

Minutes Of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD-21

Date: Tuesday, November 21st, 2017
Place: Member's Lounge, Tower Ranch Clubhouse
In Attendance: Directors: Don Spruston, Craig Fowler, Jennifer Bridarolli
Transition Committee: Jim Roe, Glen Wood, Jon Durkin,
Maureen Watt, Lorne Gerber, Don Folstad, Alex Pavlovic

Welcome and Introductions

Don Spruston, Chairman called the meeting to order at 7:00 P.M.

Approval of Minutes

Minutes of BOD-20 had been circulated. Jennifer Bridarolli Moved that BOD-20 Minutes be approved. Seconded by Craig Fowler. Members voted unanimously in favour.

Agreement on Finances Proposed by Parkbridge

As recorded in Minutes of BOD-20, TRCA proposed to Parkbridge (PLC) a negotiated settlement to the amount of indebtedness TRCA had to PLC and a repayment schedule. PLC was to review and if satisfactory prepare a formal settlement agreement for TRCA to consider. The formal agreement was received and reviewed – PLC owes TRCA \$20,025 in outstanding maintenance fees up to and including November 2017. TRCA owes PLC \$23,127.80. Agreement provides PLC pays TRCA \$12,025 [\$20,025 - \$8,000 in monthly deductions] and that TRCA repays its debt to PLC at \$1,000/month effective January 1, 2018.

Moved by Craig Fowler that the BOD accept the settlement agreement proposed by PLC that reduces TRCA's debt and provides a repayment plan as an offset; and further, that there is agreement to separate voting rights for Solstice from the financial agreement. Seconded by Glen Wood. Members voted unanimously in favour.

AGM Preparation

- Written Directors and Chairpersons reports – Don requested the Chairpersons finalize their reports and get them to him and he will review, insert to agenda.

- Financial Report and Budget – using Donna Welda’s financial summary and statements to Sept. 30/17 BOD will, with assistance of Chris Kerr [meeting on Thursday, Nov. 23/17], update to Oct. 30/17 for the AGM.
- Election of Directors – considerable discussion took place about the lack of people coming forward to stand for election. Further effort will be made to encourage interest.
- Voting – Since only members in good standing can vote it was suggested that Chris Kerr prepare a list of owners in arrears to assist with voter registration. Maureen Watt offered to secure voting cards.

Chairperson Updates

Glen Wood – lead for landscaping/irrigation reported the controllers have now been locked off. The cost to repair the vehicular damage to the lower controller has exceeded what the ICBC payment was by ~\$2200 mainly due to electrician costs.

Glen had purchased lock and key for controller and requested BOD approval to pay him \$71.75 reimbursement. Moved by Glen Wood that TRCA reimburse Glen Wood \$71.75 for locks. Seconded by Jon Durkin. Members voted unanimously in favour.

Craig Fowler – lead for membership and legal reported that letters to delinquent owners [15] had been sent out by registered mail; currently 4 have had a “received” acknowledged.

Craig submitted receipts for postage, envelopes, paper and printer ink totalling \$302.12.

Moved by Glen Wood that TRCA reimburse Craig Fowler \$302.12. Seconded by Jon Durkin. Members voted unanimously in favour.

Jon Durkin – lead for facilities advised that he had received a quote of \$300 to clean the HVAC ducts and it was agreed after discussing that this was not to be done now but that a preventative maintenance program be setup for the systems. Carrington will continue to do snow clearing/removal at entrances to TRCA facilities. Jon had discussed the timing for the FOB entry system with Neil Schmidt and Neil was not in favour of changing from a 2 hour alarm limit to a 3 hour but was agreeable to looking at a FOB/in and FOB/out system. A totally new, updated system should also be investigated as it appears the current one is out of date with new technology.

Moved by Craig Fowler that TRCA contract Price’s Alarms to change the current FOB system from 90 minutes to 2 hours alarm time at an estimated cost of \$160.00; and further that a new system be investigated for TRCA facilities [gym and lounge]. Seconded by Glen Wood, Members voted unanimously in favour.

Jon had placed a \$80.00 deposit with Avalon Event Rentals for chairs for the Dec. 5/17 AGM as well as paid \$92.94 for painting supplies for the member’s lounge and submitted receipts for reimbursement. Moved by Jon Durkin that TRCA pay \$172.94 to

reimburse chair rental deposit and paint supplies. Seconded by Don Spruston. Members voted unanimously in favour.

Other/New Business

A discussion on the current TRCA insurances took place. Don Folstad, Lorne Gerber and Maureen Watt to meet ASAP to review the officers and directors insurance and general insurance with a view to ensuring TRCA is correctly and adequately covered, identifying voids, proposing how to fix any voids with costs if applicable and report back to the next BOD meeting.

Next Meeting

BOD-22 will be held at 7:00 P.M.in the Member's Lounge of November 28, 2017.

Adjournment

Moved by Lorne Gerber that the meeting adjourn. Seconded by Craig Fowler. Members voted unanimously in favour. (8:50 P.M.)