

**Minutes of Meeting**  
**Of The Board of Directors Of**  
**The Tower Ranch Community Association (TRCA)**  
**BOD-11**

**Date:** Tuesday, August 22nd, 2017  
**Place:** Members Lounge, Tower Ranch Clubhouse  
**In Attendance:** Directors: Don Spruston, Craig Fowler, Jennifer Bridarolli  
Transition Committee: Glen Wood, Danny Funk, Rick Watt, Jim Roe, Donna Welda

**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-11. The Chairman welcomed the Director and Transition Committee to the eleventh meeting of the TRCA Board of Directors (BOD).

**Update on Meeting with Legal Representation**

The Chairman advised that Christy Lovig had responded to the e-mail TRCA sent requesting a definitive legal opinion on 3 issues – voting rights timing, possible by-law amendment to address definition of “owner and PLC’s right to vote in the Association – citing a possible conflict of interest on at least one of the issues because of their client being Emil Anderson Construction Ltd. Christy recommended delaying the Oct. 4<sup>th</sup>/17 AGM. A discussion took place about the timing of the AGM. Because the last year end filing for TRCA under PLC’s administration took place May 2016 we should consider an AGM date in April/May 2018. It was agreed that the Oct. 4<sup>th</sup>/17 date should be taken as an opportunity to hold a special general meeting or even an “informational” meeting. There was some urgency to the by-law amendment matter and it was agreed that a decision on the type of meeting the Oct. 4<sup>th</sup>/17 date would take be delayed to the next meeting and that Craig would contact Christy asap to verify if the AGM could be delayed to April/May 2018.

The Chairman reported that a new homeowner at 1837 Tower Ranch Blvd. had expressed an interest in being involved with TRCA and that both he and Glen had talked with the individual and felt he would be an asset as a transition committee member. Don to followup.

**Approval of Minutes for BOD-10, 15 August, 2017**

The Chairman noted he had amended a couple of points to the draft Minutes for BOD-10 held 15 August 2017 and if there were no further errors or omissions recommended

adoption. Danny Funk Moved adoption of the Minutes for BOD-10, Seconded by Don Spruston. Members unanimously voted in favour.

### **Financial Policies**

Don referred to 3 draft financial policies that had been circulated with the first BOD Minutes. As Christy Lovig had recommended the Board move forward with policy development it was suggested that a discussion take place now on the 3 draft policies so that they can be revised, considered by the Board and adopted as Board Policy. The 3 drafts had to do with setting the start date for the payment of the rent charge, rent charge to start first of month rather than pro-rated and the effective date for application of the interest on unpaid rent charges. Following discussion/debate on the 3 financial policy drafts it was agreed that Don would re-draft each and present for consideration at the next meeting.

### **Draft Strata Budget(s)**

Donna Welda reviewed the draft strata budget that had been developed by the TRCA's strata team noting that items that were considered as golf course operations had been deleted. During discussion a few amendments were suggested and following those changes being made it was agreed that the strata budget be presented to Carrington. It was agreed that only those notations applicable to the adjusted budget items be retained on the budget to be sent to Carrington.

One of the strata budget items is insurance and the members agreed that it is important for the TRCA to get a copy of the insurance policy to ensure that the insurance policy is issued to "The Owners of Strata Lot KAS53569" – i.e. not that Strata Lot 2 is included in the Carrington policy.

### **Update by Team Leaders**

The Chairman invited team leaders to provide brief updates.

Glen Wood – lead for landscaping. ICBC has now provided the TRCA with a cheque for the damaged irrigation controller and the controller has been ordered. The actual repair could take some time as it may take a month for the controller to be delivered and several trades are involved in getting it operational. The meeting scheduled for August 17th for the handover of the newly landscaped boulevard on the north side of Tower Ranch Boulevard did not take place because no one showed up on time but it will happen in future.

Donna Welda – lead for financial. Progress is being made on getting rent charge payments up to date. Statements for those in arrears will be sent out in next week. 24 owners have paid up to year end. Parkbridge has transferred the last of the TRCA funds from the account they were operating. The first PAD by TRCA will be done on Monday morning so owners wanting to be on PAD must have their form in by Sunday latest. With respect to the Solstice owners reverting to TRCA PAD's Craig advised that

a recent telephone call from Mark Bourree did not go well with respect to TRCA – there is no way the PAD's for Solstice will revert to TRCA; there will be no write off of the TRCA's outstanding debt to Parkbridge and Parkbridge will continue to offset the rent charges to the TRCA's debt amount.

Don Spruston – communication. A second TRCA Newsletter will be drafted in next couple of days and Glen was requested to prepare a report on the landscaping/irrigation. Jon Durkin will be asked to do the same for the TRCA amenity rooms. An appeal to homeowners to use the PAD will also be included. A draft will be circulated for input from members.

### **Other Business**

Donna Welda suggested it is appropriate to have a review engagement of the TRCA's 2017 Financial Statements by a CPA and queried if anyone knew of a professional who might be interested...perhaps 3 quotes could be sought. Members would advise Donna if they knew anyone who could be contacted.

Don Spruston referenced the AGM planning checklist noting that a Nominating Committee was agreed to be preferable. The task would be to prepare a list of owners prepared to stand for election. Rick Watt offered to Chair the Nominating Committee and will recruit two others to fill the Committee roster.

### **Adjournment and Next Meeting**

The next TRCA BOD meeting (#12) will be held Tuesday, August 29, 2017 at 7:00 P.M. The meeting adjourned at 9:17 P.M.