**Minutes of Meeting**

**Of the Board of Directors of**

**The Tower Ranch Community Association (TRCA)**

**BOD-25**

**Date:** Wednesday, 17 January, 2018

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

**In Attendance:** Directors: Jennifer Bridarolli, Glen Wood, Maureen Watt

Transition Committee: Jon Durkin, Don Folstad, Alex Pavlovic

Guest: Gilles Chaput

**Welcome and Introductions**

The meeting was called to order at 7:00 PM with members selecting Jennifer Bridarolli to act as Chairperson.

**Minutes of BOD 24**

Minutes of BOD meeting 24 were circulated with no errors or omissions reported.

Moved by Glen Wood, Seconded by Jon Durkin to approve the Minutes of BOD 24.

Members voted unanimously in favour.

**Committee Updates/Reports**

Bylaw Committee – defer to next BOD meeting.

Strata & Clubhouse Operations Committee – Jon Durkin, Chair

* Security alarms had been triggered in two different instances involving persons exiting via front entrance. It was decided to put up a “standing sign” just inside the front entrance advising “Do no exit. Alarm will sound”. The sign was purchased for $30.00.
* Golf club manager had expressed a concern about persons walking dogs off leash on golf course property. Jon noted golf course is private property and suggested a communication be put out to all TRCA members.
* Golf club manager reported an incident where his assistant was spoken to in abusive language by a TRCA resident seeking to register for a FOB. It was suggested that appointments could be made…again a communication could be put out to all TRCA members.
* Broken blind in gym must be replaced. Jon reported he has received a quote of $430.00 + tax to replace with a blind matching the others.

Moved by Jon Durkin, Seconded by Glen Wood that the blind in the gym be replaced at a cost of +/- $430.00. Members voted unanimously in favour.

* Jon reported he had received a quote of $448.00 for preventative maintenance on the gym equipment and will pursue other quotes for comparison. One of the treadmills is in need of immediate attention.

Moved by Glen Wood, Seconded by Maureen Watt that the treadmill be repaired as soon as possible. Members voted unanimously in favour

Landscaping Committee – Glen Wood, Chair.

* Referring to discussions at meetings in 2017 regarding replacing the garden areas in the boulevard with sod and the estimated 3-year payback based on the quote from Soil to Sod Glen suggested the Board consider replacing the garden area at the corner of Split Rail Place and Tower Ranch Boulevard because of the safety issue (visibility). This could be done at the same time Soil to Sod is conducting landscaping in the new area of development by Dilworth to save some mobilization/demobilization costs. The estimate to replace this one garden area with sod is ~ $885.00. Moved by Glen Wood, Seconded by Jennifer Bridarolli that the garden at intersection of Split Rail and Tower Ranch Blvd. be replaced. Members voted unanimously in favour.
* There was a lengthy discussion on snow removal on the boulevard sidewalk. It was agreed that the recent communications with City of Kelowna by Don Folstad has clarified responsibility and no further action is necessary by TRCA at this time.

Communications and Social Committee – Maureen Watt, Chair

* Maureen reported that many TRCA residents had questions or wanted information and felt that an orientation package would be helpful but queried the Board Members on what the content should be. After a lengthy discussion it was agreed that the proposed orientation package should contain only information related to the TRCA and its responsibilities. Maureen will draft a package for Board assessment.

Legal and Membership – Craig Fowler, Chair. Defer to next meeting.

Finance Committee – Jennifer Bridarolli, Chair

* Review Engagement process has begun with Rella Schellenburg of Banka & Company doing the review.
* Both Chris Kerr and Doak Sherriff Lawyers have been advised of the review engagement by Rella.
* A date will be set for a Committee meeting to draft protocol for Chris Kerr once Don Spruston is back.

**Insurance Update**

Don Folstad reported that the costs for increasing liability insurance coverage for the serving/consumption of alcohol in the members lounge were $27 for $3 million and $48 for $5 million. Still a concern that the TRCA is not a named insured under the golf course insurance and Don will pursue this with the insurance underwriters directly. Don also indicated he would like to work with the underwriters on several other “tweaks” to both policies before bringing back specific recommendations for the Board’s consideration.

**TRCA Expense Claim Form**

The form is satisfactory. Maureen suggested it be “electronic” also.

**Other/New Item(s)**

1. Neighbourhood security – Discussion as to whether or not the TRCA should be involved in security matters. As this was not a mandate of TRCA it was agreed that no action be taken. The Communications Committee could, on an as needed basis, do a communication to residents on specific security matters such as the “bear aware” earlier this fall.
2. Fee Increase notice from Doak Sherriff – in a Jan. 15/18 letter to the TRCA rate increases for both Christy Lovig and Maris Holmes were established.
3. In a letter dated Jan. 17/18 Doak Sherriff advised it would not continue as legal counsel for TRCA.

Moved by Jennifer Bridarolli, Seconded by Glen Wood that the January 15 and January 17, 2018 letters from Doak Sherriff, LLP be tabled as points of information. Members voted unanimously in favour.

1. Alex referred to a letter he had received from Pushor Mitchell, lawyers for Parkbridge. The letter advised – likely all Tower Ranch residents – that Parkbridge was applying to the Court to discharge an amenities easement and statutory right of way from its property. None of the other Members had received this letter as of yet but generally it was viewed as being a similar situation to what Emil Anderson Construction had done earlier in the year for its lands to be developed. It was agreed further investigation was required to fully understand the implications of Parkbridge’s application. The letter would be on the agenda for the next BOD meeting to be held Wednesday, January 31st/18.

**Adjournment**

The meeting adjourned at 8:40 P.M.