notice from the board regarding this lawsuit and summarizing the information will be sent by email to owners by Renaissance.

Undertaking and Indemnity for Owner Managed Townhouse Renovation -- Those renovating their townhouses need to advise the board of what they are doing, confirm their contractor has the necessary insurance and agree to carry out the renovations in accordance with the bylaws. This also applies to repairs such as those in Unit 51. A waiver will be required and Denise will review the waiver.

9. **New Business**

*Saloon Inventory and Chargebacks*

Steve bought beer to stock the fridge in the Saloon. Clay has every beer type itemized, Discussed simplifying inventory for beer, wine, etc. but not by brand. Consider just having a donation piggy bank rather than chargeback for soft drinks. Further discussion is required to come up with the best system to manage the inventory.

*Owner charges for special expenditures (such as gravel and labour to accommodate heavy equipment).*

Discussed owner chargebacks for ranch staff time and gravel purchases if the roads need special treatment to accommodate heavy equipment deliveries to owners. Also, in the event of construction where a road requires work as a result of owner construction equipment.

10. **Next Meeting**

April 19, 2023, next meeting

11. **Adjournment**

Meeting adjourned 7:35pm