

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 123

Date: Monday, December 09, 2024
Place: Tower Ranch Clubhouse - Lounge
In attendance: Brittany Burpee (BB), Joe Danchuk (JDa), Jon Durkin (JD), Heidi Enns (HE), Jane Hicks (JH), Glen Wood (GW)

1. Welcome and Introductions

The meeting was called to order at 5:59pm with JD as Chairman.

2. Review of the action lists and minutes of BOD-122

The minutes and action lists of BOD-122 were reviewed.

JD MOVED the minutes of BOD-122 be approved; seconded by GW and **Motion 123-1** carried.

3. Monthly Financials

BB presented and summarized the November financial statement that had been circulated to the BOD members prior to the meeting.

GW MOVED that TRCA Homeowners with outstanding dues over 90 days receive the notification letter as per our policy from the lawyer Thomas Butler; seconded by HE and **Motion 123-2** carried.

Action 1: JD to ensure the TRCA Administrator has procedures in place to deactivate any fobs for clubhouse lounge and fitness amenities access of TRCA members not in good standing.

BB MOVED that the TRCA staff Bev Derouin and Kim Hewitt each receive a \$100.00 gift card for Christmas; seconded by GW and **Motion 123-3** carried. JH and HE cast dissenting votes on the motion.

GW MOVED that \$50,000 be moved into a eighteen month redeemable term deposit; seconded by HE and **Motion 123-4** carried.

HE reported that currently there are 14 units listed for sale on Realtor.ca; and 13 unlisted and rumored to be on private sale. As such, communicating with potential new owners regarding the TRCA membership dues becomes difficult for herself the TRCA Administrator and the Accountant.

HE MOVED that TRCA Homeowners be notified via email that effective January 01, 2025; in the event they sell their unit, the burden of responsibility lies with the seller to provide the new owner's contact information to the TRCA Administrator in order to ensure that there is no disruption to the TRCA Homeowner fee collection and membership; seconded by JD and **Motion 123- 5** carried.

Action 2: HE to provide the TRCA Administrator with email for homeowners.

4. Meeting with Matthew Fischer on KAS3569

JD MOVED that this portion of the meeting be held in camera lawyer/client confidentiality; seconded by HE and Motion 123-6 carried.

5. BOD succession planning

Action 3: JD to ensure the lawyer has removed Larry Bray from the Director listing and the TRCA website.

Action 4: JD to send Parkbridge Regional Manager Gordana Medvidovic a letter regarding PLC board representation.

6. Fortis substation update

JH reviewed the correspondence received from the Fortis management regarding their plans for landscaping enhancements to the Lee Substation in the spring of 2025

Action 5: JH to respond to Fortis with a thank you letter confirming their plans to enhance the site in the spring of 2025.

7. Traffic Calming Working Group

JD reported the 3 sidewalk ramps in preparation for traffic calming along Tower ranch Boulevard have been completed. The raised intersection work to complete the project will proceed weather dependent.

8. Committee Reports

Landscaping: GW reported that he will be meeting with the City of Kelowna Urban Forester to review the boulevard trees in January 2025. Quotes have been obtained with regard to both irrigation and landscape repairs that are needed as a result of the crosswalk work.

These estimates have been forwarded to WSP for approval from Parkbridge who ultimately pay for the work.

Legal/ Strata: JD reported that a safety deposit box with three Directors (JD, GW, BB) as signatory has been activated.

Action 5: JD to purchase appropriate data storage device and load all current and historic TRCA data files in his possession to such device. JD to inform the BOD when this has been finalized (to 2024 end) and that the data has been placed in the safety deposit box.

Amenities and Developer Relations: JD reported that Dilworth Homes has not taken responsibility for the battered sign removal on Tower Ranch.

Action 6: GW to request the landscaping crew to remove the 2 signs as part of the spring 2025 clean up.

Clubhouse Amenities: JDa reviewed the quote for the fitness centre paint project. JDa MOVED that the TRCA hire AV Scope Property Services at a cost of \$2,797.20 for the project; seconded by HE and **Motion 123-7** carried.

Action 7: JD to coordinate notification to fitness users with the TRCA Administrator.

8. Other Items

FireSmart: HE reported we are still awaiting the FireSmart Hazard Assessment report.

Uber: BB reported we are still awaiting response to our request for Under services at Tower Ranch

Lounge Booking and Use: HE reported that to ensure that we follow the “Canada Revenue Agency requirements for not for profits in ensuring that no preferential treatment is provided to our TRCA members which sees them as receiving undue benefits” a nominal fee be charged to those using the lounge for profit of services or goods.

HE MOVED that effective April 01, 2025 a rate of \$10.00 per hour/ \$100.00 for half day/ \$150.00 for full day rate be charged for TRCA members for any approved lounge rental that includes a direct sale of products or services; seconded by JDa and **Motion 123-8** carried.

Action 8: HE to provide the TRCA Administrator with communication in this regard for distribution.

9. Adjournment and next meeting.

Meeting adjourned at 8:45pm.

Next meeting is scheduled for January 7 at 6pm in the TRCA Clubhouse Lounge.