

Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD – 40

Date: Wednesday, 19 September 2018

Place: Members Lounge, Tower Ranch Clubhouse

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

Committee Chairs: Don Folstad (DF)

Absent: Craig Fowler (CF), Jim Roe (JR)

Welcome and Introductions

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

Minutes of BOD–38

JD MOVED the minutes be approved, seconded by MW and **Motion BOD40-1** was carried.

Newsletter

JD has collated the bullet points submitted by the various Committee chairs and has added a preamble and summary. After MW adds her Communication update, JD will do final edits and circulate to the board for final comments. The goal is to have the newsletter circulated to all homeowners by September end.

Action 1: MW to complete the newsletter update for Communication, Membership and Social and send to JD for final edits before circulating to the Board for approval

Committee Reports

Landscaping (and related) (GW)

Nothing to report on Landscaping fronts

Legal and Bylaw (CF)

CF could not attend meeting. The board will ask CF for status update for next board re rewrite of 60 and 90 day arrears letter, as well as the status on the proposed changes to the bylaws, currently in the hands of Parkbridge, giving among other things voting rights to Solstice homeowners.

Clubhouse Amenities (JD):

- Treadmill #1 has been repaired and the TVs checked. The tech reported that the cable boxes on two of the 5 machines appear to be non-functional. Invoice to follow
- The service provider (Shaw) was contacted and performed service on Thursday August 30. All TVs now functional. Invoice to follow
- BMT Janitorial provided a zero invoice for July due to substandard cleaning of the gym over that past month or so, as reported previously. JD met with the BMT management to discuss the issue and the issue seems to have been rectified. We will continue to monitor the quality of the cleaning
- Price Alarms contacted re the issue with the FOBs going inactive at 9:00pm instead of 10:00pm (2 incidences of this in last month), which was the intent of the April service call. JD requested a service call at their expense to rectify the situation, since it was argued the changeover was never done successfully. Surprisingly, they were able to correct the error virtually via the internet, which calls into question why they were not able to do the same back in April. JD will pursue this and will test that the changeover was actually done correctly this week.
- Neil Schmidt has asked the TRCA to circulate a memo (via website) on the proper procedures for draining pools (i.e. the bylaws) so as not to impact the golf course. It was agreed to do so but in the form of an attachment (on his golf course letterhead) to a TRCA email to all homeowners, as is now SOP in these circumstances.

Action 2: JD to contact Neil regarding the pool draining decision

Communication, Membership and Social (MW)

Membership Committee Report:

- Three new residents (Solstice New Home Buyer and New Purchaser on Split Rail Place) have been added to TRCA Membership, and have completed signed PADs
- Four meetings have been held with area Realtors regarding TRCA mandate and materials for prospective purchasers of homes, including:
 - Dilworth/EAC Sales Office: TRCA Flyers to be included with all new sales packages
 - Local Realtors working with prospective buyers of existing homes will now provide prospective buyers with our flyers and include HOA on promotional materials

Communications Committee:

a) Road Safety Concerns:

Residents continue to express on-going concerns regarding heavy trucks speeding and driving recklessly up and down Tower Ranch Blvd. This is particularly concerning at this time of year as school buses have begun operations and residents are out walking with their pets. Complaints have been registered with Trucking Companies (i.e. on Sept 19, 2018: Pitura Enterprises; Larry Bray; and the Site Superintendent at Parkbridge). Decision taken that if the situation is not

Developer relations (JR)

Board discussed Jim Roe's report on his meeting with EAC over rent charges. Issue to be discussed fully at next meeting with Jim Roe present.

Finance (GW)

GW MOVED that the board write off \$1240 of outstanding accounts in arrears as uncollectable (\$700 to Carrington and the remainder to ex-resident MacDonald); seconded by JD and **Motion BOD40-2** carried.

Invoice for KBM Janitorial (August) for \$176.40 given to GW for payment

Invoice to Platform Sales from TRCA for Lounge rental (\$450) given to GW

Insurance Committee (DF)

DF and MW tabled an updated version of the waiver form signed by homeowners to secure a FOB to the gym and lounge. All agreed this was a well thought out and major improvement over the existing form.

It is apparent that our insurance does not allow guests of homeowners the use of the gym under any conditions. This needs to be communicate to all residents

Action 3: DF/ GW to draft an notice to residents re guests use to be tabled at next meeting

Action 4: JD to supply DF with copy of Tems and Conditions for use of the Lounge that all who book the lounge must agree

Loused to GW MOVED that the board write off \$1240 of outstanding accounts in arrears as uncollectable (\$700 to Carrington and the remainder to ex-resident MacDonald); seconded by JD and **Motion BOD40-2** carried.

Invoice for KBM Janitorial (August) for \$176.40 given to GW for payment

Invoice to Platform Sales from TRCA for Lounge rental (\$450) given to GW

Other and New Business

none

Adjourn and Next Meeting

Moved by JD that the meeting adjourn at 8:17pm. MW seconded and motion carried. Next meeting (BOD-41) on Wednesday, August 29 2018.