

Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD – 42

Date: Monday October 22 2018

Place: TRCA Lounge

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

Committee Chairs: Don Folstad (DF) Craig Fowler (CF)

Welcome and Introductions

The meeting was called to order at 7:10 PM with JD as Chairman

Minutes of BOD-41

JD MOVED the minutes be approved, seconded by GW and **Motion BOD42-1** was carried.

Newsletter and Membership List

JD commented that due to the complexity of MailChimp he has been unable to navigate the program so as to send out the Newsletter.

Action 1: JD will talk to Alex P. to see if he or his software company can be engaged moving forward to send out TRCA communiques via MailChimp.

JD pointed out that the current Mail list is very much out of date and needs to be upgraded with the email addresses of those who have moved into (or left) the community in 2018.

Action 2: JD will work with MW to update the list. The newsletter and Winter Rules communiques will go out ASAP using the current MailChimp list. Once we have an updated list, these documents will be sent to those new names

Action 3: GW asked that TRCA email addresses be added to the newsletter. Specifically, the towerranchcomm@gmail.com for account and finance questions, and trcacommittee@gmail.com for all other enquires. JD agreed to do so.

Action 4: MW to draft a document that lays out the protocol for contacting and introducing the TRCA to new homeowners

Proposed Bylaw changes

CF led a discussion on the latest proposed changes to the bylaws effected by PLC

Action 5: CF will send the TRCAs intentions to PLC for response

Committee Reports

Landscaping (GW)

- Irrigation system blown out on the 15th, so the last of irrigation expense has been incurred for the year. Tygerboyz have started putting the boulevard to bed for the year.

Finance (GW)

- Our new bookkeeper Dawn has been trying to transfer the Quick Books account from Kerr for a couple of weeks, and although partially done, it is not yet complete.
- We are confident that Dawn working with GW will clear up the myriad deficiencies we have noted with Kerr's accounting practices. We believe that our next statement of expenses will make much more sense to all.

Legal and Bylaws

LEGAL REPORT BOD 42

- Contacted our lawyer re; Non-disclosure Agreement deemed a requirement of our contract with our new accountant due to access to confidential information.
- Received a “blanket” form from the lawyer, inserted required modifications, and delivered to GW for dual signatures.
- The “overdue accounts” letters are to be revised by inserting the TRCA email address into the “If you have questions....” section of the letters, putting on TRCA letterhead, and providing these to GW to establish a protocol and procedure for sending them out.

BYLAW REPORT BOD 42

- The PLC reply to the TRCS suggested revisions to the operating bylaws continues to be studied by the Committee.
- With the AGM now scheduled for May, 2019, the urgency of responding to the PLC submission is reduced.

Commented [JD1]:

Amenities Report

- Carrington has booked the Lounge for 13 full days from late October through November for use as a show home for properties they own in Kelowna. The days and times do not conflict with any reservations that we currently have. Carrington has agreed to prepay the full rental amount of \$1950 (13 times \$150) prior to the first day of rental (October 24)
- As directed by the Board, JD has purchased 2 sets of card tables and chairs (8) for the Lounge for the use of current and future homeowner groups. Cost of \$380.75 was paid using JD credit card

GW MOVED that JD be reimbursed \$380.75 for the cost of the table and chairs. Seconded by CF and **Motion 42-2** carried

- Neil Schmidt has asked the TRCA to use its email assets to forward to all homeowners a letter on Golf Club letterhead re use of course property during winter months

Insurance Report

DF MOVED that the newly revised Fitness Centre waiver (with accompanying "Rules and Regulation for use of the Fitness Centre) be adopted and put into place for all new FOB requests; seconded by MW and **Motion 42-3** carried.

Action 5: DF to make sure NS is okay with he being called out in the waiver

Action 6: MW to laminate the Fitness Centre rules and place on wall of the gym

Other and New Business

None

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Adjourn and Next Meeting

Moved by JD that the meeting adjourn at 8:48pm. MW seconded and motion carried. Next meeting (BOD-43) on Monday November 12 2018.