



**2021 Virtual Annual General Meeting
Tower Ranch Community Association (TRCA)**

AGENDA

1. Notification of Quorum

In accordance with Section 23 of the TRCA Bylaws, this meeting can be held by electronic means. By sending this notification electronically to email addresses of all members in good standing as registered with the TRCA on May 3, 2021 it is deemed that a quorum is present.

2. Summary of Achievements and Plans 2020/2021

- See Note #1 attached to this document.

3. Financial Reports

A. TRCA 2020 Financial Summary

- See Note #2 attached to this document.

MOTION #1: It is moved that the Members accept the 2020 Financial Summary as posted on this document.

Moved by: Glen Wood, Director

Seconded by: Craig Fowler, Director

B. TRCA 2021 Budget

- **See Note #3 attached to this document.**

Motion #2: It is moved that the members accept the TRCA 2021 Budget as posted on this document.

Moved by: Glen Wood, Director

Seconded by: Craig Fowler, Director

4. Appointments

A. Appointment of Bookkeeping Service

- **See Note #4 attached to this document.**

Motion #3 It is moved that the membership ratify the selection of Boris Enterprises as the TRCA Bookkeeper of record

Moved by: Glen Wood, Director

Seconded by: Larry Bray, Director

B. Appointment of Audit/Consulting Firm

- **See Note #5 attached to this document.**

Motion #4: It is moved that the membership ratify the selection of MLP LLP as the TRCA Auditor/Accounting Consultants of record

Moved by: Glen Wood, Director

Seconded by: Jon Durkin, Director

C. Appointment of Legal Counsel

- **See Note #6 attached to this document.**

MOTION #5: It is moved that the membership ratify the selection of David Towill as the TRCA Attorney of record

Moved by: Craig Fowler, Director

Seconded by: Jim Roe, Director

5. Election of Directors

- **See Note #7 attached to this document.**

MOTION #6: It is moved that the membership ratify the election of the following individuals to serve as Directors of the TRCA until the next Annual General Meeting:

- **Jon Durkin**
- **Glen Wood**
- **Jim Roe**
- **Craig Fowler**
- **Larry Bray**

Moved by: Jim Roe, Director

Seconded by: Larry Bray, Director

6. Voting on Motions by Members

- **See Note #8 attached to this document.**

NOTES

NOTE #1 – ACHIEVEMENTS AND PLANS

A. FACILITIES

i) Lounge

- The Members Lounge remains closed until further notice due to ongoing COVID 19 restrictions. We look forward to reopening this facility for bookings once the restrictions are relaxed.

ii) Gym

- The Reservation System initiated to be in compliance with COVID 19 Regulations remains in place and is working well. Modification to a 1-hour time limit and 3x/week per household were made in response to a questionnaire sent to members. It is anticipated that the Reservation System and protocols will remain as an ongoing feature of the gym.
- Over 1800 reservations were made for the gym between Oct 1/20 and April 30/21.
- Unfortunately, the gym had to be closed for 6 weeks for repairs necessitated by a flood.
- A new “spin bike” was purchased in late 2020 and it has proven to be a welcome addition.
- Additional heavier dumbbells were purchased as well as kettlebells to round out the lifting equipment.
- The gym equipment was further enhanced with the purchase of a Bosu Ball, and motivational wall decals were installed.
- As we move into warmer weather, please ensure the exterior doors are closed when you leave. These doors were also upgraded in 2020 to offer more facility security. However...they are definitely unsecure when left open!
- Members are requested to remain diligent in their COVID cleaning efforts, even with an anticipated

future relaxation in protocols. Let's remain in the forefront of "Healthy Neighbourhoods"!

B. INSURANCE

- The costs associated with insuring the TRCA against general liability remain high as it is assessed in the same category as "Condominiums" under the Insurance Act.
- Facilities falling under this Act received substantial insurance increases in 2020, and this has continued into this year.
- The TRCA continues to self-insure many of the deductibles under a cash deposit held at Interior Savings in an effort to constrain these rising insurance costs.
- Directors and Officers liability insurance form a position of the insurance costs.
- The two Clubhouse flooding incidents (2020 and 2021) did not adversely affect TRCA insurance as both were covered under the Clubhouse insurance policy.

C. DEVELOPER RELATIONS

- The TRCA continues to work with the area's three primary title holders - Parkbridge Lifestyle Communities (the Master Developer), Emil Anderson Construction (dba Dilworth Homes) and Carrington Group (Owners of Tower Ranch Golf).
- The overall goal in working with these three is to continue to foster a harmonious relationship to the benefit of all TRCA members and our overall community.
- The "Tower Ranch Building Guidelines" (except Solstice) is posted on the TRCA website under "Reference Information" on the Home page, and members are advised that they should consult this before making any improvements to their properties.
- The TRCA is not an "overseer" of building regulations, and residents are reminded that City of Kelowna ordinances and

policies are the governing rules regarding development, permits and regulations.

D. LANDSCAPING

- Under a contract with the City of Kelowna dating to the original Tower Ranch Development permit, the TRCA is obligated to the maintenance of boulevards along Tower Ranch Boulevard.
- Maintenance under this contract includes mowing, weeding and irrigation.
- The irrigation system is beginning to “show its age” and significant upgrades and replacements are necessary this year. These upgrades will reduce the ongoing labour involved in “patchwork repairs” and seasonal maintenance.
- Improvements to the appearance of the boulevards has been made with the addition of black mulch this year. This will also aid in improving moisture retention and reduced weeding costs.
- The TRCA is entering its 5th year working with the same landscaping and irrigation companies, and this long-standing relationship has proven benefits in both cost management and the continual improvement in the appearance of these areas.

E. LEGAL

- As reported in 2020 AGM Notes, the TRCA and Emil Anderson Construction (EAC) had differing positions with respect to the payment of the Rent Charge (monthly TRCA fee) on lots that were registered but not yet owner-occupied.
- The TRCA on advice of Legal Counsel commenced action in 2020 in BC Small Claims Court against EAC for recovery of these costs.

- Following the requirements of the Court, various negotiations were held during the process in an attempt to reach settlement.
- In May of 2021 the pace of these negotiations accelerated, with both sides presenting offers.
- Recently, and pending finalization, both sides reached agreement. Subject to the completion and signing of the necessary legal documents, the two parties are releasing the following statement:

“We are pleased to announce that Emil Anderson Construction Co. Ltd. has made a contribution to the Tower Ranch Community Association in the amount of \$33,750.00.00 which resolves an outstanding dispute between the parties regarding rent charges on vacant lands. The parties are both of the view that this settlement best serves the Association and the residents of Tower Ranch.”

- This out-of-court settlement has been ratified by the Board, and the TRCA is pleased to set this matter behind us and work with EAC for the betterment of the Tower Ranch Community.

F. COMMUNICATIONS

- Upgrades to communications including frequency, updates to the TRCA website, and data protection undertaken.
- Individual meetings with new homeowners held to introduce the TRCA and its features.
- Revisions to the Gym booking system made after surveying members on alternatives.
- Email preferences survey taken to respect residents’ wishes about email content.
- Increased communication efforts around both TRCA issues as well as community-wide matters of interest or concern.

G. TRAFFIC AND ROAD SAFETY

- The TRCA is acting as the primary conduit in working with the City of Kelowna on measures to reduce the frequency of speeding issues on Tower Ranch Boulevard.
- This is a major issue affecting not only residents fronting on this street, but the overall safety of all residents whether walking, biking or driving.
- The TRCA will continue in its efforts to work with the City and the RCMP to mitigate excessive speed and improve safety on this major neighbourhood traffic artery.
- All residents are asked to monitor their speed through the Boulevard and to serve as an example of adherence to the 50 kph speed limit....even 45 would be excellent!!

H. FORTIS BEAUTIFICATION COMMITTEE

- The TRCA became aware of an application by Fortis to the Public Utilities Commission for an expansion of electrical capability of the Tower Ranch Substation.
- Fortis agreed to recognize the TRCA as a representative of the Community in this matter.
- The TRCA formed a Committee consisting of one Director and two members of the Community.
- The result of the work of this Committee was the immediate removal of the white storage tent, reducing the visual impact of the power station.
- The most important result is the agreement with Fortis to install a 9-foot Decorative Concrete Wall around a substantial portion of the substation property.
- Additionally, the Committee engaged with the City of Kelowna with respect to the boulevard areas adjacent to the properties fronting both TR Boulevard and TR Drive, and to have the respective property owners maintain these to a higher standard. Work has already begun in this regard.

- The TRCA thanks this Committee for its work and accomplishments.

I. TRAILS

- Once completely developed and officially accepted by the TRCA, the maintenance of trails within the Tower Ranch Community will be the responsibility of the TRCA.
- The Master Developer has not established a timetable for completing these.

J. TOWER RANCH ENTRY FEATURE

- As an attempt to improve the appearance of the entry to our neighbourhood, the TRCA has undertaken the costs to improve the Tower Ranch identification signage.
- The sign will be repainted and mounted on a higher and more visible location on the rock wall.
- While the TRCA would like to consider making other entry improvements including possibly lighting the sign and filling in and landscaping the pool, current budgetary constraints indicate that these will be only evaluated as future improvements when funding allows.

NOTE #2 – FINANCIAL

A. TRCA 2020 FINANCIAL SUMMARY

- See MLP 2020 Financial analysis attachment to this document.

NOTE #3 – TRCA 2021 BUDGET

A. TRCA 2021 BUDGET

- See below for the TRCA 2021 Budget.
- A conservative approach has been taken in creating this budget with respect to both revenue and costs.

- Costs associated with the previously noted improvements to the Irrigation system have been reflected.
- As well, some rejuvenation/replacement of the furniture in the Members lounge have been accommodated.
- As Carrington is evaluating significant improvements to the overall Security System to the Clubhouse, the TRCA has allotted costs to improve their facility security and monitoring of member actions using the FOB entry/egress system.
- The TRCA is committed to continuing its conservative Fiscal Program of establishing annual term deposits against such potential major expenses such as Clubhouse roof replacement in which the TRCA would be an obligated participant.
- The Budget is based on the continuance of the fee of \$35.00 per month per member household.

**TRCA 2021
BUDGET**

REVENUE	LOTS	FEE/MO	REV/MO	ANNUAL
FOXTAIL	18	35	630	7560
NORTHPOINT	42	35	1470	17640
SOLSTICE	160	35	5600	67200
SPLIT RAIL	30	35	1050	12600
TALLGRASS	32	35	1120	13440
TR BLVD	35	35	1225	14700
KENTUCKY (Average)	8	35	280	3360
RYGRASS (Average)	8	35	280	3360
TOTALS	333	35	11655	139860

EXPENSES

		MONTHLY	ANNUAL
ADVERTISING			
	Social events	10	120
	Volunteer		
BANK CHARGES		65	780
LANDSCAPING			
	Blvd. Irrigation	1450	17400
	Blvd. Maintenance	2250	27000
	Trail Maintenance		
CLUBHOUSE			
	Maint -Lounge	200	2400
	Maint - Gym	100	1200
	Covid Supplies	100	1200
OFFICE SUPPLIES			
	Dues, Licenses, Subscriptions	100	1200
	Insurance	500	6000
	Office Supplies	20	240
	AGM/SGM Costs	50	600
PROFESSIONAL SERVICES			
	Acctg/Bookkpng	1500	18000
	Year-end Compilation	200	2400
	Legal	500	6000
	Janitorial	300	3600
	Communications	300	3600
	Worksafe BC	10	120
STRATA KAS3569			
	Common Area Expense Share		9,000
	Property Taxes		2400
	Security		3000
UTILITIES			
	Gas/Power/Water	150	1800
CONTINGINCIES			
	Annual Contingency	833.33	10000

	Capital Expenses	1300.00	15600
	General Reserve	416.67	5000
EXPENSE TOTAL		10355.00	138660
	Excess Revenue over Expenses		1200

NOTE #4 – Appointment of Bookkeeping Service

- A decision was made in 2019 to appoint the firm of Boris Enterprises Ltd. as our bookkeeper of record.
- This new bookkeeping service immediately discovered major deficiencies which have resulted in significant costs to get the 2017 and 2018 accounts properly restated. This correction process carried forward through 2019 and early 2020.
- All accounts are now reconciled, new and accurate monthly reports are prepared for the BOD, and homeowner arrears are essentially zero thanks to the efforts of this company.
- The TRCA is now in complete compliance with Canada Revenue Agency requirements.
- The Board is now in a better position to manage its financial affairs due to the institution of monthly financial statements, including performance against budget.

NOTE #5 – Appointment of Auditors/Accounting Consultants

- Our Bookkeeping service recommends the firm of MNP LLP, Chartered Professional Accountants to serve in a consulting capacity including year-end Analysis, CRA filings, and the final draft of TRCA year-end Financial Statements.

- This firm has provided excellent counsel including Capital Assets, provided interest calculation Excel workbook and formulas, as well as advice on Contingency Fund allocations.
- Upon advice of MNP, the TRCA will continue to have year-end Analysis performed by their firm rather than the unnecessary expense (\$20K+) of an audit.

NOTE #6 – Appointment of Legal Counsel

- The selection of David M. Towill, Partner, Thomas Butler LLP in Kelowna as our legal representative has proven to be a valued decision.
- David has provided continual counsel in terms of resident fee debt collection, Carrington and the Clubhouse Strata, Bylaws review, Building Guidelines, and the ongoing EAC legal action, all at a reasonable fee.

NOTE #7 – Election of Directors

- The present 5 Directors currently serving as your Board of Directors have allowed their names to stand to serve the 2021 Fiscal Year and until the next Annual General Meeting
- On the advance notice for the TRCA 2020 AGM it was noted that additional nominations for the position of Director was open until midnight May 15, 2021.
- No new nominations for Director have been received by the deadline.

NOTE #8 – Voting on Motions

- **Under separate cover on May 25, 2021 you will be sent by email a special document that will allow you**

to vote on each of the motions requiring membership approval.

- Voting will remain open until 9:00 pm on Friday, May 28, 2021
- You are allowed one vote per household, providing that address is a member in good standing of the TRCA.
- Results will be tabulated by independent auditors and the results communicated to the BOD on June 1, 2021.
- The results will be communicated to the membership on June 3, 2021.

On behalf of the Board of Directors of the Tower Ranch Community Association (TRCA) we extend our thanks for your time and active participation in this Virtual Annual General Meeting.

It is our sincere hope that the World will return to normal soon and we can go back to having these important meetings with personal attendance.

Questions and comments may be submitted to trcacommittee@gmail.com

Stay well and look after each other!