

**Minutes of the Tower Ranch Community Association (TRCA) Board of
Directors Meeting BOD 71**

Date: Monday July 27 2020

Place: TRCA Lounge

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

1. Welcome and Introductions

The meeting was called to order at 6:04pm with JD as Chairman.

2. Minutes of BOD-70

JD reviewed and checked the status of the action items from BOD-70.

JD MOVED the minutes of BOD-70 be approved, seconded by JR and **Motion BOD71-1** carried.

3. Revised 2020 SGM/AGM process

It was determined to use Kim Hewitt and Dawn Hanna as independent third party individuals to oversee the voting process for the SGM at least. They will be responsible for counting ballots and informing the Board of the results.

Action 1: CF to work with Kim and Dawn to determine best dates for the voting process (that accommodate their present schedules) and then working backwards to draft a notification of the SGM at least 21 days prior to the ballot being sent to homeowners.

4. Monthly Financials

GW MOVES that the TRCA reimburse JD in the amount of \$1666.50 for the purchase of the rowing machine for the gym which was approved at BOD70; seconded by JR and **Motion BOD71-2** carried.

JR MOVES that the TRCA board acknowledges that when it agreed to hire Kim Hewitt as IT Manager on March 16 2020, it did so being fully aware that Kim was the spouse of Jon Durkin, a TRCA Director, and that Kim's activities on behalf of the board were to be directed solely by Glen Wood; seconded by CF and **Motion BOD71-3** carried.

GW MOVES that legal counsel be instructed to write a letter to the owner at North Pointe advising that up to and including foreclosure proceedings will commence within 7 days of the letter's delivery if the full amount of arrears owed to the TRCA has not been paid; seconded by CF and **Motion BOD71-4** carried.

Commented [JD1]:

GW MOVES that Jon Durkin (TRCA Director) be named the Account Administrator for managing the TRCA's credit card account at Interior Savings. The BOD agrees that the credit card should have a \$2000 limit; seconded by GW and **BOD Motion BOD71-5** carried.

Action 2: JD to forward this meetings minutes to Interior Savings as part of the banking process needed to secure a TRCA credit card.

5. COMMITTEE REPORTS

Landscaping & TRB Maintenance (GW)

We are approx. \$4200 over budget for 2020 because of the irrigation system installed on the east side of TRB. While originally to be deemed a capital expense, it in fact needs to be under the Landscape budget because the system is a replacement of the original, on-functional system in place. An additional expense that we agreed to was monthly weed whacking along the east side boulevard of TRB.

Legal and Bylaws (CF)

LEGAL

EAC action on hold until advised by the Court in September of next hearing date.

Demand letter served on resident. No response or payment. Determine next action at BOD meeting.

BYLAWS

Sent note to residents of proposed and current available for viewing on website.

Two residents responded with questions. Called both and handled their queries. Both centred on the concept of PLC being able to appoint a Director. Both residents satisfied with the answers.

Next steps are to send residents an outline of the format of the SGM to vote on Bylaws and the AGM to vote on everything else. This now moves to Priority Status.

Developer Relations (JR)

Building scheme report

Advice received from our lawyer that the TRCA is not the Administrator of the guidelines. A request for a general discussion on our next steps at upcoming BOD meet was suggested on how we convey this message to the membership.

Actions arising from: Based on the ensuing Board discussion, it was decided that:

Action 3: JR to draft a letter for circulation. Final will be sent to the membership via Mailchimp

Developer Relations

No change on EAC payment issue. We are waiting for a court date. EAC's latest phase of development has been registered.

We have received information which indicates that city policies / bylaws do not over ride our registered building scheme. If this is the case, it may well be that EAC is not allowed to build suites. JR requests a general discussion on our next steps at the upcoming BOD meet. Actions arising from:

Action 3: JR to ask David T to clarify this situation draft a letter for circulation. Final will be sent to the membership via Mailchimp

Finance (GW/CF)

Action 3: GW will approach Dawn Hannah to request a list of the various tasks and activities she carries out on behalf of the TRCA. GW will use this information to draft a terms of engagement letter that will be circulated to board members

Communication and Membership (JD)

- JD visited new owner at 2005 Foxtail and gave completed PAD form to Dawn
- Same owner has 2 legal suites occupied and asked for 3 FOBS to be issued (one to him and two to his renters). This was new territory and we decided that the owner needed to sign 3 separate waivers (for he is ultimately responsible) but the renter's names would appear on the 2 FOBS assigned to them so we can trace their activity in Gym and Lounge.

Action 4: The Board felt that FOBS should only be distributed to homeowner's who actually reside at the property. JD to determine if the owner is living there or is in fact a landlord

- One new email address was added to Mailchimp list since last BOD meeting
- The following e-blasts were sent to homeowners:

June 30:	Revised reservation system to be used at Gym
July 9:	Letter re revised bylaws
July 19:	Message from Carrington re COVID positive test by server
July 21:	Updated message from Carrington re COVID case
July 22:	Message stating the Lounge opening delayed

Amenities and Strata (JD)

A commercial grade rowing machine (Concept 2 Model D) was purchased and installed in the gym by CF (and his lackey JD) on July 9. To date 21 workouts have been conducted (It knows!). JD paid the cost \$1666.56 by Visa and has asked GW for reimbursement.

Lounge Reopening

After discussion, it was the consensus of the Board that the Lounge would remain closed until further notice due to the continuing concern about the COVID19. This decision is based on several factors, including the recent surge in coronavirus cases in the area and the July 27 order from Dr. Henry (BC's Provincial Health Officer) substantially limiting the number of people allowed to congregate in hotel and rental properties. Since use of the Lounge by groups is difficult to centrally monitor and control in real time (i.e. largely the responsibility of the person requesting the facility), allowing free access to groups would be clearly trending against the intent of health officials attempting to minimize potential spread of COVID by such gatherings.

No changes made to Fitness Centre protocols or usage

Trails Committee (LB)

Trails Report:

No new information to report from Parkbridge

Action 5: LB to contact RDCO and the City for an update to the trail condition

Fortis Committee Report:

The committee will be holding a meeting in the month of August to discuss landscaping and beautification items for the Fortis Transformer Upgrade. Later in August the committee will meet with the Fortis team to discuss these items and hopefully come up with a plan that will be aesthetically pleasing to the Tower Ranch Communities.

6. Other items

None

7. Adjourn and Next Meeting

JD moved that the meeting adjourn at 7:20, CF seconded and motion carried. Next meeting (BOD-72) on Monday August 31 at JD's house

