

Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD – 47

Date: Wednesday February 11 2019
Place: Glen Wood's residence
In Attendance: Directors: Jon Durkin (JD), Jim Roe (JR), Glen Wood (GW)

Welcome and Introductions

The meeting was called to order at 7:05 with JD as Chairman

Minutes of BOD-46

JD MOVED the minutes be approved, seconded by JR and **Motion BOD47-1** was carried.

Clubhouse Damage

JD summarized the extensive damage to the clubhouse and TRCA assets that resulted from a burst water pipe on the main floor of the clubhouse on the afternoon of Feb 11. The nature of the damage and restoration efforts dictate that the clubhouse, lounge and gym need to be placed off limits to all residents until further notice.

Action 1:

JD will have Alex Pavlovic circulate a mailchimp letter ASAP explaining to homeowners the current situation.

Action 2:

JD will write an incident report to be tabled at next BOD

2019 BOD priorities

JR reported that the Rutland Centennial Hall is available for the planned May 7 AGM and should not cost more than \$400

GW MOVED that JD visit the Hall and if the facilities prove appropriate (size, tables & chairs, sound system, price, etc.) that he book the hall for May 7 (6:30 to 9:30pm) and pay whatever deposit is required; seconded by JR and **Motion BOD47-2** approved

JD stated that following discussion with the Directors, he approached Craig Fowler requesting that he form and chair a 2019 AGM Preparation Committee. JD was pleased to report that Craig graciously accepted this important role and the BOD collectively extends its thanks Craig for his continued service to the Community!!

JD tabled the following list the 2019 priorities that the Board has agreed to:

TRCA BOD Priority List for 2019

Tier 1 items (not in order of priority)

- Finalize the revised bylaw agreement and proxy document with PLC (CF)
- Finance priorities (GW)
 - Properly documented 2018 financials
 - Properly documented 2019 budget
 - Invoices/ notices sent to residents for 2019 rent charges
 - Establish the case and timing for a rent charge reduction to \$XXX per month
- Execute the agreed to plan regarding EAC rent charge arrears (JR)
- Secure from MW, modify if necessary, and execute the membership protocols for new home sales and resales (JD).
- With the aid of the Cronk Group, establish a mutually agreed to Service Agreement between the TRCA and Carrington for our amenities at the clubhouse (JD)
- Confirm and ensure that the TRCA possesses adequate liability, property damage, and Director's insurance wrt its assets and responsibilities (DF).
 - GW will be bringing our current policies to Capri Insurance for an analysis on Friday February 1
- Prepare for and conduct a first class AGM on May 7 2019 (CF)
 - Activate an AGM Committee ASAP

Action 3:

WRT the above 2019 priority list, Committee Chairs will generate specific actions and time frames on those priorities falling under their jurisdiction. These will be tabled (to the extent possible depending on the nature of the priority) at the next BOD

Legal Suites

JR led a discussion on the role, if any, the TRCA should play in aiding or resisting the development of legal suites. It was felt that whatever position the TRCA has on this issue would most likely be superseded (if in conflict) by City bylaws that appear to state that such suites are permitted as long as the structure meets defined criteria.

Action 4:

JR to contact the appropriate City Officer to confirm the above and report on such prior to the next meeting.

COMMITTEE REPORTS

Landscaping (and related) (GW)

GW advised that operational costs be reflected in the 2019 budget as \$17,940.00 for landscaping maintenance of the boulevard areas and of \$8300.00 for maintenance and repairs of the irrigation system. Contracts will be entered into with the appropriate third-party suppliers in advance of the AGM in order that appropriate seasonal work can be undertaken

Legal and Bylaw (CF)

BYLAWS

CF and JR met with Elise Everest of Pushor Mitchell, lawyers representing PLC on Jan 29/19. Also attending by telephonic connection was Mark Bourree from PLC. The purpose of the meeting was to resolve any outstanding issues and finalize the wording and technical details of the final draft of the TRCA bylaws. The meeting was positive and productive, and all but one item was agreed. The outstanding item was the issue of payments, and a reworded

submission to this item #10 of the bylaws was submitted to PM by CF after review by the Directors. We are awaiting the final draft to be forwarded to all participants by Elise, and CF will send a reminder to her about this important issue.

LEGAL

JR and CF worked on the letter to be sent to EAC whereby it will state unequivocally that EAC has a past, current and ongoing obligation to pay the TRCA fees on each and every lot once subdivided and registered. A draft of this letter has been sent to David Towell, the TRCA legal counsel for opinion. Once finalized it will be sent in both electronic and hard copy to EAC.

Clubhouse Amenities (JD):

A second key for the filing cabinet in the Lounge has been cut and will be given to GW. JD retains the other key

JD continues to work on a draft 2019 budget to pay our share of operating expenses at the clubhouse.

Communication, Membership and Social (JD)

JD has agreed to Chair the Communication and Membership Committee effective immediately.

JD has established protocols for ensuring that 1) new homeowners/residents (new home sales and resales) are contacted with a TRCA orientation package in a timely manner, and 2) our membership and mailchimp lists be maintained in a current state

- JD has created a master membership list that is current to Feb. 6 2019. List has been sent to GW for bookkeeping support. We currently have 184 homes occupied by homeowners in the TRCA community. Via GW, updates will be sent ad hoc by JD to our bookkeeping service
- Still need to compare the members list data with that in Mailchimp to ensure the latter is up to date

The website was updated to include BOD minutes up to and including BOD 45 (January 2 2019)

Developer relations (JR)

JR stated that the letter and supporting documentation re the rent charge issue has been forward to our lawyer for comment before being sent to EAC.

JR reported that the alternative access road that will link up Dilworth homes on Tallgrass with Latta Rd is scheduled to be built this year

Finance (GW)

GW requested that all Committee Chairs table their 2019 budgets prior to March 11 2019

GW has drafted a letter to be sent out to with our first 2019 statement and has asked JD for comments before being finalized and sent to our bookkeeping service finalized.

Action 5:

JD to critique letter ASAP and return to GW

Insurance Committee (DF)

GW, who has agreed to help DF with insurance, has delivered our existing policies to the commercial side of Capri Insurance (who have significant experience in strata situations such as ours) for review. However, this review cannot be properly conducted without a copy of Carrington's insurance policy(s) on the clubhouse, which was requested by DF several weeks ago and has yet to be sent to us.

Other Items

GW, as a member of the FOBRA?? Executive Committee, presented a map of the proposed trail in Black Mountain Park that will link up with the south west section of Tower Ranch Park provided that adequate funds are raised

Adjourn and Next Meeting

Moved by JD that the meeting adjourn at 9:25pm, JR seconded and motion carried.
Next meeting (BOD-48) on Monday February 25.