

Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD – 38

Date: Wednesday, 1 August 2018

Place: Members Lounge, Tower Ranch Clubhouse

In Attendance: Directors: Glen Wood (GW), Maureen Watt (MW), Jon Durkin (JD), Jim Roe (JR)

Absent: Craig Fowler (CF) , Don Folstad (DF)

Welcome and Introductions

The meeting was called to order at 7:02 PM with JD as Chairman

Minutes of BOD–37

JD MOVED the minutes be approved, seconded by MW and **Motion BOD38-1** was carried.

Upcoming AGM

1. A discussion of the best date to hold an AGM led to the conclusion that a Spring AGM was optimal since it would give the Board time to complete the following critical tasks:
 - Our financials will be in order by that point and we can table the 2018 financial year (Dec31) to the AGM.
 - The EAC issue should be dealt with within that time frame and be incorporated into the 2019 budget, and perhaps the 2018 year end .
 - It is anticipated that the A/R issues will be resolved and be incorporated into the 2018 year end and 2019 budget
 - Our negotiation with Parkbridge regarding changes to the TRCA Bylaws will most likely be completed by that time and tabled at the Spring AGM for approval.

Action 1: A MOTION will be moved by GW at the next BOD meeting which will set the date for the Spring AGM

2. JR presented a summary of the July 30 meeting Craig Fowler (CF) and he had with D. Towell (TRCA lawyer) regarding; 1) our position on the EAC issue and 2) our options in dealing with recalcitrant residents on the A/R list

(Discussions held *in camera*)

JR MOVED that that up to \$500 be allotted in 2018 to conduct title searches in order to facilitate collection of arrears and property transfers; seconded by JD and **Motion 38-2** was carried.

Action 2: All Directors to send requested information to CF as requested

Committee Reports

Landscaping (and related) (GW)

Action 3: GW to arrange with Tiger Boyz to remove plants regrowing from the recently excised garden immediately north of Split Rail

Clubhouse Amenities (JD):

- Larry Bray (Parkbridge) has booked Lounge for Aug. 22 Solstice AGM
- Alex Chan, IDC, Worldsource Insurance has booked the Lounge for Aug 2 for \$100 rental fee. Fee to be e-transferred to JD.

Action 4 JD to write cheque to TRCA for \$100 once the transfer has been deposited in his account

- Two gym users contacted JD re a malfunctioning elliptical stepper. It was repaired on July 30 by Sidelined Sports. Invoice to follow
- JD ordered business cards from Vistaprint for \$23.08 delivered. Neil needs these to help direct increasing TRCA inquires to us.

Action 5: JD to order cards for GW and MW using the same format

- Neil has given JD four new FOB applications which I will pass on the MW

- JD has drafted letter to Carrington requesting we share the cost of upgrading the security system before Winter season arrives. Will discuss at Aug 1 meet

Action 6: JD to solicit CF opinion on best way to proceed before sending a draft to Neil for comment

- JD to bring FOB waiver to Aug. 1 meet to give to DF as per his request

Action 7: JD to give DF the waiver at his earliest convenience

Communication, Membership and Social (MW)

BOD-37-18/07/18 arising:

- **Action Item #1: AGM Priorities**
 - A. Pavlovic and M.E. Watt met to review property management searches he has conducted on behalf of the TRCA using his account
 - Alex has not completed any searches of EAC Tallgrass properties and is unable to provide any history of property transitions as his account does not permit that.
 - Alex provided M.Watt with a link to the Land Title and Survey Authority of BC to gather further information on the type of account that is needed for searches that include history of transactions.
 - LTSA provided M. Watt with information regarding the establishment of a **myLTSA account** that would enable us to do this type of search.
- **Action Item #2: Orientation Packages to Residents**
 - Continued the process of contacting new residents with information about TRCA and their membership obligations;
 - Orientation packages provided to three homeowners we have been unable to reach to date, including two absentee homeowners who rent TR property and reside elsewhere;
 - New PADs and Membership applications completed for these homeowners and orientation packages provided.
- **Action Item #3: Work with Chris Kerr, Accountant**

- Tracked homeowners in arrears who are currently renting properties through property management firms;
 - Were successful in obtaining owners current addresses through property management firms and contact information allowing up-date of membership lists;
 - Contacted absentee owners and obtained arrears payments and arranged for payment of arears owing and made arrangements for on-going timely payments;
 - Continue to notify Bookkeeper of listings as they arise so arrears can be calculated in advance of sales.
- **Action Item #4:** Provided TRCA Board Members with Notice of Pending Sale
 - Notified Board members of sale closing at Tallgrass August 1st, 2018 and request from purchaser's legal counsel regarding any liens or arrears charged by TRCA against the property. Asked for direction.
 - Based on response from C. Fowler, sent return e-mail to purchaser's representative.
 - JD has posted the minutes from BOD-32 and BOD-33 with the aid of Alex Povlovic. Issues in converting from Mac to PC has prevented JD from posting BOD -34 through BOD-37 from his computer.

Action 8: JD to have AP troubleshoot, followed by JD posting all outstanding minutes

Action Items In-progress/Pending:

- **Action Item #8:** WebEx Teleconference re: Alert System for Residents
 - Video and Case Study available for review
 - Day-time slot for meeting required as office is in Florida (3 hour time difference)
 - Proposal including projected costs to be provided at presentation.

Legal and Bylaw (CF)

Discussion on outstanding Bylaw issues including:

- Interest charge protocol
- Appointing directors
- Voting rights of committee chairs

- Solstice voting rights

Action 9: The Bylaw Committee will continue to discuss the Solstice voting rights issue with Parkbridge, and once that is resolved, the Committee will meet to discuss and act on the other issues in the above list

Finance (GW)

Finance report and actions arising were discussed in the Agenda item “Upcoming AGM” as detailed above.

As a result of MWs efforts, the seaCAN-G on Split Rail has been removed and the unlicensed BMW is off the street

Other and New Business

JD asked the Board members to start populating the new filing cabinet with documents they have in their possession

Adjourn and Next Meeting

Moved by JD that the meeting adjourn at 8:40pm. JR seconded and motion carries. Next meeting (BOD-39) on Wednesday, August 15 2018.