**Minutes of Meeting**

**Of The Board of Directors of**

**The Tower Ranch Community Association (TRCA)**

**BOD 63**

**Date**: Monday December 9 2019

**Place:** TR Clubhouse

**In Attendance:** Directors: Larry Bray (LB) Jon Durkin (JD), Craig Fowler (CF), Jim Roe (JR) Glen Wood (GW)

**Welcome and Introductions**

The meeting was called to order at 7:04 with JD as Chairman.

**Minutes of BOD–62**

JD reviewed and checked the status of the action items from BOD62.

JD MOVED the minutes of BOD 62 be approved, seconded by LB and **Motion BOD63-1** carried.

**BOD Organization**

JD MOVED that the Board form a Strata KAS3569 committee and that Larry Bray, given his long term experience with strata issues, chair the committee and be named as the board’s liaison to the vice-president of the strata council; seconded by CF and **Motion BOD63-2** carried.

CF MOVED that Gilles Chaput (TR homeowner), given his long term experience with strata issues and related finance, be named the TRCA’s representative to serve as vice-president on the Strata KAS3569 council; seconded by JR and **Motion BOD63-3** carried.

Actions arising from:

* + *Action 1*: CF to forward strata bylaws to LB
	+ *Action 2*: JD to inform Gilles Chaput re the appointment of LB as board’s liaison to the vice-president of the strata.
	+ *Action 3*: LB to discuss with Gilles Chaput that he (GC) communicate with Carrington (Dan Slaven) re his appointment.
	+ *Action 4*: LB to advise Gilles Chaput that from the BOD’s perspective his priority is to develop a 2020 strata budget.
	+ *Action 5*: JD to advise James Cronk (The Cronk Group) that the TRCA BOD has retracted its proposed 2019 budget as of January 1 2020.

**COMMITTEE REPORTS**

**Landscaping & TRB Maintenance (GW)**

**Snow removal along TR main sidewalk**

* JD tabled Eric Noble’s insurance document indicating that he has adequate 3rd party liability associated with his licenced ATV to be used to clear snow.
* Discussion ensued on the need for Workers Compensation Insurance to protect the TRCA
	+ *Action 6*: JD to contact Workplace BC re establishing such insurance for this activity
	+ *Action 7*: GW /CF to walk the area and mark needed trees on aerial photo (from BOD 60)

**Trails Committee (LB)**

NO Report

Actions arising from

* + *Action 8*: (from BOD 61): LB will next meet with Adrian Shura (Senior Project manager) from WSP to confirm specific points raised in LB’s Nov 4 BOD report and get a more detailed summary of the schedule of events, a timeline and any updated maps along with proposed sign locations.

**Legal and Bylaws (CF)**

 LEGAL

* Lawyer advises that action against EAC is expected to be filed in BC Small Claims Court by Dec 13/19
* Lawyer has been supplied with up-to-date accurate accounting statements as sent to EAC
* Lawyer advises if successful with this claim we can issue a subsequent claim for Receivable outstanding in excess of the maximum Small Claims Court payout of $35K.

STRATA

* Carrington was advised of our Nominee for Vice-president position on Strata Council on Nov 28/19 in accordance with the agreement that both parties would respond with their nominee within one week following the meeting of Nov 20/19
* To the time of this memo, no response has been received from Carrington on this mutually agreed important matter.

BYLAW

* As agreed, no action planned until the New Year.
* To be tabled for decisions on definitive action steps for the first BOD meeting in January.

Actions arising from:

* + *Action 9*: LB to provide CF with document re removal of rent charge on road allowance for EAC

**Developer Relations (JR)**

No report

**Finance (GW/CF)**

* GW reported that the AR’s are currently at $1956, down from the $12000 reported Dec31 2018.
* GW to split interest income associated with EAC from other interest sources
* Cheques have been processed for $856 to MNP and $3858.00 to Boris Enterprises (bookkeeping service )
* GW MOVED that JD be reimbursed $167.88 for the purchase he made for two vacuum cleaners to be used to clean the gym and lounge (see Amenities Report); seconded by LB and **Motion BOD63-4** carried
* Actions arising from:
	+ *Action 10*: GW to contact bookkeeping to insure that the Nov 1 and Dec 1 invoices to EAC included interest, and to copy the invoices sent to GW/CF

**Communication and membership (JD)**

* A newsletter that addresses several issues related to the winter season, including snow removal along TRB, has been forwarded to DevRadius Inc for distribution to all residents ASAP

**Amenities Report**

* After consultation, we have decided to end our contract with KBM Janitorial services effective Dec 31 2019 and to accept the services (pursuant to adequately addressing potential 3rd party and WC insurance issues) offered by homeowners who have volunteered to service the Lounge and Gym as required effective Jan 1 2020. The TRCA has purchased two vacuum cleaners (cost $158) for use by these homeowners on our behalf
* Actions arising from:
	+ *Action 11*: JD to contact Capri Insurance re the possibility of having the homeowners conducting the cleaning added to our existing insurance policy. JD to contact Workplace BC re WC insurance.
* The TRCA has been issued a Community Mail Box by Canada Post. 2-1855 TRB remains our valid mailing address. The box is located in North Pointe
* Fortis BC has requested that the TRCA provide the Lounge on Jan 22 2020 from 6-9 pm to have an open house for TR residents to discuss proposed changes to the electrical substation at the foot of TRB

**Insurance Committee (DF)**

No report

* Actions arising from:
	+ *Action 12: (FROM BOD 62)* DF to provide details related to the one million dollar liability insurance we hold re potential litigation costs (i.e. what does it cover and not cover)

**Adjourn and Next Meeting**

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| JD moved that the meeting adjourn at 8:40, CF seconded and motion carried. Next meeting (BOD-64) on Monday January 13 2020 |

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