

**Minutes of Meeting**  
**Of The Board of Directors of**  
**The Tower Ranch Community Association (TRCA)**  
**BOD – 48**

**Date:** Monday February 25 2019

**Place:** Jon Durkin's residence

**In Attendance:** Directors: Jon Durkin (JD), Jim Roe (JR),

Chairs: Craig Fowler (CF)

**Welcome and Introductions**

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

**Minutes of BOD-47**

JD MOVED the minutes be approved, seconded by CF and **Motion BOD48-1** was carried.

**AGM Preparation (CF)**

Rutland Centennial Hall has been booked for May 7 from 6:00pm to 8:30pm. and a \$500 security deposit paid. There was discussion on optimizing communications, particularly the Mailchimp email list leading up to the meet

Action 1:

JD to carve out a separate Solstice Mailchimp list from the Master list so that specific emails can be sent to those residents as required.

## **EAC Update (JR)**

Based on the 3<sup>rd</sup> party advice given re the draft letter to EAC, the Board discussed and agreed on changes needed to be incorporated into the final draft letter to be sent to EAC.

### Action 2:

JR to draft final letter to be tabled and signed at the next meeting in 2 weeks

## **Legal Suites: (JR)**

JR pointed out that he has been in contact with a relevant City Officer who confirmed that the City bylaws would supersede any policy the TRCA put in place regarding limiting/ promoting legal suites within the community. Following discussion it was decided that:

### Action 2:

JR would email Greg Asling to indicate we would be willing to meet with him to learn more about EACs intent and preferences re legal suites moving forward, but we would be unable to do so until after the May 7 AGM.

## **Clubhouse restoration**

JD tabled the following report on the incident on Feb 11 2019:

On February 11 at approx. 1pm JD received a call from Eric T. that there was a flood at the clubhouse caused by a break in a pipe of the fire suppression system. JD arrived on scene within minutes and saw that the entire upper floor was covered with standing water including the Lounge (about 1 inch standing water over the carpet and the flooring clearly had water underneath. Clubhouse staff helped JD move lounge furniture to dry areas (wood floor, kitchen counters etc.). On initial inspection, the furniture and contents appeared not to be significantly damaged.

The break occurred in the overhead pipe in the hallway linking the Lounge to the front entrance (immediately opposite the kitchen door) sometime after 12 pm (when staff left for lunch); firetruck dispatched arrived and shut off water; staff returned to the clubhouse sometime around 1 pm)

JD then proceeded to the basement floor which was clearly severely damaged (ceiling, walls, floors). The gym itself was less impacted with water dripping from mainly from the ceiling light fixtures. JD placed a container to gather the water as best as possible, but sections of the carpet were clearly saturated. Water continued to drip for about 1 hour then stopped. No water was seen to fall directly on the equipment within the gym and since the equipment is naturally elevated above the carpeting they appear to be spared.

Several emails from JD to Total Restoration followed regarding plans for restoration of the Lounge and Fitness Centre (see Amenities report)

## **COMMITTEE REPORTS**

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

No Report

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

#### LEGAL

- Our lawyer has responded to JR's letter draft to EA with suggestions.
- JR to consider revisions prior to submission to EA

#### BYLAWS

- Sent PM revised Clause 10 for insertion.
- Asked PM for "clean" version for potential finalization.
- Followed up with Mark Bourree today re: anything back from PM.
- MB indicated that he would follow up today to understand status of finalization.
- Reviewed "new" draft of proxy. It is "softer" but should still have an explanatory memo from the TRCA sent with it to Solstice residents.
- Question: Can Mailchimp extract only Solstice residents for selective mailing?

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

- The flooring (carpeting and wood floor) of the Lounge has been heavily damaged by the Feb 11 water break incident. The furniture appears to be fine. All furniture has been removed to storage by Total Restoration at the TRCAs expense. Total Restoration will move all furniture and gym equipment from and back to the clubhouse for a cost of \$750. Storage cost will be \$230/ month.

- The gym was only partially damaged. We are presently working with Total Restoration and OEM (who maintains our gym equipment) to determine the best course of action re the need to move some or all equipment, none of which was damaged.
- The clubhouse, including the Lounge and Gym, is closed to all non-essential personal until further notice
- The TRCA is coordinating with the Cronk Group, Total Restoration and the insurance company (HUB) to determine what needs to be repaired or replaced in the Lounge and Gym

### **Membership and Communications**

- Maureen Watt (MW) has now supplied JD with a comprehensive protocol document containing a check list for identifying new homeowners, conducting an initial meet and greet, setting up fee payment options, etc.
- MW still needs to communicate with her Dilworth and Solstice contacts to have new owner updates go to JD from this point forward

### **Developer relations (JR)**

See Above

### **Finance (GW)**

JD indicated that he had passed onto GW invoices from 1) KBM Janitorial for \$117.60 for services from Feb 3 to 11 and 2) Rutland Park Society for \$500- the deposit needed to reserve the Hall for the AGM on May 7

### **Insurance Committee (DF)**

No Report

### **Other Items**

None

### **Adjourn and Next Meeting**

Moved by JD that the meeting adjourn at 8:25pm, JR seconded and motion carried. Next meeting (BOD-49) on Monday March 11 2019.