

Minutes of Meeting
Of The Board of Directors Of
The Tower Ranch Community Association
BOD-14

Date: Tuesday, September 26, 2017
Place: Members Lounge, Tower Ranch Clubhouse
In Attendance: Directors: Don Spruston, Craig Fowler, Jennifer Bridarolli
Transition Committee: Glen Wood, Jon Durkin, Alex Pavlovic, Rick Watt, Jim Roe, Lorne Gerber

Welcome and Introductions

Don Spruston, Chairman, opened the meeting at 7:00 PM. Don suggested an addition to the agenda as item #5 planning for the AGM which is scheduled for Dec. 5/17. Discussion would be about agenda and potential amendment(s) to the TRCA Bylaws. All present concurred to add #5.

Approval of Minutes for BOD-13, 12 September 2017

Minutes were circulated prior to meeting and there were no errors/omissions noted so the Chairman recommended approval of the Minutes. Craig Fowler Moved that the BOC-13 Minutes be approved, seconded by Jon Durkin. Members unanimously voted in favour.

Storage of TRCA Files

Don noted that the TRCA was accumulating records that require storage – i.e., the binders provided by Parkbridge, various communications and financial papers. These records may not be needed on a regular basis but do need to be retained. It was suggested that a four drawer locking file cabinet be purchased and a deadbolt lock to replace the door handle on the coat closet/small storage space on the west wall of the Members Lounge. Glen Wood Moved that up to \$500 be approved to purchase a locking filing cabinet and dead bolt, Seconded by Jennifer Bridarolli and Carried Unanimously. Jon Durkin, as team leader for clubhouse operations will task this matter.

Committee Updates

Don Spruston – as Donna Welda has resigned Don reported that the ad hoc committee comprised of Donna, Jennifer, Alex and Don had met last week and agreed that it was appropriate for the TRCA to have a contracted bookkeeping/accounting firm. The ongoing requirements of the TRCA was expected to be about 4 hours per month with an

initial set up and familiarization period at the start. A Financial Responsibility Schedule was prepared as a guide in searching for a firm. Both Donna and Jennifer had names of firms that were thought to be worth investigating and Donna agreed to do the initial reviews/contacts and advise the committee. Don suggested that once the firm has been shortlisted an "electronic BOD approval" be done. The goal being to have a firm selected by month end or very shortly thereafter. Those present agreed to the suggestion of the electronic approval with membership approval to occur at the upcoming AGM.

Glen Wood – lead for landscaping. Glen advised that Dilworth has taken care of the boulevard repairs at 1837 Tower Ranch Blvd. Glen also forewarned more bills would be expected for irrigation repair as there have been lots of damaged heads. No timing yet on repair of the controller. Soil to Sod has provided a quote for removal of the beds in the boulevard and a quote is expected by Friday this week for the irrigation/landscaping.

Jon Durkin – lead for strata and clubhouse operations. Jon advised that the Golf Club Manager, Neil, is contracting the cleaning of the fitness centre and members lounge currently but that TRCA may wish to change this arrangement. In the interim Jon will be meeting with the author of a letter of complaint about the cleanliness/general upkeep of the fitness centre to review the concerns about TV's not working, window blinds broken and maintenance of the equipment. In the members lounge a written and photographic catalogue of the assets has been done. Jon felt that for better control of the members lounge a FOB system should be set up same as the fitness centre to provide some control over use/damage. Jon suggested that TRCA should be looking to carpet cleaners for both the fitness centre and members lounge as the carpets in these areas are definitely looking shabby. Jon is sourcing if there are paint cans left over from the initial construction so some of the chipped areas in the fitness and members lounge could be touched up. The speed signs which had not yet been addressed should be installed soon as result of a follow up call by Jon to the City.

Don Spruston – lead for communications. Don noted the website is up to date except for the latest Newsletter which he will post ASAP.

Craig Fowler – lead for legal and membership. Craig reported a resolution of the conflict of interest by the TRCA lawyer. Only if the TRCA and Emil Anderson Construction Ltd. were in litigation would there be a conflict. There is not yet a resolve as to whether or not there was a TRCA AGM in 2016. Craig suggested TRCA draft a collection letter and have Christy Lovig review it. A letter dated Sept. 26/17 from Doak Shirreff had been e-mailed to the three Directors late in the day which was in response to the questions/issues put forward at a meeting Aug. 1st and subsequent e-mails Aug. 8, 17 and 24/17. Don will forward a copy to the transition committee as well and discussions could be held at the next BOD meeting on any of the opinions in that letter.

AGM Agenda

Don noted that some of the bylaws are no longer relevant and to comply with the Not for Profit Act the TRCA has 2 years to review the bylaws. At the upcoming AGM it was suggested that an amendment to Section 9, Membership Conditions was all that was needed to deal with the issue of Solstice voting rights. Considerable discussion followed this topic. Don proposed the following schedule for the AGM Agenda – introduction, announce number of voting members present, determination of quorum, approval of agenda, report by Directors, team leaders reports, financial report, motion to appoint public accountant, bylaw changes, budget approval, election of Directors.

On the matter of proposed bylaw changes Don noted that the entire Section 9 would have to be re-written. Depending on the outcome of the Oct. 2/17 meeting with Parkbridge Don suggested it might be helpful to have a committee sit together for a review of Section 9.

Nominating Committee – Rick Watt had prepared a poster for broadcast to the TRCA about the nomination of new Directors and sourcing interest in membership on new committees. Discussion took place on the nomination process and circulating the nomination information...Alex offered to help Rick.

Adjournment and Next Meeting

Craig Fowler Moved the meeting adjourn, Seconded by Rick Watt and unanimously approved. Meeting adjourned at 9:08 PM. Next BOD - #15 – to be held 3 October 2017 at 7:00 PM in the Members Lounge.