

**Minutes of Meeting**  
**Of The Board of Directors Of**  
**The Tower Ranch Community Association (TRCA)**  
**BOD-17**

**Date:** Tuesday, October 24, 2017  
**Place:** Members Lounge, Tower Ranch Clubhouse  
**In Attendance:** Directors: Craig Fowler, Jennifer Bridarolli  
Transition Committee: Glen Woods, Jon Durkin, Rick Watt, Don  
Folstad, Alex Pavlovic, Lorne Gerber

**Welcome and Introductions**

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

**Approval of Minutes for BOD-16, 17 October, 2017**

Minutes had been circulated prior to meeting and no errors/omissions were noted so the Chairman recommended approval of the Minutes. Craig Fowler Moved that the BOD-16 Minutes be approved. Seconded by Rick Watt. Members unanimously voted in favour.

**Chairperson Updates**

Glen Woods lead for irrigation/landscaping noted the controller installation remains scheduled for Thursday. Irrigation line blowout will then be done. Tiger Boyz landscaping haven't finished the fall cleanup. Parkbridge appear to have finished the boulevard they were responsible for. John Durkin advised that he had turned off the upper irrigation.

Jon Durkin lead for facilities reported the interior door to the Members Lounge has been fixed – no longer sticks. On Thursday, access to Members Lounge via FOB will be checked out and the double doors in the Members Lounge and gym will be priced for self-locking. Final touches being done to signage advising of winter season usage in gym and lounge Nov. 1 to March 1, FOB usage, 90 minute alarm timer for gym and leaving facilities in clean and tidy way after usage. The room has been reserved for the AGM on Dec. 5<sup>th</sup> and chair rentals have also been booked. Weather stripping will be added to the double doors in the lounge and gym.

Rick Watt, Chair of Nominations Committee advised he had reached out to persons whose names had been put forward for contact about running for the Board of Directors with one possible and one definite no. Rick will continue to source candidates.

Craig Fowler advised that a bear alert letter will be e-mailed ASAP requesting residents to not put out trash until the morning of pickup in an effort to reduce food sources for bear.

Craig also requested that Chris Kerr be contacted to determine which members pay monthly – not via ADM – so that they can be advised that they must be paid up to year end in order to vote as a member in good standing at the AGM.

Craig also wanted to check what is the term of payment placed on the TRCA invoices. Jennifer advised she would check but noted that statements are sent to Members and the only invoices would be Parkbridge and Dillworth. Jennifer also noted that Chris Kerr has the list of 7 Tower Ranch owners who are in arrears and that 1 owner may have sold without the TRCA being advised. Alex will do an on line Land Title check and advise...any costs incurred to Alex will be reimbursed on presentation of receipt.

### **Discussion**

- Draft letter to owners in arrears – lengthy discussion took place on the wording of the draft letter prepared by the TRCA's lawyer. Several suggestions for re-wording were put forward. Craig would do a re-draft and circulate for further comment.
- Proxy and Cover letter – some corrections/changes were suggested for the cover letter to the proxy being sent out. Craig will take care of the changes and Alex will handle the distribution of the proxy and cover letter.

### **Annual General Meeting**

A general discussion was held about the planning/timing of events leading to the AGM set for Dec. 5. Craig advised that advance notice to the TRCA members for the AGM should occur Nov. 20 to comply with the bylaws and other legislation. Craig suggested that the BOD's readiness should be targeted for Nov. 14<sup>th</sup> with the first budget reviews scheduled for Nov. 7<sup>th</sup>. The AGM agenda is standard – declare meeting open, appoint Chair, confirm quorum, Director's Report, Committee Reports, Financial Report comprising year-end reporting and proposed 2018 budget(s), Bylaw Changes, Nominations (Nomination Committee runs election), Adjourn.

### **Adjournment and Next Meeting**

Jennifer Bridarolli Moved that the meeting adjourn, Seconded by Jon Durkin and unanimously approved. Next meeting BOD-18 to be held Tuesday, Nov. 1, 2017 at 7:00 P.M. in the Members Lounge. Adjournment at 8:35 P.M.