



## **Minutes of Meeting of the Board of Directors of The Tower Ranch Community Association (TRCA) BOD-3**

**Date:** Tuesday, 23 May 2017 7:00 PM  
**Place:** Members Lounge, Tower Ranch Clubhouse  
**In attendance:** Directors - Don Spruston, Craig Fowler, Jennifer Bridarolli  
Transition Committee - Glen Wood, Don Folstad, Jon Durkin, Jim Roe and Rick Watt.

### **Opening and Introductory Comments**

Don Spruston opened the meeting at 7:00 PM and the Meeting agreed that he would act as Chairman for BOD-3. The Chairman welcomed the Directors and Transition Committee to the third meeting of the TRCA Board of Directors (BOD). The Chairman advised that Carrington Management will meet with the Board and Transition Committee on Tuesday, June 6 at 4:00 PM.

### **Approval of Minutes for BOD-2 16 May 2017**

The Chairman advised that there were no comments or suggestions to the draft #2 Minutes for BOD-2 held May 16, 2017. The Chairman recommended approval of the Minutes subject to the replacement of a new attachment on clubhouse amenity procedures to be provided by Jon Durkin. Jennifer Bridarolli moved that the BOG-2 Minutes be approved, seconded by Craig Fowler. Members unanimously voted in favour.

### **Update by Team Leaders**

The Chairman invited each of the team leaders to provide a brief update.

Donna Welda -lead for financial assessment. Donna is unable to attend. A summary of the financial statement was provided to Members with a request that discussion be held until Donna returns.

Glen Wood -lead for boulevard landscaping. Discussion on the landscaping was to be held for that agenda item.

Jon Durkin -lead for clubhouse amenities. Jon advise that he continues to work with Neil Schmidt on the procedures for using the amenity room. Jon is recommending that the Golf Course take the lead in making bookings, but they will liaise with Jon to ensure coordination. Discussion is continuing on user cost for those who are not TRCA members. Jon will investigate rates for similar rooms at other Club house facilities. It was agreed that the TRCA should encourage use of the room and will establish a rate that is both competitive and encouraging of its use. Discussion revolved around serving liquor and it was generally concluded that event planners should be encouraged to use the clubhouse restaurant for serving liquor in the amenity room. It was also agreed that "Serving it Right" would be researched for managing liquor services.



Don Spruston -lead for the clubhouse strata. The meeting with Carrington managers, set for 4:00 PM June 6, was discussed and it was agreed that the next Board meeting on Tuesday May 30, would be dedicated to planning strategy for the Carrington meeting. Don advised that he would provide Members with the limited amount of Strata Financial Data that is available.

Don Spruston - lead for communications. Don advised that a meeting will be held at 10:00 AM, Thursday, May 25, in the Amenity room, to review progress on the TRCA website.

Craig Fowler - lead for membership. Craig reported that the pending TRCA lawyer advised him that it would be a conflict for a paralegal to complete research for the TRCA prior to a formal agreement.

## TRCA Bank Account

The Chairman advised that discussions with the TD bank had not gone well. The local TD bank cannot do small business accounts and the PAD established by Parkbridge at the Penticton TD bank cannot be transferred. Generally, the TD bank was not very responsive. Parkbridge have agreed to keep the TRCA account in Penticton active so that the June 1 debit transactions can be completed. The binder with the detailed data on each home has been returned to Parkbridge. Parkbridge will send the binder back as soon as we are ready to manually enter the PADs at a bank in Kelowna.

A few options for establishing an account in Kelowna were discussed. Craig Fowler agreed to investigate Interior Savings. Don will investigate Valley First Credit Union and Scotiabank.

## Landscaping Issues

Glen Wood briefed the meeting on progress made on the irrigation control panel repairs. He advised that Fortis were establishing a TRCA account and are now waiting for a bank account to finalize the setup. Inspection by Fortis engineers will follow. Glen advised that very few companies are capable of maintaining the Blvd irrigation system, however he found one company willing to take on the work for 2017. Mainstream Irrigation comes highly recommended ; their rate is \$68.00 per hour. Glen recommends a contract for weeding and grass cutting be established separately. A number of options were discussed, including companies used in the past as well as Carrington. Jon agreed to consult with Carrington to determine a level of interest. Glen advised that the cost of replacing the damaged irrigation controller likely would be around \$12,000; this will be paid by ICBC.

Board Decision. Craig Fowler presented a motion to accept a contract with Mainstream Irrigation, to commence on June 6 at \$68.00/hr. Don Spruston seconded the motion and all approved.

## Insurance

The Chairman advised that two quotes had been received for Directors and Officers Liability insurance and for Commercial Business Liability insurance. Details of the premiums for the two quotes were provided and discussed. The Chairman recommended accepting the offer from Cooperators.

Board Decision. Craig Fowler presented a motion to accept the quote from Cooperators for both the Directors and Officers insurance as well as the Commercial Business Liability insurance. Jennifer Bridarolli seconded the motion and all approved.



## **Adjournment and Next Meeting**

The Chairman advised that the next meeting would be held on Tuesday, May 30th at 7:00 PM.

The Chairman adjourned the meeting and thanked everyone for their assistance.