

# Minutes of 2019 Annual General meeting Special Meeting Of The Tower Ranch Community Association (TRCA)

**Date:** Tuesday May 7 2019

**Place:** Rutland Centennial Hall

## Welcome and Introductions

The meeting was chaired by Craig Fowler, Director TRCA

The Chair introduced the other three BOD members, Jon Durkin, Jim Roe and Glen Wood

The Chair also stated that although Solstice homeowners unfortunately will not have voting privileges at the AGM (because of the withdrawal of the revised bylaw motion), the Board recognizes and acknowledges that all Solstice homeowners are a vital part of our community who enjoy equal access to all TRCA amenities, and that we look forward to your contributions to this meeting.

1. Directors Reports for 2018-2019 was summarized by the Chair. The following highlights since the last AGM held in Dec. 2017 were noted:
  - Having to switch Legal Representation after our previous firm declared themselves to be in conflict of interest
  - Having to change our bookkeeper after we found the original selection failed to meet our expectations.
  - As a result, we have declared for this meeting that all residents paid up as of December 31, 2018 are considered to be “in good standing”
  - Changing Insurance companies, and improving our coverages in all areas of potential exposure
  - Deciding that it was time for updated bylaws, and negotiating with the Master Developer to secure voting rights for residents of Solstice
  - Doing extensive repairs and modifications to the irrigation system on the boulevards

- Negotiating a solid contract for mowing the boulevards and weeding the medians and parquettes
- As a result of Carrington Group deciding on a complete change of management at the Golf Course, having to work to forge a working agreement and understanding with the new team
- Dealing with the structural and financial consequences of the recent major flood at the golf course clubhouse, and the damages to the TRCA-owned Members Lounge and Gymnasium
- Keeping foremost in our minds our commitment to work toward managing the TRCA in a professional manner that would allow for the lowering of the monthly TRCA fees
- Deciding after reviewing all the challenges facing this volunteer 4-man Board to schedule Board Meetings every 2 weeks...we are now at 53 Board meetings and counting
- Establishing protocols for ensuring all new residents receive information about the TRCA
- Working with the BC Liquor Board to receive a favourable ruling on the consumption of alcohol in the Member Lounge which was previously a major hurdle in member-hosted functions
- Establishing Preventative Maintenance Programs for the Lounge area and the equipment in the Gym
- Encouraging increased use by the residents of both the Gym and the Members Lounge

2. The Chair summarized the situation with the revised bylaws drafted by the Board over the past months

- The Board negotiated with Parkbridge (PLC) as the property leaseholder of 160 lots to design revisions to the existing Bylaws to grant Solstice homeowners the right to vote on TRCA issues,
- The Board worked out compromise revisions to the TRCA bylaws that met this end.
- Some community members voiced concern that the proposed Bylaw changes granted PLC unfair long-term management rights and excessive control.
- The Board's position has been, and continues to be, that the revisions do not grant PLC powers to influence TRCA affairs beyond what they already have, and only alter the methodology by which PLC can exert influence TRCA issues.

- As a result of the expressions of concern, the Board felt it was the responsible position to delay the vote on this important document until further input can be solicited from members of the Community.
- An independent Bylaws Committee has been formed which reports to the Board. This committee will present their approach to solving the Solstice issue in a manner equitable to PLC, Solstice residents and all other Tower Ranch residents.

3. The Chair addressed several “bookkeeping’ issues under Finance and Legal that required the following motions to be tabled and voted on.

#### **BOOKKEEPING**

*MOVED Boris Enterprises be appointed as bookkeeping service of record for the TRCA for the 2019 fiscal year.*

*Moved By: Glen Wood*

*Seconded: Karen Bergin*

*Motion carried*

#### **AUDIT**

*MOVED that MNP LLP be appointed as the auditor of record for the TRCA for the 2019 fiscal year.*

*Moved By: Glen Wood*

*Seconded: Germaine Robertson*

*Motion carried*

#### **LEGAL**

*MOVED that David M. Towell, Partner of Thomas Butler LLP be appointed as the TRCA Legal Representative.*

*Moved By: Jim Roe*

*Seconded: Vic Isaak*

4. The Chair spoke to the 2018 Financial Situation with the following introduction and addressed several questions from the membership present:

- We experienced major and significant problems with our accountant, and this necessitated a late-year transition to a new service
- Those Tower Ranch district residents who pay their TRCA fees by cheque have been missing statements and billings while our new service had to reconcile all the 2018 Bank Statements to attempt to determine accuracy before sending out any invoices.
- As a result, we have declared for this meeting that all residents paid up as of December 31, 2018 are considered to be “in good standing”
- We are just now caught up, and throughout this time had to continue the basic operations of paying our suppliers, attempting to reconcile the receivables, and generally carrying on the financial affairs of the TRCA through this major transition
- Having satisfied ourselves that we now had a handle on the financial health of the TRCA, we then felt more confident in preparing the 2019 Budget.

See attached **Schedule A** for the 2018 Financial Statement

#### **2018 FINANCIAL STATEMENT AND BALANCE SHEET**

*MOVED that the 2018 Financial statement and the 2018 balance Sheet as prepared by MNP LLP be accepted*

*Moved By: Jon Durkin*

*Seconded: Sandy Jack*

*Motion carried*

5. The Chair spoke to the 2019 Proposed Operating Budget with the following introduction, and addressed several questions from the membership present:

- After several modelling drafts, we agreed on the Budget that we are about to present for your consideration.
- Included in this budget is the answer to our pledge to work toward a fee reduction for every resident

- You will see that this reduction of \$10.00 per month will become effective July 1, 2019
- We have done some modelling of the anticipated 2020 expenses, including an increase in each category, and we are confident that the \$35.00 per month for next year will meet the TRCA financial goals.
- So...\$60.00 this year...\$120.00 reduction next year...

See attached **Schedule B** for the 2019 TRCA Operating Budget

### **2019 TRCA OPERATING BUDGET**

*MOVED that the TRCA 2019 Operating Budget including the monthly rate reduction to \$35.00 per month per lot effective July 1, 2019 be approved.*

*Moved by: Jon Durkin*

*Seconded: Monique May*

*Motion carried*

6. The Chair moved to the Election of Directors, and spoke to the fact that Larry Bray, who is an employee of Parkbridge Lifestyle Communities, had garnered in excess of the required signatures to put his name forward as a TRCA director. The Chair asked if there were any other members who wished to put their names forward, and there were none. The Chair stated that all four current directors were willing to continue their roles as directors if that was the wish of the membership.

### **ELECTION OF DIRECTORS**

*MOVED that the Directors of the TRCA for 2019 and serving until the next Annual General Meeting shall be Jon Durkin, Jim Roe, Glen Wood, Larry Bray, and Craig Fowler*

*Moved By: Craig Fowler*

*Seconded: Vic Isaac*

*Motion carried*

7. At this point the Chair asked that the meeting be adjourned

**ADJOURNMENT**

*MOVED that the 2019 TRCA Annual General Meeting be adjourned*

*Moved by: Jon Durkin*

*Seconded: Jim Roe*

*Motion carried*

# SCHEDULE A

**Tower Ranch Community Association**  
**Statement of Changes in Net Assets**  
*For the year ended December 31, 2018*  
*(Unaudited - see Notice to Reader)*

	<i>Unrestricted fund</i>	<i>Future capital asset fund</i>	<i>Contingency reserve fund</i>	<i>General reserve fund</i>	<b>2018</b>	<b>2017</b>
<b>Net assets, beginning of year</b>	26,851	-	-	-	<b>26,851</b>	(21,768)
<b>Net income</b>	40,855	-	-	-	<b>40,855</b>	48,619
<b>Internal transfers</b>	(21,690)	2,000	8,690	11,000	-	-
<b>Net assets, end of year</b>	<b>46,016</b>	<b>2,000</b>	<b>8,690</b>	<b>11,000</b>	<b>67,706</b>	<b>26,851</b>

11

**Tower Ranch Community Association**  
**Statement of Operations**  
*For the year ended December 31, 2018*  
*(Unaudited - see Notice to Reader)*

	<b>2018</b>	<b>2017</b>
<b>Total revenue</b>	<b>112,164</b>	122,618
<b>Expenses</b>		
Bad debts	8,794	1,240
Bank charges and interest	375	1,391
Insurance	1,812	915
Office supplies	1,023	1,779
Professional fees	36,075	33,720
Repairs and maintenance	20,371	33,988
Utilities	979	966
	<b>69,429</b>	<b>73,999</b>
<b>Net income before other items</b>	<b>42,735</b>	48,619
<b>Annual contingency</b>	<b>(1,880)</b>	-
<b>Net income</b>	<b>40,855</b>	48,619

12

**Tower Ranch Community Association  
Statement of Financial Position**

*As at December 31, 2018  
(Unaudited - see Notice to Reader)*

	2018	2017
<b>Assets</b>		
<b>Current</b>		
Cash	66,562	32,750
Accounts receivable	7,753	21,026
	74,315	53,776
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals	2,501	10,727
Deferred revenue	1,980	2,070
	4,481	12,797
Due to Parkbridge	2,128	14,128
	6,609	26,925
<b>Net Assets</b>		
Unrestricted fund	46,016	26,851
Future capital asset fund	2,000	-
Contingency reserve fund	8,690	-
General reserve fund	11,000	-
	67,706	26,851
	74,315	53,776

13



# SCHEDULE B

<b>TRCA Budget 2019</b>				
<b>Budget Revenue</b>				
<b>2019</b>	<b>Lots</b>	<b>6mo@45</b>	<b>6 mos @35</b>	
Northpoint on 18	42	11340	8820	
Split Rail	30	8100	6300	
The Ranch	24	6480	5040	
Tower Ranch Blvd	11	2970	2310	
Solstice Phase 1 & 2	90	24300	18900	
Solstice Phase 3 - starts July/19	70		14700	
Tall Grass	17	4590	3570	
Foxtail	20	5400	4200	
Lounge Rental		375	375	
Interest Income		750	750	
				<b>Total Rev</b>
<b>Total Revenue</b>		<b>64305</b>	<b>64965</b>	<b>129270</b>

15

<b>Budget Expenses</b>				
<b>2019</b>				
Directors/Officers Insurance	950	Supplies - Lounge and Gym		500
Liability Insurance	2500	Repairs/Maintenance - Lounge		2500
Contents Insurance	1750	Repairs/Maintenance - Gym		4000
Legal Fees	10000	Cost Share Strata KAS3569		18000
Accounting Fees	10000	Social/Community		1500
Audit Fees	5000	Communications		2500
Bank Charges	500	Directors Reimbursable Expenses		500
Office Supplies	1000	Website Maintenance		1000
Landscaping - Maintenance	16000	Capital Replacements		2000
Irrigation - maintenance	9000	Contingency		10000
Landscaping/Irrigation Repairs	1000	General Reserve		5000
Irrigation Utilities	1800	Doubtful Accounts		5000
Janitorial - Lounge and Gym	3500			
		<b>Total Maintenance Expenses</b>		<b>115500</b>
		<b>Revenue over Expenses</b>		<b>13770</b>

16

