

## Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 98

**Date:** Monday, November 7, 2022

**Place:** TRCA Lounge

**In Attendance:** Directors: Jon Durkin (JD), Joe Danchuk (JDa),  
Jim Roe (JR), Glen Wood (GW)  
Larry Bray (LB)- by video

### 1. Welcome and Introductions

The meeting was called to order at 6:08 with JD as Chairman.

### 2. Minutes of BOD-97 and 2022-AGM

JD reviewed and checked the status of the action items from BOD-97, and the 2022-AGM held on May 3 2022. JD MOVED the minutes of BOD-97 and the 2022- AGM BOD-96 be accepted; seconded by JR and **Motion BOD98-1** carried.

### 3. Monthly Financials

The interim monthly financials for September were reviewed and approved.

*Action 1:* JD to follow up with James Cronk on the nature and responsibility to pay the \$400 invoice that was sent to the TRCA for RCMP calls for false alarms at or near 12:00am on April 11 and May 27. Since our FOBs are inactivated at 10pm, this clearly cannot be a TRCA responsibility.

*Action 2:* JR to forward the approved 2022-AGM minutes to our lawyer.

*Action 3:* JD to follow up on having Rutland Centennial Hall return our \$250 deposit for use on the hall on May 3, 2022.

#### 4. Update on Clubhouse strata issue

JR MOVED that we request Michael Fischer to respond to the Slaven letter at his earliest convenience; seconded by LB and **Motion BOD97-2** was carried. The draft response will be sent to the BOD for approval before it is sent to Carrington.

*Action 4:* JR to follow up with MF to request that he locate and secure a copy of the TRCA Constitution document.

*Action 5:* JD to request the current Strata KA3569 insurance policy.

#### 5. Update on TRB traffic control

*Action 6:* JD to contact Councillor Gail Given *re* the lack of response by the City officials on our long-term request for traffic calming measures along TRB, despite the recent (May 31) motion passed by council that “counsel direct staff to review the potential solutions for traffic issues along Tower Ranch Boulevard”.

#### 6. Update on the TR Entrance structure project

The lighting of the wall face has been completed. However, there is an issue with the lights casting “hot spots” that are a distraction for drivers.

*Action 7:* GW to develop prototype “wings” that can be added to the light box to alleviate the issue. Once this is successfully done, GW will have the modifications made to the light box.

GW MOVED that we spend up to \$6000 to complete the project by moving forward with previously agreed to alterations to the pond section; seconded by JR and **Motion BOD97-3** was carried.

## 7. Fall Newsletter to the Community

*Action 8:* JD to draft a template for the newsletter and circulate it to BOD members for discussion and agreement. Once done, JD will draft the letter for circulation.

## 8. AGM process for 2023 and beyond

The BOD discussed whether we should move to virtual meeting format for 2023 given the poor attendance at the May 2022 meeting. Most felt that this would be the preferred choice, but this view was not unanimous.

*Action 9:* JD to contact Rutland Centennial Hall for them to repay our \$250 deposit on the hall for the 2022 AGM.

## 9. COMMITTEE REPORTS

### **Landscaping & TRB Maintenance (GW)**

**Irrigation:** We have had fewer people drive their cars onto the boulevard and damaging the sprinkler heads this year- as a consequence, we are under budget for such repairs. The system will be blown out Oct 14th.

**Landscaping:** We are slightly over budget as a result of some small additions requested by us.

**Waterfall:** We have a plan to finish off this project by the end of October. The plan involves levelling the old pond base (it is currently tilted to the south) and then adding a few more loads of shot rock. With the adjacent lake we will never be able to be water free but we think we can keep it below the top of the shot rock.

### **Future plans:**

*Action 7:* GW to get an estimate to replant and irrigate the southwest corner of the bed which for some reason was not adequately kept up to standard.

*Action 8:* GW to contact the City for tree replacements along TRB.

## **Legal (JR)**

- Strata: LB and JR are meeting with Matthew Fischer on the 21st to discuss our response to Carrington about the ongoing strata saga. LB or JR will provide a written update to everyone prior to our BOD meeting.
- General legal – JR signed the Annual Return document and sent it back to Kelly Cairns office. Do we still need to file our AGM minutes?

## **Bylaws and Policies (JR)**

Traffic Calming – Responses from City staff have pretty much ceased. If this changes prior to our BOD meeting on the 26th, JR will provide a further update. We need to decide how to proceed from here.

## **Finance (GW/CF)**

No additional report

## **Communication and Membership (JD)**

Since last BOD meeting (June 27):

- There have been 17 new homes built in the community (non-Solstice) over the summer.
- Twelve new residents were added to our membership and mailing lists.
- There are presently 8 (non-Solstice) homes for sale in the TRC community. This information is passed on to our bookkeeper who in many cases is contacted by the lawyer representing the new buyers, as well as current occupants, asking to cancel their PAD. These interactions aid in the transition to the eventual new owners.
- Eleven new FOB applications were requested and processed.
- Six MailChimp communications were issued to the community:
  - **July 5th – Theft**
  - **July 20th – Gym Booking Issues**
  - **July 22nd – Live Music at TRGC**
  - **Aug 10th – Dilworth Show Home Furniture Sale**
  - **Sept 3rd – Fall/Winter Update for Carrington’s**
  - **Sept 23rd – Water Advisory**
- A Fall Newsletter needs to be drafted- among the possible subjects are updates:
  - TRB Traffic
  - Work on the TR entrance structure

- Reference to winter clubhouse rules (in effect Nov 1)
- Plans to contract Carrington for TRB sidewalk snow removal
- Bears and dog poop reminders
- Thank you to Silvano Vitro for IT support

### **Trail Committee (LB)**

Trails are on schedule to be turned over to the TRCA in 2022.

### **Amenities and Strata (JD)**

- There are currently 35 Lounge bookings on the calendar from June 27th (last meeting) until Sept 25th. In addition, the lounge has been booked to an external party for yoga sessions with 8 classes booked during the same period.
- JD to present to the BOD the case for purchasing new chairs for the Lounge to replace three chairs that are heavily worn and/or damaged.
- Gym and Lounge waiver forms were updated.
- The gym booking program ran into serious technical issues on July 20th. After multiple (and unsuccessful) tech support sessions with GoDaddy and Bluehost, a resident with IT experience was contacted and he offered to assist as a volunteer to help resolve the issues – which he did. He (Silvano Vitro) has requested that we consider him as an IT consultant in the future if there are issues that can not be easily resolved. The website and booking system were fully restored and functional on August 2nd.
- The present plan is to maintain the current booking system for the gym for the fall/winter seasons as well as the 2 person limit per time slot. The winter rules need to be updated and circulated to the TR community before the end of October.

### **Insurance Committee (JR)**

- We need to obtain a copy of the clubhouse insurance policy to confirm that the Strata is listed as the owner of the building.

## **10. Adjourn and Next Meeting**

Meeting adjourned at 7:15pm. The BOD will meet again on Monday Nov 7, 2022.