

Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD – 32

Date: Wednesday, 2 May 2018
Place: Members Lounge, Tower Ranch Clubhouse
In Attendance: Directors: Don Spruston (DS), Glen Wood (GW), Maureen Watt (MW), Jennifer Bridarolli (JB), Craig Fowler (CF)
Committee Members: Jon Durkin (JD),

Welcome and Introductions

The meeting was called to order at 7:00 PM with Don Spruston as Chairman

Minutes of BOD – 31

Minutes of BOD-31 were circulated for review and comment.

- DS moved that Minutes of BOD-30 be approved. Seconded by MW and Motion BOD32-1 carried unanimously.

TRCA Board of Directors Changes

1. JB has resigned from the Board effective May 30/18; CF has resigned from the Board effective May 30/18.
2. GW MOVED that Jon Durkin (JD) be elected as new Interim Director until next AGM per TRCA Bylaws. Seconded by MW and Motion BOD32-2 was carried unanimously
Action 1: DS to send update to our lawyer on the above changes
Action 2: GW to assume Financial portfolio; CF to continue to act as Legal Committee Chair working specifically on ongoing issues he has initiated or championed requiring resolution.
3. DS MOVED to remove the Signing Authority of JB and CF and to assign new Signing Authorities to GW and MW. Seconded by JD and Motion BOD32-3 was carried unanimously
Action 3: DS to follow up with Interior Saving to effect the changes

Approval of new TRCA Legal Representative

Following a detailed discussion (led by CF) on the TRCA's current and projected needs for legal representation, CF MOVED that that Board approve the firm of Thomas Butler LLP Lawyers as TRCA designated Counsel and David Towill as Attorney of Record.

Seconded by MW. Motion BOD32-4 was carried unanimously

Parkbridge Petition Update

A court hearing on the Parkbridge Court application was held on April 23, 2018. Both DS and Don Folstad attended. Alfred Kempf LLP presented the petition on behalf of Parkbridge. DS discussed the relevant outcomes of the hearing:

1. Amended petition to include only lots A&B per TRCA request;
2. Rent charge removed from Statutory Right of Way
3. Parkbridge waived the right to serve new residents.
4. The letter sent to Alfred Kempf by TRCA Lawyer David Towill of Thomas Butler LLP which outlined three TRCA conditions required for approval of the application (*see attachment 1*) was apparently not seen by Mr. Kempf. The Hearing was adjourned.

DS MOVED that the TRCA commission David Towill to ensure the outstanding items in the TRCA letter re: Parkbridge Petition are addressed to TRCA satisfaction. On receipt, The TRCA will withdraw any further objections to the application.

Seconded by CF. Motion BOD32- 5 carried unanimously.

A detailed summary of TRCA-relevant aspects of the petition hearing was provided by DS subsequent to the meeting and is attached (*see attachment 2*)

Committee Updates

Clubhouse Amenities (JD):

A document outlining changes to the use and booking of the Lounge during the golf season has been drafted

Action 1: MW and Alex Petrovic to replace existing Protocol on website with the updated document

JD expressed the need for a business card that, among other uses, Neil Schmidt could hand out as needed to homeowners and venders contacting him.

Action 2: MW to order business cards

The Lounge booking calendar is now operational on the website. This calendar will allow homeowners to see what dates and times the Lounge is available for use and reservations.

The Fitness Centre damaged blind has been replaced

Landscaping (and related) (GW)

Traffic & Signage: GW raised the safety and security question about installing light poles at the top of TRB. CF stated that he has been in contact with the City and will pursue the matter (see Other Business below). JD stated that he had a phone call from Kevin MacDougall, RCMP Community Policing during which Kevin stated that he had been in contact with the City to place no parking signs in that area that would allow police or bylaw officers to ticket non-residents from parking there. At this time the signs have not been installed

Speed Bump Installation: City will not approve as grade is too steep.

Landscaping: Spring Clean-up underway. Grass along Blvd. has been cut twice to date; mainstream irrigation company fixing sprinkler heads broken during home construction

Action1: GW to pursue developers to pay for costs to irrigation repairs caused by their contactors.

Communication

Orientation Packages printed and distribution underway to new home owners (Discounts offers by Telus, SHAW & TR Clubhouse Restaurant)

Brochures printed, with display boxes to Sales Offices

New TRCA Letter Head & mailing Labels printed and available.

TRCA Web site: TRCA Minutes Posted to date; New Interactive Lounge Booking Calendar loaded onto Web Site.

Social: Activities Planned: Kailee Ryan (Poster attached) Fitness Clinic held to review Membership Interest (May 6/2018); Community Meeting planned for June 2018 to include Safety & Security; Three new members recruited to help on Social Committee.

Membership: On-going up-date of Membership Lists & Liaison with Finance & Bookkeeper to ensure membership fees are current.

Legal

Craig has agreed to continue as Chair of Legal Committee to see Solstice issues resolved.

Doak Shirriff Disputed Invoices: DS and CF met TRCA Lawyer D. Towill April 18 to discuss various TRCA issues and determine his willingness to become the TRCA's legal representative. A letter was sent to Doak Shirreff requesting a detailed itemized review of invoices and charges.

Carrington & Strata: On advice from TRCA Legal Council, TRCA will wait to address our long standing issues with Carrington until they express interest in addressing them.

Recommendation: TRCA must clearly address the Scope of Work with all suppliers in future so there is no ambiguity on terms and conditions (i.e. legal; landscaping etc.)

Finance (JB)

Financial Transition: Jen Bridarolli has resigned as Director as she is moving out of the Community. BOD expressed their thanks for her service and support since the TRCA's inception.

Membership Fee Collection Protocols: GW, incoming Chair Finance, led discussion on the need to conduct final collections where warranted according to existing BOD approved protocols.

EAC Payment for Lots Approved: Discussion of what happened after the Tower Ranch Holding Corporation (TRHC) was dissolved in terms of developer expectations. Meetings held to date with EAC's Greg Asling indicate they dispute the requirement to pay TRCA membership fees we believe are owing.

CF MOVED to provide the TRCA Bookkeeper (Chris Kerr) with the Authority to release Financial Information to the Bank as required. Seconded by DS and Motion BOD32-5 carried unanimously

Bylaws

The Committee met to review Bylaw revisions to bring TRCA into alignment, based on current situation.

Action: Committee to conduct final review & present final revised document to BOD and to initiate legal review. Final document to be present to Membership at next AGM

Other and New Business

Update on construction stoppage: Work stalled due to failure of NU West, contractor to Parkbridge. Discussion of impact to community and home-owners.

CF led a discussion on the need to complete the existing light standards bases along the Boulevard up beyond the Clubhouse for safety & security reasons.

Action: CF to follow up with City to determine if the City or the Developers are responsible for completing the Light Standards in question

GW stated that road construction is proceeding and the City expects to complete construction of trail and parking lot for the adjacent park. Neighbouring land development for vineyard also continues.

Adjourn and Next Meeting

Moved by MW that the meeting adjourn. JD seconded and members unanimously carried the motion. {8:53 PM}. Next meeting (BOD-33) on Wednesday, May 2, 2018.