

Minutes of Meeting
Of The Board of Directors Of
The Tower Ranch Community Association (TRCA)
BOD-23

Date: Tuesday, December 12, 2017
Place: Members Lounge, Tower Ranch Clubhouse
In Attendance: Directors: Don Spruston, Maureen Watt
Committee Members: Rick Watt, Jon Durkin and Don Folstad

Opening and Introductory Comments

Members agreed that Don Spruston would chair the meeting. Don advised that following the Annual General Meeting the TRCA is entering a period of 'steady state' and the transition period can be considered completed. The Association should now endeavour to work through officer positions and committee structure agreed earlier.

Members were advised of an enquiry by EAC regarding whether or not TRCA had a position on legal suites. Following some discussion it was agreed that further assessment would be required but not as a priority at this time.

Approval of Minutes for BOD-22, 28 November

The Chairman asked if there were any errors/omissions to the draft Minutes for BOD-22 and if there were none forthcoming recommended approval of the Minutes. Jon Durkin moved for approval, seconded by Rick Watt. All voted in favour.

Approval of Minutes for the AGM held on 5 December 2017

Maureen Watt advised that a number of changes had been made to the draft minutes subsequent to the last mail out. It was agreed that Maureen would send the latest draft on Wednesday morning December 13 to all members, with a request to provide errors and omissions by midnight Friday, 15 December. It was agreed that a non response signaled acceptance of the minutes. If there are no substantive changes, the minutes will be considered as approved. The final of the minutes will be submitted to the legal representative for filing as part of the Association's annual report.

Meeting Schedule for 2018

The chairman advised that some members were having difficulty with the Tuesday evenings meetings. It was agreed that Wednesday would be the meeting day until further notice. The next meeting will be scheduled for Wednesday, 3 January 2018. Meetings will be nominally set for every second Wednesday thereafter.

Board and Committee Positions

The chairman advised that since the TRCA is moving into 'steady state' operations in 2018 it is advisable to ensure Board and Member responsibilities are clear. Given that fewer board meetings will be held it is important that work continue by those who have accepted responsibilities for various issues and programs.

Some minor adjustments were recommended to the five committees. Notional chairpersons were named. Members are requested to volunteer for one or a number of the committees as appropriate. Membership on committees will be shown on the contact page of the website so that residents know who to contact regarding various programs and issues.

Landscaping Committee – Chair Glen Wood
Members TBD

Note: Responsibilities as per 2017.

Strata and Clubhouse Operations – Chair -Jon Durkin for clubhouse operations
Members TBD

Note: It was agreed that the strata and clubhouse operations committee should be retained as one committee as per 2017. Responsibility for the strata should remain with the TRCA President/Vice President until negotiations have finished with Carrington on the establishment of the strata council and budget.

Communications and Social Committee -Chair- Maureen Watt
Members – Alex Pavlovic, others TBD

Note: Members agreed that the communications committee should be expanded to include social responsibilities such as organizing community events and open house info sessions. The Committee would retain responsibility for the homeowner data sheet, e-mail addresses, community email dispatches, web site and newsletter.

Finance Committee - Chair- Jennifer Bridarolli
Members- Don Spruston, Craig Fowler, Maureen Watt

Note: The TRCA treasurer should chair of the Finance Committee. Signing authorities should stay the same for the immediate future with the intent of migrating to new authorities later in 2018.

Legal and Membership Committee - Chair - Craig Fowler
Members – Don Spruston, others TBD

Note: Responsible for TRCA legal documents and liaison with the legal representative.

Priority Actions for 2018

The chairman advised that besides the ongoing committee programs for 2018 there are a few 'one time only' issues that need resolution and hence should be addressed by special teams working outside the committee structure (eg, insurance and By-Law revision).

The list of TRCA priorities presented at the meeting was adjusted and names attached accordingly. Some names were placed against the issue even though they were not present, so all members are requested to review the list to ensure comfort level. Others are encouraged to volunteer for an issue or committee.

It was agreed that the list would be finalized at the meeting on January 3, 2018. See revised list attached.

Insurance

Don Folstad briefed the meeting on progress to date in the review of the TRCA insurance position. He advised that there is an issue with respect to the commercial liability insurance for coverage of the fitness centre and how the insurance company recognizes that members are using a FOB for access. He also advised that the new ruling regarding liquor consumption in the members lounge will have to be addressed. A copy of the Tower Ranch Golf Club insurance policy has been obtained and has been sent to Co-Operators for their assessment.

Adjournment and Next Meeting

The Chairman advised that the next meeting would be held on 3 January 2018. The meeting adjourned at 8:30 P.M.

TRCA Priorities for 2018

Note: The priorities listed below reflect issues that are targeted for resolution in 2018. Some of the priorities are 'one off' issues (not ongoing) and will require a team approach. Others can be assigned to standing Committees to resolve as part of the 2018 responsibilities. The concept is to reduce the number of Board meetings but ensure work continues through teams and committees. Team and Committee Chairs will organize meetings as required.

TRCA Positions/Committee Membership

Determine responsibilities and/or officer positions for BOD and committee members. See contact list on website. Committee or team to be assigned to each priority activity.

Action by: Board and Committee Members

Annual Report

Annual Report information to the lawyers for filing (director names and AGM Minutes - must be filed prior to Jan 5)

Action by: Don S

Societies Act

Develop Societies Act Transition Application (must complete all requirements by Oct)

Action by: Don S

By-Laws

Draft By-Law Amendment to bring it up to date and adjust to Society Act requirements. Followed by review and correction by lawyer and then present to the membership for a vote (3/4 req'd).

File by Nov

Action by: Don S Team: Craig F. others TBD

Critical dates: Principles by Jan; Draft by March; BOD second draft April; Lawyer review May; Membership vote September. File by November

Voting and Membership for Solstice Owners

Develop counter proposal to be sent to PLC. Review by BOD. Consult with Solstice owners.

Action by: Craig F. Team: Don S, others TBD

Response to Doak Sherrif

Information developed for Doak Sherrif on why their By-Law proposal could not be used.

Action by: Craig Team: Don S

Meeting Schedule

Consider change to Weds meetings, starting Jan 3, and every two weeks afterward for the time being. More work done through committees and special issue teams.

Action by: Complete

Strata

Consider once a month reminders to Carrington on the desire to establish a Strata Council.

Action by: TRCA President/Vice President

Note: Must ensure that a clear record exists of TRCA willingness to establish a Strata Council.

Financial Reports

Ensure statement/invoices are sent to delinquent accounts. Present TRCA Statements monthly to BOD meetings. Present list of delinquent accounts to Members either monthly or some other schedule. Send End-Year Financial Statement to Members

Action by: Treasurer, Finance Committee

Financial Accounts in Arrears

Communicate with EAC re "in arrears" status. Develop TRCA Policy for dealing with accounts in arrears.

Action by: TRCA President/Vice President

Establish Protocol for Ensuring Purchasers and Lawyers Know of the Rent Charge and Implications

Action by: Communications and Social Committee

Notification to New Owners

Develop protocols for ensuring information of property title change is recorded and information sent to new owner.

Action by: Communications and Social Committee

Keeping Email Addresses Current

Establish procedures to keep email lists up to date and harmonized. Need protocol for answering 'TRCAcommittee.ca' emails. Updates to be provided to bookkeeper. Develop options for Newsletter.

Action by: Communications and Social Committee

Lounge Booking Calendar

Establish online and posted booking calendar.

Action by: Strata and Clubhouse Ops Committee

Insurance Review

Complete review of impact of liquor use in the lounge. Complete review of adequacy of insurance for exercise room.

Action by: Insurance Team – Don F, Lorne G, Maureen W

Security

At some point need to establish protocol for handling security issues.

Action by: To be raised later in the year. All agree that the TRCA needs to be involved.

Social

At some point we should establish responsibilities for organizing PLC social events. Need to discuss holding informal information sessions for homeowners.

Action by: Communications and Social Committee

Entrance Water Feature

Investigate options for rejuvenation of water feature.

Action by: Landscaping Committee