

Minutes of Meeting
Of The Board of Directors Of
The Tower Ranch Community Association (TRCA)
BOD-16

Date: Tuesday, October 17, 2017
Place: Members Lounge, Tower Ranch Clubhouse
In Attendance: Directors: Craig Fowler, Jennifer Bridarolli
Transition Committee: Jon Durkin, Danny Funk, Rick Watt.
Maureen Watt also in attendance.

Welcome and Introductions

Craig Fowler, Chairman, called the meeting to order at 7:00 P.M. A quorum was confirmed.

Approval of Minutes for BOD-15, 3 October, 2017

Minutes had been circulated prior to the meeting and no errors/omissions were received so the Chairman recommended approval of the Minutes. Jennifer Bridarolli Moved that the BOD-15 Minutes be approved, Seconded by Jon Durkin. Members unanimously voted in favour.

Updates

The Chairman reported that no response had been received to date from Carrington on the matter of the proposed 2018 strata budget or the formation of the strata council. Further, no response had been received from Parkbridge regarding the Oct. 2nd, 2017 review of the disputed invoices.

Finance – Appointment of Accounting Firm

A Finance Committee comprising Donna Welda, Don Spruston, Jennifer Bridarolli and Alex Pavlovic was to search for an accounting firm for the TRCA. Three firms were short-listed and following either telephone or personal interviews the Finance Committee recommended the appointment of Chris Kerr, CPA, CGA as the TRCA's accountant. Chris Kerr is owner/operator of Kerr & Company with offices at 205-145 Asher Road in the Rutland area. Kerr's rates were the most reasonable and he could start immediately. Another firm would be used to provide the year-end review. Don Spruston had sent out an e-mail October 6th, 2017 {copy attached to Minutes} to all members of the BOD (Directors and Transition Committee) advising that the Finance Committee recommended Kerr & Company and seeking agreement of the

recommendation by Saturday evening, Oct. 7th, 2017 in order to expedite the transfer of the financial records prior to the departure of Donna Welda and in order that Donna could spend some time reviewing the current bookkeeping records. There were no negative responses to the recommendation.

Jennifer Bridarolli Moved that the Board of Directors endorse the recommendation of the Finance Committee and the electronic support of the Transition Committee members to contract bookkeeping services with Kerr & Company, CPA, Seconded by Craig Fowler. Members unanimously voted in favour.

Committee Updates

Craig Fowler reported in Glen Wood's absence noting that a fall cleanup by the landscape contractor would be done as will the irrigation blowout. The controller remains scheduled to be installed Oct. 25th subject to road closure approval.

Craig also reported on Legal and Membership noting that Christy Lovig will be out of the office for some time but Maris Holmes will be available to address TRCA needs. Maris is providing a draft letter for our review that would go out to those 7 or 8 homeowners who have never paid their rent charge. Also she will undertake a review of the TRCA's bylaws to see if there are any contraventions with the proposed bylaw change to definitions. Craig queried Jon if he had determined if any of the 7-8 owners in arrears had facility FOB's...Jon is still pursuing the names of those in arrears...Jennifer committed to provide them.

Jon Durkin lead for strata and clubhouse facilities to confirm booking for the restaurant for the Dec. 5th/17 AGM and to access/provide the rented additional seating required. The members lounge and gym have now been cleaned for the TRCA; the carpets will be cleaned after the FOB access has been reinstited for the lounge and a monitoring mechanism sourced in order to track users should damage occur or the facility left untidy. User guidelines will be prepared and posted for the TV/Computer as well as seasonal access to the clubhouse. It was suggested Jon try Habitat to source a filing cabinet. Jon and Craig are working on sourcing paint to touch up a number of spots in the lounge.

Rick Watt advised that the nomination notices had been sent out and that the system used allows for tracking who had opened the email. Unfortunately there were no responses to the call for nominations for the TRCA Board. Efforts will be made to approach TRCA members for nominations.

AGM

Craig suggested that the Board meet weekly from now to the AGM as timing is getting critical for "notice" period and there is considerable planning yet to be done – i.e. proxy mail out, registration at the event, etc. Members present agreed.

Adjournment and Next Meeting

Jennifer Bridarolli Moved that the meeting adjourn, Seconded by Rick Watt and unanimously approved. Next meeting BOD-17 to be held October 24th, 2017 at 7:00 P.M. in the Members Lounge.