

Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD – 43

Date: Monday November 12 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 6:57 with JD as Chairman

Minutes of BOD-42

JD MOVED the minutes be approved, seconded by CF and **Motion BOD43-1** was carried.

Membership list

JD led discussion re the urgency to update the homeowner membership list as well as the Mailchimp list. The newsletter and “winter rules” emails were sent out Nov 1, but many homeowners did not receive them due to the fact that the mailchimp list has not been updated for some time.

Action 1:

JD will update the mailchimp list by next meeting from data supplied by MW and Alex Pavlovic and will have Alex send out both the newsletter and winter rules to those who have yet to receive them.

Action 2:

The master homeowner list will be updated on or before Dec 7 by MW who will be paid for this service once she resigns her directorship on or before the closing date of the sale of her home (see Motion below)

Action 3:

CF will approach Larry Bray to see if rather than sending emails to Solstice homeowners directly, we could have Larry send such messages on our behalf to residents through his newsletter and/or contact list.

Action 4:

JD to supply Neil Schmidt with the Winter Rules document that he can circulate to those requesting FOBs

JD MOVED that the TRCA hire Alex Pavlovic's company (DevRadius) to act as our agent to communicate as needed with homeowners via Mailchimp at the rate of \$50 per hour (with a one hour minimum cost per item); seconded by CF; Motion **BOD 43-2** carried

Bylaws update

Following discussion, CF requested that the next BOD meeting be dedicated to an analysis and forward planning of the proposed bylaw changes. The Board agreed to do as long as Jim Roe can attend the meeting.

Action 5

CF to contact Jim Roe and subsequently advise Board members.

Varia

Action 6

GW to book the Capri Hotel meeting room for the May 7 2019 AGM. Full audiovisual will be needed.

Committee Reports

Landscaping (and related) (GW)

No update

Legal and Bylaw (CF)

LEGAL COMMITTEE REPORT BOD 43

- Collection letters completed on TRCA letterhead and forwarded to GW for use in notification of Accounts In Arrears.
- Letters are 2-staged:
 - The Phase 1 letter is to remind the debtor that there is an outstanding balance owing, attaching a statement, and providing 21 days to rectify. Additionally, attached is a blank PAD form with the notation that either post-dated cheques or the preferred PAD are now required to maintain their account in a current status.
 - The Phase 2 letter advises that despite the earlier request to pay, the account remains in an outstanding status. The debtor is advised that failure to pay on this notice within (x) days will result in the account being turned over to a collection agency.

SUGGESTED ACTION: In preparation for Phase 2 letter implementation, GW or the Accountant to secure the services of a Collection Agency, receive a written proposal including the fee structure, and have a BOD vote to approve the use of the chosen Agency at the rate proposed.

BYLAW COMMITTEE REPORT BOD 43

- PLC responded to CF's request to have the PLC objectives re: bylaw revisions stated in "plain English".
- The response was created by Pushor Mitchell and this was circulated to the BOD.
- The response requires an in-depth meeting with the BOD and interested Chairs to discuss the potential ramifications of the suggested changes.

SUGGESTED ACTION: The BOD convene a Special Meeting at which time the Bylaws, revisions, PM explanation, and other matters can be considered in depth, and a decisive course of action determined. It is suggested that this meeting be "in-camera" without published minutes.

Clubhouse Amenities (JD):

- The winter rules for use of the amenities was redrafted and sent out by Mailchimp on Nov. 1 using the current homeowner list which is seriously dated (missing most if not all 2018 new residents). This is unfortunate since those new residents are the ones most likely to trip the alarm. JD placed multiple copies of the rules in a folder taped to the Gym door as a stop gap. Updating the Mail chimp list should be a board priority!!
- KimCo reports that the outdoor compressor that drives the A/C unit has failed (again!!). JD determined not to authorize repairs (until Spring) and to run the heating system on E-heat, which bypasses the the heat pump compressor (electricity-driven) and heats via the furnace only (gas-driven), until after a board discussion on this issue

Communication, Membership and Social (MW)

No update

Developer relations (JR)

No Update

Finance (GW)

GW reported that he was very happy with the bookkeeping work currently being done by Dawn Hanna. He also reported that she has spent a significant amount of time correcting errors made by Chris Kerr and is keeping an accurate log of time spent on such. Discussion ensued (in camera) on options we can employ to challenge Kerr on outstanding invoices.

Insurance Committee (DF)

- TRCA Fitness Centre Agreement & Waiver and Rules & Regulations documents reviewed with Neil Schmidt. Item #10 revised changing Neil Schmidt's name to "Pro Shop".
- Daune Siegmann, Cooperators response to TRCA coverage provided to Directors. No further action required.

Following discussion it was decided that the Waiver may need to undergo some modification

Action 7

CF to forward to DF his suggested changes to the waiver. DF to appraise and modify the document as he deems appropriate and circulate to the Board

Following discussion;

Action 8

GW suggested that DF follow up on the TRCA obtaining liability insurance to specifically cover the possibility that a major break in the irrigation line due to an accident (similar to that which destroyed the control box near the waterfall last year) or an age-related line failure would cause water damage to impacted homes in the community. DF agreed to do so

Action 9

JD to inquire as to whether the clubhouse has an AED

Other and New Business

MW was asked to leave the room for this item:

GW MOVED that upon Maureen Watt's resignation as Director, the TRCA hires her to update the homeowner's master list at the rate of \$25/hr. This rate will be retroactively adjusted to \$35/hr upon delivery of the updated list which meets Board expectations on or before Dec. 7 2018; seconded by CF and **Motion 43-3** carried

Adjourn and Next Meeting

Moved by JD that the meeting adjourn at 8:50pm, GW seconded and motion carried. Next meeting (BOD-44) on Monday November 26 2018.