

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 122

Date: Monday, Nov. 4, 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 5:58pm with JD as Chairman.

2. Review of the action lists and minutes of BOD-121

The minutes and action lists of BOD-121 were reviewed.

JD MOVED the minutes of BOD-121 be approved; seconded by BB and **Motion 122-1** carried.

3. Monthly Financials

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

Action 1: BB to summarize outstanding invoices to Parkbridge for review by the Directors at the December 2024 BOD meeting.

GW MOVED approval for reimbursement to GW of \$24.55 for a lunch expense he provided for the welder of the entrance lighting; seconded by JD and **Motion 122-2** carried.

BB MOVED for reimbursement of \$566.56 to JDa for fitness area refurbishment including cable replacements be approved; seconded by HE and **Motion 122-3** carried.

Action 2: BB to track Motion 122-3 reimbursement of \$566.56 to JDa via e-transfer.

4. BOD succession planning

Larry Bray has tendered his resignation from the TRCA Board of Directors effective immediately.

Action 3: JD to contact lawyer for the removal of Larry Bray from the Director listing and removal from the TRCA website.

Action 4: JD to review the legal documentation regarding Parkbridge proxy vote in exchange for a Board seat and also review with Parkbridge Regional Manager Gordana Medvidovic if a PLC board representative is still required.

5. Fortis substation update

JH has sent the correspondence (see BOD 121 minutes) to Fortis management. Following discussion, it was agreed that we would wait 30 days for a response; if they fail to respond we would contact the BC Utilities Commission.

6. Traffic Calming Working Group

JD reported that the City of Kelowna has contracted WSP for 3 sidewalk improvements and traffic calming along Tower ranch Boulevard. Work will proceed weather dependent.

7. Preparation for Dec. 9 meeting with Matthew Fischer (TRCA Stata Lawyer)

M. Fischer will meet with the BOD at its December meeting to discuss and prepare a framework for final resolution of the Carrington expense claims issue. Among other items, we will discuss the possible withdrawal of the TRCA offer to which Carrington has never responded in any form since it's submission to their president & CEO on December 6, 2023.

8. Committee Reports

Landscaping: Still awaiting response from TRGC regarding landscaping beautification of the TR entrance way. Sprinkler system has been winterized.

Action 5: GW to follow up with City of Kelowna and/or WSP to ensure irrigation system along Tower Ranch Boulevard has not been damaged from crosswalk construction.

JD stated that for several years, the TRCA has contracted the golf course to plow the sidewalk along the east side of TRB mainly due to the fact that 1) the golf course needs to clear 3 large sections of the sidewalk (approx. 40% of the 1000 m total length) since the sidewalk is adjacent to their property, and; 2) 7 homes on Split Rail back onto TRB (~200 meter stretch) and it has proved very difficult over the years to have those homeowners clear the snow on the TRB sidewalk even though City bylaws clearly state they have the responsibility to do so. That situation leaves a persistent and potentially dangerous situation for the many people in the Community that walk and use the sidewalk during the winter season. A number of Directors voiced concerns for this practice which only benefit a select number of homeowners.

It was agreed to approach the golf club to see if they are willing to provide service for the upcoming winter under the same conditions as past year, but to have a more in-depth discussion prior to the 2025/26 season to see if we wish to continue with this practice or not.

JD MOVED that within the current budget, the charge of \$125.00 per snow removal be approved for the 2024/25 season if indeed the golf club wishes to continue with this practice, and to review this issue in depth prior to the 2025/26 season; seconded by JDa and **Motion 122-4** carried.

Action 6: GW to bring forward the topic of sidewalk snow removal for discussion prior to budget discussions in 2025.

Legal/ Strata: JD reported that he will open a safety deposit box at the bank to store all TRCA files and will assign 3 signators for access.

JD requested input on the Non-Disclosure Agreement provided in advance to the meeting. The rationale was to protect the TRCA interests in the event of a conflict with the Parkbridge Representative on the Board.

HE moved that the TRCA instead enact a process in which meetings or portions of meetings may be held in camera (closed or executive) for discussion prior to being presented to the TRCA membership as appropriate; and that every Director and every officer of TRCA in exercising the powers and discharging the duties shall act honestly and in good faith; and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. **Motion BOD- 122-5** carried

Action 7: JD to review the veracity of the above motion with our non-for-profit lawyer with respect to confidentiality requirements typically seen for non-for-profit boards in BC and elsewhere.

Amenities and Developer Relations:

Actions arising from:

Action 8: JDa to explore with Kim Hewitt options to increase capacity to 3 in the fitness room if the software will allow.

Communications and Membership:

JD moved that in recognition of the altruistic & volunteer removal of garbage and detritus along TR Boulevard / McCurdy by North Pointe homeowner Glen Penner over the past years, a \$250.00 Visa gift and thank you card be presented to Glen from the TRCA Community; seconded by JDa and **Motion 122-6** carried.

Action 9: JD to request the TRCA Administrator to do so.

Actions arising from:

Action 10: HE to follow up on the outstanding FireSmart report on Tower Ranch from Fire Chief.

Action 11: JDa to follow up with Dilworth Homes on their battered sign removal

9. Other Items

None

10. Adjourn and Next Meeting

Meeting adjourned at 8:35pm. Next meeting is scheduled for December 9 at 6pm in the TRCA Clubhouse Lounge.