

**Minutes of Meeting**  
**Of The Board of Directors Of**  
**The Tower Ranch Community Association (TRCA)**  
**BOD-18**

**Date:** Thursday, November 2, 2017  
**Place:** Members Lounge, Tower Ranch Clubhouse  
**In Attendance:** Directors: Craig Fowler  
Transition Committee: Glen Woods, Jon Durkin, Rick Watt, Don Folstad, Alex Pavlovic

**Welcome and Introductions**

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

**Items for Discussion:**

1. Draft letter to residents in arrears.
  - a. A lengthy discussion was held with regard to this letter, with various points of view either being expressed in person or by email reply. In time, agreement was reached and Craig Fowler was tasked with writing the letter as agreed as well as contacting the Accountant to get a list of residents in arrears.
  
2. Lawyer response re: Bylaw change
  - a. The lawyer is doing the necessary research to determine status of resident vs. owner. A caution re: reduced revenues was noted, and Craig will reply that the TRCA is prepared to accept reduced developer revenues in favour of "resident voting privileges".
  
3. Letter re: Golf course closure
  - a. Information will be circulated to residents re: toxicity of green preparation spraying and reminder that the golf course is private property.

## **Chairperson Updates**

### **1. Landscaping**

Glen Wood advised the new controller is installed to replace the one that was damaged in a traffic accident. Costs will exceed the ICBC funding by \$1200-1500. The new controller is not yet functioning due to additional work required on the electrical system, but will be fully operational in the Spring.

A suggestion was made that all the median controllers have “conspicuity tape” (red/white reflective strips) installed on them to make them more visible to plows, etc..

All landscaping and irrigation work preparatory to Fall is now complete.

### **2. Facility**

Motion by Jon Durkin to spend \$764.39 to install safety locks on the meeting room and gym glass exit doors. As well, to contract with the locksmith to install the required lock on the meeting room main door to allow the FOB's to properly function. Seconded by Glen Wood. Passed.

Once the room is only accessible by FOB, the carpets will be cleaned.

Jon will receive a monthly log from Tower Ranch Golf Club that will catalogue all entries via FOB's made that month. An “on demand” list is also available if any damages or untidiness is noted in order to track the individuals responsible.

Jon highlighted the proposed requirements for rental/use of the meeting room during the winter months. Once fully clarified (especially liquor laws and resident use) this will be sent to all residents.

Repairs to walls, installation of filing cabinet, closet lockset and installation of weatherstripping on exterior doors in the Meeting Room to be completed by Jon and Craig.

### **3. Nominations**

Rick Watt reported that Director nominations have not met expectations. He suggested that a BOD of 3 with Committee Chairs is a more realistic and probable outcome.

One potential Director candidate wants to review the Directors Insurance Policy prior to making a commitment to allow his name to stand. Don Spruston has the only copy of this document.

#### **4. Communication**

Alex Pavlovic advised that two items in Communication require attention:

1. All attachments must be submitted to Alex in the form of a PDF as those residents using Apple products are unable to open Word documents.
2. There are apparently responses going back to the Mail Chimp from residents that may require a reply. Alex will attempt to determine the appropriate person to route these to. If unknown, the correspondence will be referred to Craig

#### **5. Finance**

The question was raised with regard to whom the Statements are being sent in order that the BOD is apprised of the current cash and indebtedness position. Craig will contact the Accountant and establish a protocol for this important matter.

#### **6. AGM**

A proposed AGM agenda will be presented at the next BOD meeting.

Alex will monitor the "open count" on the Proxy mailout. If the BOD is concerned about low attendance, we will revert to the door-to-door delivery as was done for the September Special General Meeting.

Committee Chairs are reminded their written reports will be part of the official Meeting Minutes that will be filed with the Societies Branch, and should be submitted in advance of the AGM.

There being no other business to come before this meeting, the meeting was adjourned at 8:38 pm.

**Next Meeting: November 7, 2017 at 7:00 pm in the meeting room at the Tower Ranch Golf Club**