

**Minutes of Meeting**  
**Of The Board of Directors of**  
**The Tower Ranch Community Association (TRCA)**  
**BOD – 41**

**Date:** Tuesday October 2 2018

**Place:** 1713 Tower Ranch Blvd

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

Committee Chairs: Don Folstad (DF) Craig Fowler (CF)- by  
phone

**Welcome and Introductions**

The meeting was called to order at 7:06 PM with JD as Chairman

**Minutes of BOD–40**

JD MOVED the minutes be approved, seconded by GW and **Motion BOD41-1** was carried.

**Newsletter**

Following discussion:

*Action 1:*

JD will collate the various edits to the original draft and circulate for comment. MW will concurrently complete the section on Communication, Membership and Social and forward to JD for insertion into the master document. JD will then circulate for final comments and send the final document to homeowners via mailchimp prior to next meeting.

## Finance

Following negotiations, Chris Kerr (TRCA accountant) was paid \$1680.00 instead of the \$4500 originally billed for CRA filings required from 2007 to present.

GW MOVED that Dawn Hanna be formally appointed the TRCA bookkeeper at the rate of \$50.00 per hour as a result of Chris Kerr's Sept. 25 2018 termination of services letter. Seconded by MW and **BOD Motion 41-2** carried.

GW MOVED to remove the current dual authorization on the CAFT system and to pay \$50 per month (an additional \$40 per month) to have the PAD deposit system automated. Seconded by MW and **BOD Motion 41-3** carried.

Following discussion:

Action 2:

CF to supply a non-disclosure agreement to Dawn Hanna for signature.

Action 3:

CF to change the mailing address on the arrears letters from Chris Kerr to the TRCA mailing address

## Bylaw and Legal Update

The latest response from PLC re the TRCAs proposed bylaw update was discussed and various options discussed (in camera)

## EAC update

JR briefed the board on the latest communications with EAC and following discussion the board decided to deal with EAC using the route adopted and exercised for any homeowner in arrears.

Action 4:

JR to table details and timing of notification to EAC at next Board meeting

Action 5

GW to have bookkeeping service prepare individual bills on a per lot basis for EAC lots, based on JRs spread sheet (waving any interest accrued to date)

Following discussion re water issue raised:

Action 6

DF to discuss with our insurance provider options available re protection from damage resulting from our irrigation system

Action 7

JR to inform EAC verbally that the TRCA has no opinion wrt the water issue raised

Following discussion re legal suites issue

Action 8:

JR to advise EAC that the TRCA has no opinion re legal suites as the issue is under City of Kelowna jurisdiction.

**Proposed community garage sale**

MW briefed the Board on the garage sale proposed by Dilworth and their request for TRCA support

**Committee Reports**

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

The blowout of the irrigation system is scheduled for October 15

## **Legal and Bylaw (CF)**

### **LEGAL REPORT FOR OCT 02/18**

- Advised lawyer that all required CRA past-due tax filings for TRCA have now been filed by our Accountant.
- Attended with GW at a meeting with our Accountant to seek revision to fees re: above. Successful in negotiating a lowered fee structure.

### **BYLAW REPORT FOR OCT 02/18**

- Bylaw revisions as provided by PLC received Sept 28/18
- The Bylaw Committee to review the PLC submission and provide a response re: the PLC proposed changes to the bylaws.

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

- Lounge was rented by Platform Sales Nov. 27 for the full day. Invoice for \$150 has been forwarded. They still owe \$450 for the last rental, but all appears to be above board.
- Carrington has requested via Neil Schmidt to rent the Lounge for a period of 13 days during October and November. JD to request information on times and purpose and if the rental does not unduly conflict with homeowners he will proceed as per policy.
- JD met with Derrick Mainchuk of KBM Janitorial concerning the unsatisfactory cleaning of the gym over the past few months. The meeting was productive and KBM has put steps in place to bring standards back to what they were and what we expect. We will monitor the gym closely to ensure that that indeed happens.
- On Sept 26 around 3 pm there was an incident at the clubhouse that set off the alarm system and called the fire department. The issue was a small leak in a rusted section of the sprinkler system in the Lounge. It was discovered and then repaired over a period of 2-3 hours. No water damage was noted. Neil Schmidt will forward the repair cost to us.
- As discussed in BOD 39, we have priced various options for 3 sets of card tables and chairs to support various homeowner activities in the Lounge including the weekly Mah Jong event. It has been suggested that we advertise such in the upcoming newsletter so as to stimulate other recurring events for the lounge over the winter months and beyond. The options available will be discussed at the next BOD meeting.
- Thanks to DF and MW we have an updated draft waiver and Rules and Regulations for the gym that homeowners are required to sign in order to secure a FOB for use of the amenities. We hope to table and finalize these documents at the next BOD meeting.

## **Communication, Membership and Social (MW)**

See above

## **Developer relations (JR)**

See above

## **Finance (GW)**

See above

An invoice for \$789.60 from Okanagan Fire Protection was given to GW from JD for repair of the lounge sprinkler system

## **Insurance Committee (DF)**

No report

## **Other and New Business**

The board agreed to move the Board meetings to the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday's of the month, contingent on the Mah Jong group being amenable to moving their event to an alternate day

## **Adjourn and Next Meeting**

Moved by JR that the meeting adjourn at 9:07pm. MW seconded and motion carried. Next meeting (BOD-42) on Tuesday October 16 2018.