

Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD – 39

Date: Wednesday, 15 August 2018

Place: Members Lounge, Tower Ranch Clubhouse

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

Committee members: Craig Fowler (CF), Don Folstad (DF)

Welcome and Introductions

The meeting was called to order at 7:01 PM with JD as Chairman

Minutes of BOD–38

MW MOVED the minutes be approved, seconded by CF and **Motion BOD39-1** was carried.

AGM Preparation

1. Following a discussion, it was determined that the Board would circulate a Fall newsletter to the community. The letter will update members on activities the TRCA has focused on since the last AGM, its accomplishments and challenges during that period, and our priorities and expectations for the next 2 quarters

Action 1: Each committee (Finance, Legal and Bylaws, Clubhouse Amenities, Communication et al, Landscape, Developer Relations, and Insurance) will provide and

circulate to the Board a synopsis of their portfolio in point form by Monday, August 27 for discussion at the next scheduled meeting (August 29)

GW MOVED that we hold our next AGM on May 7 2019 at 7:30pm; seconded by JD and **Motion BOD39-2 carried**

Committee Reports

Landscaping (and related) (GW)

Run times have been cut back on the centre boulevards leading up to the Clubhouse to lessen the amount and time water is on the road

Legal and Bylaw (CF)

Action 2: CF will rewrite sections of the 60 and 90 day arrears letter to accommodate points raised in discussion.

Action 3: CF to submit the names and addresses of all Board members to our lawyer to facilitate the filings with required Federal and Provincial authorities.

Clubhouse Amenities (JD):

- Lounge rented to Platform Sales August 13-15 for \$450
- IDC paid \$100 for use of Lounge August 2
- Several fitness centre users commented that room has not been cleaned for several weeks. JD contacted KBM Janitorial and will determine why the break in weekly cleaning of late. Meanwhile gym was cleaned Tuesday August 14.
- Apparently, treadmill #1 is in need of repair. Call has been made to Sidelined Sports for analysis and repair if warranted
- It appears that the FOB lockout time of 10:00pm, which was reprogrammed from 9:00pm by Price in late April was not properly activated (lockout still 9:00)

Action 4: JD to contact Price for explanation and reprogramming at their cost

Decision made to purchase 3 card tables and chairs to accommodate the weekly use of the Lounge for Mahjong, as well as other activities. This action will hopefully promote new future use and activities for the Lounge.

Action 5: JD to price and purchase the tables/chairs

Given the fact that the TRCA does not have a formal agreement in place with Carrington, the Board has modified its approach to support the proposed upgrade to the Clubhouse security/alarm system

Commented [JD1]:

Action 6: JD to discuss with Neil Schmidt our decision to share the cost of a upgraded security/alarm system for the Clubhouse if he wishes to champion such with Carrington management

Other:

Action 7: JD to review latest cleaning invoice to see if it reflects the deficiency in the services provided during July

Communication, Membership and Social (MW)

BOD-38-01/08/18 arising:

- **Action Item: Sales Follow-up-Orientation Packages to Residents**
 - Up-Dated New Residents Listings with EAC/Parkbridge
 - Copied Bookkeeper; Chair Finance;
 - Orientation packages provided to Homeowners;
 - Appointments set for completion of PADs or processing of fees/arrear.
 - This month eleven (16) new contacts made, six (6) new PADs collected and AR accounts up-dated due to personal contact. More to follow.

- **Action Item: Distribution of TRCA Letter to Realtors**
 - Two new homes for sale through realtors since last meeting;
 - Distributed CF letter notifying Realtors of potential liability or lien on properties which may accrue to home purchasers if seller fails to bring TRCA fees up-to-date;
 - Reminded Realtors of need to notify clients of potential for accrued rent charge delinquency prior to purchase;
 - Continue to monitor private home sales to ensure we are on top of notification in future;

- Continue to notify Bookkeeper of listings as they arise so arrears can be calculated in advance of sales.
- **Action Item: Response from City of Kelowna re: EAC Development Approvals**
 - Confirmation of original dates of approval for Phases 6,7,
 - Phase 8 development application for 32 new home now under review.

In-progress/Pending/On-Going:

- **Membership List Up-Dates (on-going)**
 - Coordinate new additions with Accountant's to ensure he has accurate lists with contact information;
 - Personally drop off PADs and VOID cheques as necessary;
 - Coordinate with Finance to assist with AR review.
- **Safety & Security Action Item: WebEx Teleconference re: Alert System**
 - 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.
- **Social Committee-Event Planning up-Date:**
 - Met with Tara Sletten, Coordinator, Neighbourhood Programs, City of Kelowna, re: Proposed TRCA Community Dinner/Pot Luck for fall.
 - Awaiting further information on dates available on weekends in September
 - Reviewed amenities and support that the City can provide for these types of events, including tents, games, name tags, planning assistance etc.
 - Sub-Committee to meet with Tara to solidify plans and proposal for event.

Thanks were given my GW on behalf of the Board to MW for her recent efforts and success in reaching out to new residents and in contacting those in arrears re rent charges

JD reported that he was now able to access and edit the TRCA website. He circulated a draft update of the description of the TRCA Board under "Board Meetings" on the homepage which was approved by all

Action 8: JD will post all outstanding BOD Minutes and update the Board description by next meeting

Developer relations (JR)

?

Finance (GW)

A cheque was supplied to TRCA by IDC Insurance for use of the Lounge August 2

Discussion held on the state of the 2017 financial audit

Action 9: GW to contact Banka for update on audit process

JD MOVED to reimburse MW \$63.88 for stationary costs, seconded by JR and
Motion BOD39-3 carried

JR MOVED to reimburse JD \$73.45 for stationary costs, seconded by CF and
Motion BOD39-4 carried

Other and New Business

none

Adjourn and Next Meeting

Moved by MW that the meeting adjourn at 8:20pm. JR seconded and motion carries. Next meeting (BOD-40) on Wednesday, August 29 2018.