

**Minutes of Meeting  
of the Board of Directors Of  
The Tower Ranch Community Association (TRCA)**

**BOD-22**

**Date:** Tuesday, November 28, 2017

**Place:** Members Lounge, Tower Ranch Clubhouse

**In Attendance:** Directors: Craig Fowler, Don Spruston  
Transition Committee: Glen Woods, Jon Durkin, Rick Watt,  
Maureen Watt, Alex Pavlovic, Jim Roe

**Welcome and Introductions**

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

**Minutes of BOD 21**

No errors or omissions noted  
Moved by Rick Watt, Seconded by Glen Wood to pass as published  
Approved

**AGM Preparation**

**a) Written Directors Reports**

Circulated for comment  
Reply with changes by Thursday am  
Recirculated for final comment Thursday pm  
Final printing Saturday am

**b) Financial Reports and Budget**

Awaiting response from Kerr and Associated  
Will be circulated for comments  
Replies by Friday pm  
Printing Saturday am

**c) Election of Directors**

Full slate of 5 Directors to be presented for voting  
Incumbent Directors – 3  
New Directors – 2  
Report from Nominating Committee to be included in printed material –  
due Friday am

## **Chairperson Reports**

### **Landscaping**

Reflective tape placed on TRCA Irrigation Controllers located on median  
Motion by Craig Fowler to reimburse Glen Wood \$27.22 for purchase of tape. Seconded Don Spruston. Motion carried

### **Facility**

Carpet in meeting room cleaned  
Door locks on gym doors (2), meeting room (1) changed to auto-lock  
FOB entry activated on Meeting Room entry door  
Dishwasher repaired and functioning  
Track lighting installed  
Walls patched and painted  
Alarm system timer to be reset to 2 hours from present 90 minutes  
Quotes to be solicited for replacement of entire alarm system  
Alcohol in Meeting Room regulations awaiting response from Golf Course management – also require liability ruling re: insurance coverage

### **Communication**

Minutes of meetings to be posted on website  
Reminder notice re: AGM to be sent out through MailChimp

### **Membership and Legal**

Work continues on delinquent homeowner accounts  
Negotiations required with legal counsel with regard to billing costs  
re: Bylaw rewrite

### **Insurance Review**

Report filed by Don Folstad in his absence.  
Committee continues to review all documents pertaining to TRCA Liability Insurance, with emphasis on Meeting Room and Gymnasium, as well as determining adequate coverage of Directors and Officers Insurance.  
Also, determine if TRCA is a “named insured” on the Carrington policy.  
Reviews to be carried out with current broker.  
Complete report requested for the Dec 12<sup>th</sup> meeting.

### **Other Business**

To check to see if there is an AED on the premises  
If so, post a notice in the gym advising where it is located.

**Adjournment:** 8:35 pm

**Next BOD Meeting:** Dec 12, 2017, 7:00 pm., Members Lounge