

Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD – 44

Date: Monday December 10 2018

Place: TRCA Lounge

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

Committee Chairs: Craig Fowler (CF)

Welcome and Introductions

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

Minutes of BOD-43

JD MOVED the minutes be approved, seconded by CF and **Motion BOD44-1** was carried.

Membership update

JD tabled the updated homeowner membership list that was developed by Maureen Watt subsequent to her resignation as Director TRCA. To the best of the Board's knowledge, the list is an accurate measure of the current status of the Community, except that it needs to be updated with the latest Solstice resident list posted the 1st week of December (MW did not receive that particular list in time for her Dec. 7 delivery deadline). The final list will be given to JD before the end of December and be tabled at the next BOD meeting.

The updated membership list contains 182 addresses (NP-43; SR-31; TRB-36; TG-13; Solstice-59).

JD also tabled the latest Mailchimp list which contains approx. 197 email addresses of residents in the TRCA community.

The Board agreed that the list generated by MW complied with the deliverables and timeframes defined under the terms of the agreement, as described in the minutes of BOD43. JD tabled the invoice from MW for the work carried out. GW MOVED that the Board pay MW the invoiced amount of \$910.40; seconded by JR and **Motion BOD44-2** was carried.

Action 1:

Moving forward, JD will be responsible for maintaining the MailChimp list and ensuring it is up to date, using Khronowerz Industries (DevRadius) to manage the list and to send out any communiques from the TRCA.

Action 2:

JD will direct MW to initiate the next priority item, specifically a detailed protocol by which new homeowners (either new homes or resales) are identified, contacted, introduced to the TRCA, and payment of the monthly fees initiated. MW to deliver the protocols prior to the first BOD to be held in January 2019.

Bylaws update

CF summarized the substance and actions arising from the special BOD meeting held Monday Nov. 26 to discuss the proposed bylaw changes and how best to deal with PLC wrt this issue.

The Board agreed that the draft letter penned by CF and JR was an appropriate response to PLC's latest communique. The Board agreed that a preamble to the letter should be included that deals with several specific points raised during the Nov. 26 meeting.

Action 3

CF to draft the preamble to be sent with the letter, circulate it to BOD members for comment, and send the final letter to PLC within a week.

Action 4

CF to ask our lawyer to define and differentiate the terms “common property” and “limited common property”

Management changes at the TR Golf Club

The BOD discussed the recent managerial changes at the golf club and how these changes could possibly impact future golf club operations and the club’s interactions with the TRCA and the community at large.

Action 5

James Cronk (the principal consultant of the Cronk Group) has been hired by Carrington to run golf club operations moving forward. JD to attempt to set up a meeting between the Board and Mr. Cronk during the week of Dec. 16 when he will next be in Kelowna.

Varia

Action 6

GW to explore the possibility of using the Rutland Centennial Hall for the May 2019.

Committee Reports

Landscaping (and related) (GW)

GW led a discussion regarding snow removal. JD described a discussion he recently had with Eric Thorsteinson (new GM at TR Golf Club) regarding snow removal on sidewalks along TRB. Eric has entered a contract with Best Price Snowplowing to clear snow on sidewalks adjacent to Golf Club property. JD agreed to table a proposal with the Board in which the TRCA will pay 25% of the cost (\$25 per clearing) to clear sidewalks on TRB (on either side of Split Rail) that are adjacent to the back yards of homes on Split Rail. It can be argued that these sidewalks, which historically have never been cleared of snow, represent a safety issue in the winter months in that people have great difficulty navigating these areas to a point that many walk on the road itself. The BOD agreed to the proposal in principal but had a few points requiring clarification.

Action 7:

The BOD authorized JD to commit to the proposal subsequent to clarification of the issues raised by the Board; specifically, questions of snow amounts triggering the cleaning, assurances that the company is able to plow the sidewalks without damaging adjacent irrigation sprinklers, and the ability to disengage from the agreement if costs mount beyond acceptable levels.

Legal and Bylaw (CF)

LEGAL

- Completed NDA (Non-Disclosure Agreement) for use with contractors that will have access to confidential TRCA data including mailing lists
- Provided Solstice resident updates to JD and Finance including resales in Phase 1 and new residents in Phase 2.

BYLAW

- Convened special meeting of BOD to review PLC documents re: bylaw revisions
- Reviewed PLC bylaw submission and Pushor Mitchell explanatory document
- Agreed to draft a response to PLC that will essentially indicate that TRCA is willing to incorporate certain items re: Solstice residents having a vote into the draft TRCA draft bylaw proposal, but resisting in total the PLC submitted bylaws

- Two draft responses created....one now resulted from the amalgamation of the two....BOD to review and comment at BOD 44 and response to be sent to PLC this week.

Clubhouse Amenities (JD):

- JD and new (since Nov. 19 2018) TR Golf Course GM, Eric Thorsteinson (ET), have met on several occasions to establish mutually acceptable protocols re operations of the TRCA amenities during the winter season
 - ET has agreed, at least for now, to continue the FOB protocol currently in place. ET has issued at least one new FOB since his appointment.
 - JD had an introductory meeting with the head of the new management team (James Cronk) of The Cronk Group (a consultancy company hired by Carrington), and among other things had the opportunity to describe the TRCA's role in the community
 - Mr. Cronk will be back in Kelowna ~Dec 17 and we have asked for a meet with him and the TRCA BOD to expand on our initial meeting. No word yet if this meet will take place.
 - JD initiated discussions with ET re upgrading the security system at a shared cost as we had discussed on several occasions with the Neil Schmidt. The central issue is to simplify the cumbersome protocol in place for using the amenities during the winter season (e.g. 2 hour FOB limit)
 - JD and GW met with ET to see if a shared cost arrangement could be put in place to ensure that the sidewalks from the clubhouse to the waterfall on the east side or TRB are cleared of snow during the winter season (see Landscaping report)
- The elliptical machine in the gym was in need of repair. Several calls, over longer than a week period, to the company contracted to maintain the gym equipment were not returned. JD cancelled their services and hired new provider, OEM, to take over the service. They fixed the machine within 48 hours (invoice given to GW). However, the specific problem is a continuing issue and new belts have been ordered that will hopefully effect a long term solution.
- Platform Sales who rented the Lounge on two occasions during the summer have yet to pay the second rental fee of \$150.00 for use of the room in September. JD issued an overdue notice on Nov 27 but has not heard from the company. Next steps need to be discussed re securing their payment.

Communication, Membership and Social (MW)

No update

Developer relations (JR)

No Update

Finance (GW)

GW MOVED that CF be reimbursed \$65.26 re printing of the bylaw documents and JD for \$44.20 for filing cabinet supplies; seconded by JR and **BOD Motion 44-3** carried.

Insurance Committee (DF)

No report

Adjourn and Next Meeting

Moved by GW that the meeting adjourn at 9:14pm, JR seconded and motion carried.
Next meeting (BOD-45) on Weds January 3 2019.