

Minutes of Meeting
Of The Board of Directors Of
The Tower Ranch Community Association (TRCA)
BOD-10

Date: Tuesday, August 15, 2017
Place: Members Lounge, Tower Ranch Clubhouse
In Attendance: Directors: Don Spruston, Jennifer Bridarolli
Transition Committee: Glen Wood, Danny Funk, Rick Watt, Jim Roe and Jon Durkin

Opening and Introductory Comments

Don Spruston opened the meeting at 7:00 P.M. and the Meeting agreed he would act as Chairman for BOD-10. The Chairman welcomed the Directors and Transition Committee to the tenth meeting of the TRCA Board of Directors (BOD). The Chairman proposed a new item be added to the agenda - #6 "update by team leaders". All agreed.

The Chairman advised that outstanding issues remain with respect to the legal opinion on the voting rights issue. Legal counsel is being sought regarding the start date for payment of the TRCA fees and the voting rights. Craig has asked our legal adviser, Christy Lovig, for clarification.

Approval of Minutes for BOD-9, 1 August 2017

The Chairman asked for any errors/omissions in the draft Minutes for BOD-9 held Aug 1, 2017 and if there were none, he recommended approval of the Minutes. Glen Wood moved that the BOD-9 Minutes be approved, seconded by Rick Watt. Members unanimously voted in favour.

AGM Scheduling and Planning

The Chairman advised of the importance of establishing a date for the fall Annual General Meeting (AGM) given the need for advance information to be sent to homeowners. Following discussion of various options, Members agreed to hold the meeting on Wednesday October 4, at 7 pm. Jon Durkin agreed to liaise with Neil Schmidt to determine if the clubhouse restaurant can be used. Members agreed that

space will be tight but the location is still preferable to holding a meeting down town. Approximately 50 rental chairs will be needed.

The following four key issues for the fall AGM meeting were discussed.

1. TRCA budget – a proposed TRCA budget must be presented at the AGM. A draft budget will be structured by the BOD over the next couple of weeks using estimates from the landscaping team, strata team, and estimates for legal and Accounting Services.
2. Nomination of directors - Members agreed that a nomination committee should be formed to establish a slate of directors to be nominated by the Board. Notices to homeowners should also include reference to the nominations. Volunteers from the board are requested for the nominations committee.
3. TRCA Board Committees – the Chairman advised that the AGM will signal the end of the transition committee concept and there is a need to transition to permanent committee structure. He proposed permanent committees be established, and given that the current team structure is working well he suggested this be a model for a new TRCA committee structure. Potential committees are – 1.landscaping, 2. financial, 3. strata, 4.communications and social, and 5. legal and membership.
4. Bylaw changes –the meeting discussed various options for amending the TRCA By-Laws. The preferred option was to present only one change to the By-Laws at this time, that being an amendment to the voting provisions to ensure that Solstice homeowners be given the right to vote. Legal opinion on how best to structure the amendment would be sought. Additional changes to the By-Laws would be made at a later date when it is confirmed what Act the TRCA should be incorporated under. All agreed that there was urgency in obtaining a firm legal position on the proposed By-Law changes.
5. Significant issue reports – Members agreed that the AGM will include an agenda item specific to reports by team leaders on significant issues such as landscaping and clubhouse operations. It was agreed that each team leader would make a presentation and the floor would be opened following the presentations for questions and answers.

Homeowners will be notified of the AGM and the proposed agenda through a newsletter to be issued in approximately two weeks and a more formal email announcement of the meeting to be made in early September. Homeowners will be advised that proposed motions must be made in writing to the Board a minimum of one week prior to the meeting.

Strata Strategy

Members discussed the request from Carrington for the Association to submit a draft budget form. Since such a form does not exist, a number of options were discussed for trying to resolve the stalemate. It was agreed by Members that the TRCA should draft a proposal based on what the Association considers to be a fair strata budget, as well as a budget for the Clubhouse Lot 2. It was agreed that the strata team would meet on Sunday at 4:00 PM in the TRCA lounge to develop a preliminary concept.

Policy development

The need to establish TRCA policies was again emphasized by our legal advisers. Preliminary financial policies were tabled at BOD-1, with the intent that they be brought forward at an appropriate time. Members agreed that it was now time to approve some of the policies and have them ready for announcement at the AGM. An example of such a policy is a date for which the interest rates on rent charge fees (as specified in the By-Laws) are to commence. The Chairman advised that he will bring forward the three draft policies for consideration at the next BOD meeting. A menu item has been added to the TRCA website as a placeholder for the policies when finalized.

Update by Team Leaders

The Chairman invited team leaders to provide brief updates.

Glen Wood – lead for landscaping. Glen advised that the ICBC claim for the repair of the irrigation controller has been settled at a total of over \$11,000. The cost to the Association is \$1,162 as a result of depreciation. Given that the repair can be accelerated if TRCA gives the contractor an advance payment, Glen proposed a motion for \$5,000 be approved as a down-payment to be given to the contractor, which will be recovered when the ICBC cheque is issued. Danny Funk seconded the motion and all approved.

Glen also advised that he, Jon Durkin and Louis Stupor had worked over two days to repair a number of irrigation heads. It was agreed that homeowners will be advised through the newsletter to keep cars and trucks off the roadside grass areas given the extensive damage to the irrigation system the vehicles are causing. Emil Anderson Construction has agreed to pay for the dead landscaping and irrigation repairs along the upper blvd. That damage resulted from the building of the new house second down from the top. Glen further advised that repairs were made by Mainstream Irrigation to the irrigation line at controller #2 that had supposedly been repaired last year following the flooding of some properties. It is evident that the repair was not well done by the contractor.

Glen proposed that the next newsletter include information on the need to respect the building scheme and the golf course appeal to homeowners to keep off the golf course cart path during the summer. Members agreed to meet next week before the Board meeting to review procedures for turning off the irrigation system in the event of an emergency such as a breakage of the irrigation lines.

Jon Durkin – lead for clubhouse amenities advised that the new furniture for the lounge was now in place and that Mark Dollevoet of the Brick should be thanked in the upcoming newsletter. He also advised that the TRCA would receive revenue for \$700 for lounge rental in the month of July. A letter has been sent to Carrington advising of the procedures for booking the lounge. Jon also advised that the fence between Split Rail Place and the golf course had been repaired. It was further noted that the golf course then removed the fence because of concerns about property lines.

Jon advised of results of discussion with the city regarding excessive speeding along Tower Ranch Boulevard. The city advised that the speed limit would remain at 50 km/h but various measures would be taken such as new signs, electronic speed signs and increased surveillance. A proposal to paint a line in the centre of the road will be discussed with the city.

Adjournment and Next Meeting

Members agreed that meetings every week were advisable given the short time to prepare for the AGM. For the near future, weekly meetings will be held and further determination made later when the schedule should change. The next TRCA BOD meeting (#11) will be held Tuesday, August 22, 2017 at 7:00 P.M. The meeting adjourned at 9 pm P.M.