

**Minutes of Meeting**  
**Of The Board of Directors Of**  
**The Tower Ranch Community Association (TRCA)**  
**BOD-13**

**Date:** Tuesday, September 12, 2017  
**Place:** Members Lounge, Tower Ranch Clubhouse  
**In Attendance:** Directors: Don Spruston, Craig Fowler, Jennifer Bridarolli  
Transition Committee: Danny Funk, Alex Pavlovic, Don Folstad,  
Glen Wood, Jon Durkin, Lorne Gerber (new member).

**Welcome and Introductions**

Don Spruston, Chairman, opened the meeting at 7:00 PM and introduced Lorne Gerber who has a background in the insurance industry and who was invited to speak to the matter of insurance at this meeting. As Lorne had also expressed an interest in serving the TRCA in some capacity Don had invited him to join the Transition Committee. Don described that there will be a transition from our current less formal arrangement of a BOD and Transition Committee to a more structured committee system prior to the upcoming AGM.

**Approval of Minutes for BOD-12, Tuesday 29 August, 2017**

The Chairman asked for any errors/omissions in the draft Minutes for BOD-12 and if there were none recommended approval of the Minutes. Jon Durkin Moved that the BOD-12 Minutes be approved, seconded by Craig Fowler. Members unanimously voted in favour.

**Parkbridge Letter**

A draft letter to Parkbridge on topic of the invoice challenge and agreement had been circulated for review by the BOD. Adding "without prejudice" was discussed. The Directors signed the letter.

**Newsletter**

A draft of the TRCA's second Newsletter had been circulated for review by the Members. Minor editorial changes had been suggested and were made. General agreement by Members that the Newsletter be released.

**Financial Policies for Approval**

Draft financial policies had been circulated at BOD-12 and discussed at some length. The Chairman revised two financial policies as agreed by the BOD and returned both to this meeting for a final review. Financial Policy #1 establishes the effective date for commencement of the TRCA Rent Charge as 1 January, 2016. Financial Policy #2 formalizes the commencement of the interest charge to be applied to overdue member contribution payments. Jennifer Bridarolli moved that Financial Policies #1 and #2 be approved, seconded by Craig Fowler. Members unanimously voted in favour.

The Chairman will post the financial policies on the website and there is a reference to the interest charge on overdue accounts in the Newsletter.

### **Communications Policy**

A draft Communications Policy establishing electronic mail (e-mail) as the method under which the TRCA Board will communicate with homeowners was circulated for discussion. The Chairman referenced the 2 May 2017 Special General Meeting at which there was unanimous agreement that e-mail is the preferred method of communication. Danny Funk moved that TRCA Communications Policy #1 be approved, seconded by Jon Durkin. Members unanimously voted in favour.

Communications Policy #1 will be posted on the website.

### **Committee Chair Updates**

Donna Welda – lead for finance and Transition Committee member was not present but in an e-mail dated 12 September 2017 resigned from the Transition Committee. The Chairman offered sincere appreciation for the vast amount of work done by Donna on behalf of the TRCA.

After some discussion about the next move to find a replacement to take on the financial aspects of the TRCA it was agreed that Don, Alex and Jennifer will meet with Donna to decide on next steps.

Glen Wood – lead for landscaping. Glen advised work is slowly going forward on the damaged irrigation controller; the actual controller is here; the concrete encasement may be a later item. Because of the damage to the controller the spring startup didn't occur and Glen requested approval to rent a generator in order to flush and satisfy the backflow test requirement...all agreed. Glen noted that the irrigation budget for the new season had been completed, that the landscaping budget would be forthcoming from TygerBoyz and that a quote had been requested from Soil to Sod for the removal of the boulevard garden beds. Three breaks have occurred in the irrigation lines.

Jon Durkin – lead for clubhouse amenities. Jon noted there was one booking for Sept. for the Member's Lounge. There are also a limited number of dates available for parties prior to Christmas. A complaint about the current state of the gym/fitness centre had been investigated viz a viz cleanliness and the complaint was addressed.

Don Spruston – updated the activity of the strata committee noting that a proposed budget had been prepared and forwarded to Carrington.

Don Spruston – lead for communications. Don advised that the Newsletter will be sent out this week. The TRCA website is up to date with an alert about the AGM and Board Policies will be added.

Craig Fowler – lead for Legal and Membership. Craig will follow up with Christy Lovig on the conflict of interest matter she raised as time is now getting critical.

### **Insurance**

Lorne Gerber recommended we contact our insurance broker to let him know the details of our specific operation – i.e. the gym and renting out the member's lounge. Don Folstad shared his experience by noting that it is important to note to the insurer that the gym has bar bells. Jon Durkin agreed to do this.

### **Adjournment and Next Meeting**

The next TRCA BOD meeting (#14) will be held 26 September 2017 at 7:00 P.M. The meeting adjourned at 8:37 P.M.