

**Minutes of Meeting**  
**Of The Board of Directors of**  
**The Tower Ranch Community Association (TRCA)**  
**BOD – 33**

**Date:** Wednesday, 16 May 2018  
**Place:** Members Lounge, Tower Ranch Clubhouse  
**In Attendance:** Directors: Don Spruston (DS), Glen Wood (GW), Maureen Watt (MW), Craig Fowler (CF)  
Committee Members: Jon Durkin (JD), Jim Roe (JR)

**Welcome and Introductions**

The meeting was called to order at 7:05 PM with Don Spruston as Chairman

**Minutes of BOD – 31**

Minutes of BOD-32 will be reviewed next meeting.

**Signing Authority Changes**

1. GW MOVED that Jon Durkin (JD) be granted signing authority. Seconded by MW and Motion BOD33-1 was carried unanimously

Action 1: DS to send update to bank and Chris Kerr

**Emil Anderson Payments for Lots under Construction**

Meetings with Greg Asling of EAC indicate they have obtained legal advice on their position in this matter. All agree it would be best to settle matter out of court, if possible. We understand the model changed in 2011, requiring payment despite any prior agreement.

Action: DS to prepare letter summarizing TRCA position on payment. Circulate; send to TRCA Lawyer for opinion.

## **Building Scheme Obligations**

Building Scheme Covenant: Property Developers are responsible for Administration of the Building Scheme until a home is turned over to the resident. The Home Owners' Association (HOA), in this case the TRCA, is responsible for administration of the Building Scheme thereafter. The TRCA has no enforcement responsibilities. TRCA only approves if changes are within the guidelines provided. Parkbridge, as Master Developer is the Design Coordinator for the Building Scheme as established for all communities. This includes fencing and landscape design guidelines as outlined in the Building Scheme that is posted on the TRCA website.

- Action 1 DS will approach Parkbridge who has a Design Coordinator to see if they will take ownership of the process from HOA volunteers
- Action 2 TRCA will review changes to the Building Scheme on case by case basis
- Action 3 Communication Committee to put out TRCA Newsletter to inform residents of the *Building Scheme* & what can be done within guidelines.

## **Delinquent Homeowners Accounts**

Discussion on next steps in collection of seriously over-due accounts delinquents. It was recommended that classes of delinquents be 30/60/90 and 120+ days

- Action: existing policies & collection procedures to be reviewed, revised and presented at next meeting by GW.

## **Security and Safety**

Security: Community Break-in Attempts/Car theft: Report on recent criminal activity was discussed. This continues to be a safety and security concern for residents. Communications Committee is currently working on improved methods of communicating the need for residents to lock doors and secure cars against break-in and theft.

Safety: the need for timely warnings about wildlife activity in the area is an on-going concern, especially in spring and fall when Bears are most active. Resident control of garbage continues to be a problem to be addressed as it attracts wildlife

- Action 1 Communication Committee to explore using web alerts & apps

### **Clubhouse Amenities (JD):**

Revised Terms and Conditions for Booking Lounge (Attached)

Up-Date on Casual Usage Carrington Rental of Lounge for Trade Shows & other Activities

Lounge Supplies: CF noted that several residents have requested special equipment and supplies for the amenities room (glasses, kettle, tables etc.). They don't need to fundraise. Carrington can provide contact information for rental of supplies for parties etc.

### **Landscaping (and related) (GW)**

Sprinklers: All sprinklers up & running except Zone 13 on west aide of Boulevard. Invoices to fix sprinklers will be presented to Dilworth as their contractors damaged them this winter.

*Action:* GW to submit invoices for sprinklers to Dilworth for payment

Request to Parkbridge to complete light standards. CF stated that the City of Kelowna says the Developer (Parkbridge) is responsible for installation of light standards.

*Action:* CF to contact Parkbridge with request they complete the light standards under question

### **Communication**

Homeowner Driven Events with outside provider: Social Committee survey of residents requested special fitness classes in lounge. (i.e. Kailee Ryan Fitness Clinic held last week). Discussion of whether Lounge rental fees should apply. It was decided to have Kailee Ryan submit a proposal of activities which the BOD will use to decide to charge or waive fees

*Action* MW to ask the Fitness company to submit a proposal for next BOD

Recruited four new members for Social Committee

### **Legal**

Return of TRCA Files from Doak Shirreff, TRCA former Lawyers: According to a letter sent to TRCA, they are refusing to release files until outstanding invoices are addressed.

*Action:* CF to contact Doak Shirreff to try and resolve outstanding invoice issue and the return of TRCA files

## **Finance (GW)**

GW and J. Bridarolli to work on transition with accountant.

Still some concern about deliverables from Chris Kerr, Accountant. Once Review engagement is completed Finance Committee will prepare a report on progress.

J. Bridarolli will help Kerr get files up to date, If still unsatisfactory, we may need to make a change.

## **Bylaws**

Bylaw Committee to meet again to review the wording in two areas of concern.

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**

None

## **Adjourn and Next Meeting**

Moved by GW that the meeting adjourn at 9:00 pm. JD seconded and members unanimously carried the motion. {8:53 PM}. Next meeting (BOD-34) on Wednesday, May 30, 2018.