



# Minutes of Meeting of the Board of Directors of The Tower Ranch Community Association (TRCA) BOD-4

**Date:** Tuesday, 30 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, Donna Welda, Danny Funk 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-4. The Chairman welcomed the Directors and Transition Committee to the fourth meeting of the TRCA Board of Directors (BOD).

## Approval of Minutes for BOD-3 23 May 2017

The Chairman advised that there were no comments or suggestions to the draft Minutes for BOD-3 held 23 May, 2017. The Chairman recommended approval of the Minutes . Jennifer Bridarolli moved that the BOD-3 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 briefed the meeting on the financial summary that was distributed at last week's Board meeting. She advised that this was still a work in progress as there remain some discussions with Parkbridge. She preferred to do a brief text summary for inclusion in the Board meeting minutes. This summary would be provided to the Chairman so that the Minutes for BOD-1 can be posted on the website. Donna advised that invoices have been sent to Parkbridge for the May and June revenues from the Pre-Authorized Debit payments.

Glen Wood -lead for boulevard landscaping. Glen advised that the Blvd had been watered by Emil Anderson Construction (EAC) following a request made to Greg Asling. Watering of the brush and grass is necessary given the delay in startup of the irrigation system. EAC will be thanked for their kind agreement to help. With respect to the damaged irrigation system controller, Glen has been working with Fortis to connect a cable (cost expectation of \$600), and Jon Durkin is working with an electrician given that the lines were severed. Glen will continue work with the irrigation contractor on the start of the top three sections of the Blvd median. Glen is also meeting with Tigerboyz who have agreed in principle to do the weeding and lawn cutting. Glen will get quotes for cutting every two weeks and for every week. Members favoured every two weeks but the decision will be based on the quotes.



Further to our meeting of 5/29/17, when members of the transition team and the TRCA directors met with Greg Asling from EAC, it should be noted that EAC's position with regard to the boulevard gardens and the median gardens is that they are not necessary and EAC would have no objection to having them removed .

Jon Durkin -lead for clubhouse amenities. Jon advise that he continues to work with Neil Schmidt on the procedures for using the Amenity Room. Members further discussed booking of the Amenity Room (lounge) by both TRCA members and non members. Jon will finalize the procedures and a calendar to be inserted on the website.

Don Spruston -lead for the clubhouse strata. The Strata Corporation is to be discussed in the Agenda Item in this meeting.

Don Spruston - lead for communications. Don advised that he intended to develop a newsletter to be sent to homeowners in approximately two weeks. A draft newsletter will be sent to Members in approximately five or six days; comments and suggestions are welcome. The final newsletter will be sent to homeowners via e-mail and at the same time homeowners will be advised of the TRCA website. Timing of the newsletter is contingent on having the PAD forms ready.

Craig Fowler - lead for membership. Craig reported that the lawyer with whom TRCA plans to sign as our legal representative has advised that the paralegal is now available to conduct research. A submission has been made to the law office to collect information on an urgent basis regarding the strata corporation.

## **TRCA Bank Account**

The Chairman advised that following last week's Board meeting research on three proposed banks was completed. The Board is recommending that the TRCA Account be placed with Interior Savings. Interior Savings business accounting is generally handled down town but there is an office in Rutland and most banking will be done online. All three banks contacted recommended new PADs be developed given that current PADs have a Parkbridge label. They advised that the TRCA would be vulnerable if a homeowner challenged payments made to TRCA when the PAD was addressed to Parkbridge. New PADs will therefore be necessary, clearly indicating that funds are payable to a TRCA account. Data from newly completed PADS will be entered by TRCA into an online account. After discussion, it was agreed that September 1st should be the target date for conversion, thus allowing June through August to have the forms completed and entered into the online account. Parkbridge will be requested to keep the current account active with PAD payments made for June through August. Parkbridge will also be requested to send the account balance to the TRCA each month.

The Chairman recommended a motion be presented to approve Interior Savings for TRCA banking. Approval is also required to spend funds to set up the account. Glen Wood presented a motion to approve Interior Savings and to approve spending of funds for initiating the account. Jennifer Bridarolli seconded the motion and all approved.

## **Strata Corporation**

The Chairman reminded everyone of the meeting with Carrington executives on Tuesday June 6 at 4:00 PM.



He advised that financial information from Carrington and the TRCA lawyer assessment were provided as attachments to the Agenda for this meeting. He advised that it was not the intent to do an assessment of the Carrington budgets at next Tuesday's meeting given that there are a number of items that are clearly not appropriate for inclusion in the Strata. The Meeting discussed options for the conduct of the session with Carrington executives and it was agreed that detail of the past expenses and budgets should be avoided except for use of some line items as examples. No offer will be made to pay past expenses made by Carrington. The prime purpose of the meeting will be to establish a positive and meaningful path forward for the operation of Strata Corporation #3569. Given that the meeting will be relatively informal, no agenda will be established. A concept for managing the Strata in compliance with the Strata Corporations Act will be the desired outcome.

## **Adjournment and Next Meeting**

The Chairman advised that the next meeting would be held on Tuesday, June 13 at 7:00 PM.

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