

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 64

Date: Monday January 13 2020

Place: TR Clubhouse

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

Guest: Gilles Chaput

Welcome and Introductions

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

Minutes of BOD-63

JD reviewed and checked the status of the action items from BOD-63.

JD MOVED the minutes of BOD-63 be approved, seconded by LB and **Motion BOD64-1** carried.

Actions arising from:

- *Action 1:* JD to notify Carrington to remove their décor boards stored in the Lounge
- *Action 2:* JD to book Rutland Centennial Hall for May 12 AGM.

COMMITTEE REPORTS

Landscaping & TRB Maintenance (GW)

Snow removal along TR main sidewalk

- We have received documentation from Worksafe BC, that the TRCA application for WC insurance covering the individual (Eric Noble) hired for snow removal along TR Blvd has been approved. As such;
 - JD MOVES that the TRCA confirm the hiring of Eric Noble to plow the sidewalk on the east side of TRB from the clubhouse to the waterfall for the winter season. We will pay 60% of the \$150 cost (i.e., \$90 per event) based on the proportion of sidewalk under TRCA and Golf Club domains. JD will be the primary person to contact Eric to trigger a clearing event, as per agreement with Eric and Clubhouse management; seconded by LB and **Motion BOD64-2** carried

Trails Committee (LB)

No Report; Actions arising from

- *Action 3:* (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

- Our case re: EAC rescheduled by our lawyer due to other cases taking precedence.
- Expect to have the filing done within the next 2 weeks
- Contact made by the collection agency for Kerr and Co demanding payment. Responded that we are prepared to defend our position of refusal to pay this billing in court, and requested that they advise if they will be litigating.

BYLAWS

- Will be in contact with Bylaw committee to begin the communication process with all TR residents with regard to the position of the TRCA, the difference in the Bylaws proposals from TRCA and PLC, and the notice that this will be an agenda item at the May AGM.

- Will contact Mark Bourree in advance of the broadcast communication to advise of our position

Developer Relations (JR)

No report

Finance (GW/CF)

- GW MOVED that CF be reimbursed \$46.21 for items purchased to effect minor repairs in Lounge; seconded by JR and **Motion BOD64-3** carried
- GW MOVED that JD be reimbursed \$61.81 for cleaning supplies to be used by our new cleaner; seconded by JR and **Motion BOD64-4** carried
 - *Action 4:* JD to include monthly financial statements as line item for BOD meetings going forward

Communication and membership (JD)

- It has become apparent that, following discussions with Alex Pavlovic (DevRadius), it is in our best interest at this time to find an alternative process to send mail chimp messages to the TR community and to keep our mail chimp email database current. Various options to be discussed at the Jan 13 BOD meeting.
 - CF MOVED that the TRCA employ a TR resident, Kim Hewitt, to distribute our newsletters and other correspondence via Mailchimp. GW will contact Kim for discussions re reimbursement for these activities; seconded by LB and **Motion BOD64-5** carried
- A brief newsletter detailing the following, among other things should be sent to the Community:
 - Correspondence to the TRCA should no longer be sent to or handled by clubhouse personnel
 - While FOBs will still be distributed to TR homeowners by Eric T, JD will assume all FOB-related steps leading up to such distribution. Options for this to be discussed at Jan 13 meeting.
 - The question of TR usage of the lockers across from the gym needs to be discussed and clarified

Amenities Report

- We have received documentation from Worksafe BC, that the TRCA application for WC insurance covering the use of TR homeowners for janitorial services has been approved. In addition, Capri Insurance has confirmed that our insurer has advised that General Liability coverage will extend to cover any TR homeowner conducting such services for the TRCA if named in a suit (subject to policy conditions).
 - KBM Janitorial was terminated effective Dec 31 2019 due to performance issues. JD MOVES that now that we have satisfactorily addressed potential insurance issues raised, we confirm the appointment of a TR resident who has agreed to take on weekly cleaning of the TRCA amenities effective Jan 1 2020 at the rate of \$60.00 weekly; seconded by LB and **Motion BOD64-6** carried
- A letter to James Cronk stating that the TRCA is withdrawing its proposed 2019 budget has been drafted and sent to Gilles Chaput for comment prior to it being sent to the Cronk Group.
- The storage room, a TRCA asset, has been cleared of all golf club items (except for a freezer) and is now free for our exclusive use.
- The AED unit is now housed, and clearly marked, in the cupboard across from the restaurant entrance and as such, is fully accessible to all TR homeowners using the Gym or lounge if needed

Insurance Committee (DF)

DF tabled the following documents regarding the specifics of our Legal Services insurance:

- Clark Wison #CMW-2019-5 Professional Service Retainer
- CapriCMW Platium Legal Service Retainer providing details with respect to the services provided.
 - *Action 5:* DF to obtain a 2020 quote re our insurance costs

Adjourn and Next Meeting

JD moved that the meeting adjourn at 9:00 pm, CF seconded and motion carried. Next meeting (BOD-65) on Wednesday February 19 2020

