

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 116

Date: Monday, April 08, 2024

Place: Tower Ranch Clubhouse - Lounge

In attendance: Brittany Burpee (BB), Joe Danchuk (JDa), Jon Durkin (JD), Heidi Enns (HE), Glen Wood (GW), by phone Larry Bray (LB)

1. Welcome and Introductions

The meeting was called to order at 6:04 with JD as Chairman.

2. Minutes of BOD-115

JD reviewed and checked the status of the action items from BOD-115. JDa MOVED the minutes of BOD-115 be approved; seconded by HE and **Motion BOD116-1** carried.

3. Monthly financials (GW /BB)

- Interim financials for the month of March were reviewed and accepted by the Board.
- BB provided an update on the transition from BEL Solutions (Dawn Hanna) to King's Bookkeeping Services (King's), which appears to be working very well. BEL has provided King's with a full summary succession and transition process which includes BEL producing the March statement and facilitating the budget process.

GW MOVED that BB be added to added to the cheque signing; seconded by JDa **Motion BOD 116-2** and that Scott King from King's be granted access to the Interior Savings Account; seconded by BB **Motion BOD116-3** carried.

Action1: GW to contact Interior Savings and ensure that both motions (#2, #3) above are carried out

Action 2: Mail and finance materials will be received at BB office for King's (BB and JD have mail keys)

Action 3: Bank key requires a pick up (by JD) from BEL Solutions by end of the current week

- GW provided information regarding the practice of allotting funds into a term deposit in lieu of the outstanding Strata issue with Carrington and moved that \$50K be put into a redeemable term deposit for future discussion; MOVED by GW and seconded by BB; **Motion BOD116-4** carried.

Action 4: GW to follow up on carry out the above approved decision

- GW provided an update on the Docu-Sign process for the Parkbridge (Solstice) Properties at Tower Ranch. Currently 50% of the homes are enrolled. To assist homeowners with meeting the May 01, 2024, deadline and/or the PAD process, an open house will be held on Sunday, April 14, 2024, from 11am -4pm
- GW provided copies of the proposed 2024 Tower Ranch Homeowners Association Budget and highlighted the insurance premium; office administration and professional services increases and the reduction of Homeowner Strata dues in July as approved in previous meetings.

Following discussion, BB MOVED that the 2024 Budget be accepted as presented except for an additional \$400.00 be allotted to Property Taxes; seconded by HE **Motion BOD116-5** carried.

4. BOD succession plan update

JD presented that the new board member search continues, discussion was held regarding the status of JB's interest as a Board member.

Action 5: JD to meet and discuss with JB as to date there has been no formal acceptance of a Board position.

GW facilitated a discussion regarding the current Board, redistribution of responsibilities and continuity of Board membership for the Strata issues with Carrington.

Action 6: BB will take on the OA function of the agenda; JDa Amenities; HE Membership and Communication and Minutes; LB Parkbridge; GW Landscape and Irrigation and JD Chairman of the Board and Legal. After the Annual General Meeting JD will resign as President and take the role as Chairman of the Board.

GW MOVED that BEL Solutions (Dawn Hanna) be formally invited and recognized at the Annual General Meeting with flowers and a Keg Restaurant Gift Certificate in total amount of \$300.00; seconded by BB **Motion BOD116-6** carried.

Action 7: JD to invite Dawn Hanna from BEL Solutions to our next BOD meeting and present her with the gift (she apparently will be out of town for the AGM).

5. Update on Carrington counter offer and other issues.

No communication has been received from Carrington and the Board continues to follow legal advice on the matter. This issue will no longer remain a standing item on the agenda unless new developments warrant.

6. Update on Clubhouse strata with Durali .

JD reviewed the discussions to date with MF on establishing an operational strata council and/or options by which the TRCA could potentially sell its clubhouse strata share to them soon.

Action 8 : JD to contact Durali (Gurgit Jhaggi) by email, or preferably in person, to update them on the current Carrington situation and find ways to effectively initiate an operational strata council or tractable options by which the TRCA could effectively remove itself from the clubhouse strata.

Action 9: LB to research and update the Board at the next meeting regarding possible options by which PLC could join as partner in establishing a new TR Community centre.

7. Discussion of 2024 AGM timeframes.

JD reviewed the possible timeframe for the next AGM tentatively slated for May, and recommended the first week of June 3-5, 2024 (Monday, June 3 preferred)

Action 10: JD to approach Trinity Church on Springfield Road, Kelowna to check the availability of dates and rooms.

8. COMMITTEE REPORTS

Landscaping (GW): GW reported that the spring cleanup including the irrigation valve replacement has been completed.

Action 11: One damaged controller located near the Clubhouse will be replaced; it is unclear how the damage occurred therefore it will be at the cost of TRCA

Action 12: GW and JD will review the responsibility of replacing the damaged split rail fence on the Tower Ranch Boulevard.

Trails Committee (LB): There was discussion regarding the responsibility and requirements Parkbridge or TRCA would have for the future maintenance of the trail system.

Action 13: LB to report back to the Board regarding the status of the trail system and Parkbridge's position on management responsibilities of the trail system.

Insurance (LB): LB reviewed that the final quote for insurance is still outstanding.

Action 14: LB to provide BB with updated insurance invoice.

9. Adjourn and Next Meeting

Meeting adjourned at 8:05 pm.

Our next meeting is scheduled for May 6, 6:00pm in the TRCA Clubhouse Lounge