

Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD – 36

Date: Wednesday, 4 July 2018
Place: Members Lounge, Tower Ranch Clubhouse
In Attendance: Directors: Glen Wood (GW), Maureen Watt (MW), Jon DurkinJD)
Committee Members: Don Folstad (DF), Jim Roe (JR)

Welcome and Introductions

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

Minutes of BOD–34 and BOD-35

JD MOVED the minutes be approved, seconded by CF and **Motion BOD36-1** was carried unanimously.

Board structure and meeting methods and practices

1. GW MOVED that Jim Roe (JR) be appointed a Director effective immediately; Seconded by JD; in discussion JR is asked if he accepts the position and responds in the affirmative. **Motion BOD36-2** was carried unanimously

Action 1: JR agreed to take lead position on two fronts: 1) EAC rent charge issue; 2) Building scheme responsibilities

2. Subject was raised concerning voting rights for Committee Chairs

Action 2: CF to research above and report to next meeting

3. Subject was raised re Committee Chairs submitting committee reports prior to the next Board meeting in order to further streamline the meeting process

Action 3: Committee Chairs to circulate reports to Board members no later than the Monday before the next Board meeting. Report to focus on prior actions and priority issues

4. CF has agreed to continue as Chair of the Legal Committee and to take the lead position in the proposed changes to the TRCA Bylaws
5. JD raised the issue that we need to remain focused on the upcoming AGM. It was agreed that the Board will spend time next meeting defining priorities and actions in preparation for the AGM, and have “AGM Preparation” as a recurring agenda item.
6. A discussion on TRCA Purchasing Policy took place, and it was agreed to table the discussion until next meeting

Committee Reports

Clubhouse Amenities (JD):

1. JD noted that he had paid by credit card the second installment (\$230.95) for replacing the broken blind in the Fitness Centre

Action 4: Finance Committee to reimburse JD \$230.95

2. Other discussions lead to following actions

Action 5: JD to purchase filing cabinet for holding TRCA documents

Action 6: JD to write letter to Carrington management asking for their commitment to replace the current aged security system at the clubhouse with a more state of the art system which will give the TRCA more autonomy in security issues and to be less reliant on the Clubhouse staff. JD to propose a cost splitting formula.

Landscaping (and related) (GW)

1. GW explained that three backflow preventers were found to have failed upon inspection and had to be replaced immediately as their failure constituted a potential health and safety issue. JD MOVED approval of the expenditure of \$2724.51 to replace the three backflow preventers; Seconded by CF and **Motion BOD36-3** carried unanimously.

2. After much discussion, the City has decided to paint a centre line on TRB

Communication, Membership and Social (MW)

MW tabled the latest membership list at request of Finance (*see minutes BOD-35*)

Action 7: MW to visit the three new residents that have contacted the TRCA or information on rent charges and other issues

Action 8: MW to present at the next Board her efforts to set up a teleconference with experts on establishing mobile alert notifications on community issues

Legal and Bylaw (CF)

1. CF and Don Spruston have negotiated an adjusted invoice from Doak Shirreff, TRCA former lawyers. CF MOVED that Doak Shirreff adjusted invoices be paid in the amount of \$4750.00; Seconded by GW and **Motion BOD36-4** carried unanimously.
2. CF reported that the draft changes to the Bylaws are now in the hands of Parkbridge for review.
3. CF has reminded Parkbridge of their obligation to complete the street lights at the top of TRB beyond the entrance to TRD
4. Letter to realtors on home to be sold with account in arrears
Action 9: CF to draft a template letter that can be sent to realtors who represent sellers with an accrued rent charge delinquency

Finance (GW)

1. GW reported that all is now set up with the bank, Chris Kerr (TRCA accountant) and the TRCA related to signing authorities and the CAFT system used to collect rent fees.
2. GW MOVED that Don Folstad be reimbursed \$1764 he paid for our revised insurance policy (annual fee effective late May 2018); Seconded by JD and **Motion BOD36-5** carried unanimously.
3. GW MOVED that Thomas Butler (TRCA lawyer) be paid \$2240.00 for his legal opinion on EAE rent charge which strongly supports the TRCA position; Seconded by CF and **Motion BOD36-6** carried unanimously.

Other and New Business

1. JR detailed his strategy in dealing with EAC on the rent charge issue and what information he needs from Finance and Legal before opening discussions with EAC management.

Action 10: GW to meet with Chris Kerr to reconcile the A/R list WRT
EAC

2. JD asked all members to circulate their summer vacation schedule

Adjourn and Next Meeting

Moved by JD that the meeting adjourn at 8:50pm. JD seconded and members unanimously carried the motion. Next meeting (BOD-37) on Wednesday, July 18 2018.