

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 114

Date: Tuesday, February 6, 2024

Place: Lounge

In attendance: Brittany Burpee (BB), Joe Danchuk (JDa),

Jon Durkin (JD), Glen Wood (GW) Larry Bray (LB)- by phone

Guest: Heidi Enns

Absent: JB Deschamps

1. Welcome and Introductions

The meeting was called to order at 6:05 with JD as Chairman.

2. Minutes of BOD–113

JD reviewed and checked the status of the action items from BOD-113. JD MOVED the minutes of BOD-113 be approved; seconded by BB and **Motion BOD114-1** carried.

3. Monthly financials

- GW and JD have had discussions with BB over the past weeks and are pleased to announce that Brittany is willing and able to take primary responsibility for the financial portfolio upon GW stepping down from the board in late spring/ early summer. She will work closely with GW over the next months to make this succession plan work. The entire BOD strongly endorsed this plan.
- GW announced that Dawn Hanna, responsible for TRCA bookkeeping for several years, will step down in the next months upon successful transfer to a new service. She previously met with GW and JD to discuss possible new bookkeeping/accounting services that would best meet our current and future needs. She strongly endorsed and provided information on APM, a full-service strata property management. At first sight, GW and BB felt that hiring APM would likely cause significant changes and perturbations to our existing financial SOPs.

Following discussion, it was decided that:

Action 1: GW and BB to 1) hold an initial introductory meeting with APM to determine if they were indeed a proper fit for us and, 2) seek out and meet with at least one other bookkeeping service for comparative purposes. They will present their conclusions from this due diligence exercise at our next BOD meeting.

GW MOVED that the TRCA reimburse JD \$157.50 for his payment to *The Blind Doctor* for repairs to the blind in the gym; seconded by BB and **Motion 114-2** carried.

4. BOD succession plan update

On behalf of the BOD, JD had approached Heidi Enns (Tallgrass) to determine her potential interest in joining the TRCA Board. Having responded in the affirmative, she was invited to meet the board at this meeting.

Following introductions, Heidi detailed her experience and reasons for wishing to join the board and subsequently entertained questions.

After her departure, the board discussed the issue and unanimously agreed that Heidi would be an excellent addition and fit to the board. Consequently;

JD MOVED that pursuant to the TRCA Bylaws and its relevant Articles, Heidi Enns be offered a board position effective immediately; seconded by LB, and **Motion 114-3** carried.

Action 2: JD to inform Heidi (by email and phone) of the board decision and to request she accept the offer in writing, if that be her wish. Upon receiving such JD will instruct Kim H. to put out a community wide announcement of this happy event!!

5. Update on Carrington counter offer

As requested by the BOD, JD sent Carrington CEO Dan Slaven (CEO) a brief email on January 26, requesting any information he could provide regarding the timing of their response to our Dec. 6 2023 counter offer made regarding past clubhouse strata expenses

To date, no response has been forthcoming on this request.

Following discussion, it was decided that;

Action 3: JD to request a meeting with our strata lawyer, Matthew Fischer, to seek his options and suggestions on next steps regarding the Carrington issue.

6. Update on Durali Properties re: the strata issue moving forward.

JD stated that he had contacted Mark Bourree (PLC) by email requesting an update on the possible role that PLC may play in the potential building of a new TR Community Center. JD reported that he was surprised that he had yet to respond (not his normal MO). LB noted that Mark and others at PLC had recently left the Company following a corporate realignment. JD noted that Mark was always a vocal supporter of the TRCA and the TR Community and would be sorely missed.

Given Mark's departure, JD to meet with LB to discuss possible alternative routes and options re PLC's future role. These will be presented and discussed at the next board meeting.

7. Discussion of 2024 AGM timeframes.

JD presented a possible timeframe for you next AGM tentatively slated for May:

Meeting: Tuesday, May 13

Survey for attendance: May 4

Document package circulated: April 29

Meeting Notice: April 12

8. COMMITTEE REPORTS

No reports were tabled for the meeting

9. Other items

- Concerning the Fortis substation:

Action 3: LB to meet with Fortis on February 20 to discuss the planned (promised) décor to be added to the substation's walls this spring.

- Trails: The TRCA needs a letter that absolves the TRCA from eventually having to assume maintenance of the trails in and adjacent to Solstice (for discussion next meeting)

10. Adjourn and Next Meeting

Meeting adjourned at 7:56 pm. Our next meeting is scheduled for Tuesday, March 5 at 6:00pm in the Lounge