

**Minutes of Meeting**  
**Of The Board of Directors Of**  
**The Tower Ranch Community Association**  
**BOD-15**

**Date:** Tuesday, October 3, 2017  
**Place:** Members Lounge, Tower Ranch Clubhouse  
**In Attendance:** Directors: Don Spruston, Craig Fowler, Jennifer Bridarolli  
Transition Committee: Glen Wood, Jon Durkin, Rick Watt,  
Jim Roe, Alex Pavlovic

**Welcome and Introductions**

Don Spruston, Chairman, opened the meeting at 7:00 P.M. Don introduced Maureen Watt as a guest at this meeting. Maureen is assisting husband Rick Watt with the Nomination Committee function; item 4 on this meeting agenda.

Don reported on the meeting held with Parkbridge Lifestyle Community management officials that was held Monday, Oct. 2/17. The meeting was requested by TRCA to determine specifically the reason for Parkbridge wanting to retain voting rights and what their concern was with respect to adverse effects to their investment in giving each Solstice home owner a vote. The response was given that Parkbridge want to maintain the current situation because of their significant financial investment in the Tower Ranch Lands and to protect the interests of the future Solstice homeowners...some 400+/- in their future development phases. TRCA requested Parkbridge put their rationale in writing and they said they would.

Following the voting rights discussion Mark Bouree and Larry Bray stayed and provided Parkbridge's verbal response to the invoices challenged by TRCA. Again Parkbridge will provide their written response but in essence the \$33,000+/- of disputed invoices were reduced to \$14,100.13.

**Approval of Minutes for BOD-14, 26, September 2017**

Minutes had been circulated prior to the meeting and no errors/omissions were received so Chairman recommended approval of the Minutes. Jennifer Bridarolli Moved that the BOD-14 Minutes be approved, Seconded by Craig Fowler. Members unanimously voted in favour.

## **Proposal To Amend The TRCA Bylaws**

Don explained that rather than amend “definitions” it had been agreed to propose an amendment to “membership conditions”. Both Don and Craig had input on the draft that was circulated to Members at this meeting. After some discussion Don requested that any comments/suggestions for change be provided to him in the next day as the proposed bylaw amendment will be forwarded to the TRCA solicitor for vetting.

## **Nominating Committee Proposed Brochure**

Rick Watt explained that for continuity it may be a good idea to have Directors serve two year terms. Maureen noted that at any time elected Directors can resign so the two year terms may not be regarded as an onerous commitment. However, for this current AGM terms would remain at one year as a Bylaw Amendment is necessary to amend the terms. A nominating brochure had been circulated by Rick and was again briefly discussed with all Members present giving the “OK” to proceed.

## **TRCA Email List**

Don noted that the email list has been updated and will be used to mail out the Nominating Brochure. Alex Pavlovic will assist Rick to set up the mail out.

## **Proxy For Annual General Meeting**

Don circulated a sample proxy to be used for the Dec. 5/17 AGM noting that the meeting date for which the Proxy is effective has to be identified as required by the TRCA bylaws. The Proxy will be posted on the website.

## **Committee Updates**

Finance – Don Spruston advised the Finance Committee is still working on finding an accountant/bookkeeper. Two firms are in running but prices quoted by both are a bit higher than anticipated. After the initial inauguration of our accounts it is estimated that 4 hours per month would be sufficient to handle the debit program, prepare and send our invoices and receive and pay invoices after BOD approval and preparation of monthly financial statements. A year-end review would be another task that may or may not be done by the same firm and this cost could be in the \$4-\$6,000 range.

Don has drafted a “collection” letter to be sent to those 8 or 9 owners in arrears and has asked the Finance Committee for comments before sending it on to the greater BOD and then to the TRCA solicitor for a legal vetting.

Glen Wood – lead for landscaping. Glen advised that Oct. 25 is the install date for the damaged controller. Emil Anderson is pressuring Parkbridge to finish the boulevards. Noting the discussion at the last BOD meeting about the possibility of moving the irrigation heads in the boulevards that are repeatedly damaged by vehicles being driven on/over the boulevards Glen advised that it would be cost prohibitive. Glen suggested

that the contractor that installed a pool next to Farrant's be given a letter that the boulevard ruined by the operation of a bobcat must be repaired.

Jon Durkin – lead for strata and clubhouse e. Jon advised purchasing a lockable filing cabinet is in the works as is the installation of a deadbolt lock. Neil Schmidt will be approached about instituting a FOB system for use of the Members Lounge. October 31<sup>st</sup> is changeover date for the golf course operation and Jon will prepare some signage with respect to hours, FOB access, alarm system and general facility usage. Quotes will be requested for carpet cleaning in the members lounge and gym and an OK to proceed will be needed. A meeting was held with the owners who complained about the cleanliness of the gym and it was determined that cleaning is definitely lacking as is maintenance of the equipment and repair of the blind(s). At this time cleaning in both the members lounge and gym is being contracted and paid for by Carrington. Jon would like to get a quote to subcontract with the current cleaners for the TRCA facilities to initially establish a base line of cleanliness and then weekly routine cleaning to that base line. Jon also noted that he was looking into signage for the operation of the equipment in the TRCA's facilities. Members agreed Jon proceed to get costs on these items and advise.

Don Spruston – lead on communications. No new items to report.

Craig Fowler – lead on legal and membership. Items noted at this meeting bring BOD up to date on legal matters.

### **Adjournment and Next Meeting**

Jon Durkin Moved that the meeting adjourn, Seconded by Rick Watt and unanimously approved. The meeting adjourned at 8:52 P.M. Next BOD - #16 – to be held 17 October, 2017 at 7:00 P.M. in Members Lounge.