

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 65

Date: Tuesday February 18 2020

Place: JD's home

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

Committee Chair: Don Folstad

1. Welcome and Introductions

The meeting was called to order at 7:03 with JD as Chairman.

2. Minutes of BOD-64

JD reviewed and checked the status of the action items from BOD-64.

JD MOVED the minutes of BOD-64 be approved, seconded by CF and **Motion BOD65-1** carried.

Actions arising from:

- *Action 1:* DF will meet with Capri to obtain a quote and determine if the recent increase in insurance rates in BC will substantially affect our insurance costs for 2020 (this arises from *Action 5* in the minutes i.e.; DF to obtain a 2020 quote re our insurance costs)

3. Monthly Financials

Actions arising from:

- *Action 2:* CF to see our bookkeeper re how best to present the EAC arrears in the 2019 year

4. COMMITTEE REPORTS

Landscaping & TRB Maintenance (GW)

No report

Actions arising from:

- *Action 3:* GW to contact City re tree planting costs along the west side of TRB

Trails Committee (LB)

An update on the trails is expected shortly

Legal and Bylaws (CF)

Bylaw:

- Advised PLC both verbally and in writing that the TRCA will be proceeding with the version of Bylaws as prepared by our Bylaw Committee for members vote at the upcoming AGM
- Provided Mark Bourree with the latest version for possible revisions that PLC deems necessary
- The meeting with PLC scheduled for 16:30 Feb 19/20 with Sandy Higgins and Mark Bourree in attendance was discussed at the board meeting

Legal:

1. TRCA vs EAC

- The legal case of TRCA vs EAC in Small Claims Court has been filed
- The TRCA is seeking redress for unpaid TRCA fees owed by EAC
- No EAC response has been noted at the time of this writing. CF to follow up Tues Feb 17/20 with our lawyer to determine actions going forward
- A verbal report will be presented at BOD 65

Actions arising from:

- *Action 4:* The settlement meeting is set for May 20 at 9:30. CF and JR to attend along with our attorney. EAC has apparently responded but we have not received anything as yet

2. Kerr & Co. vs. TRCA

- In the case of the Collection Agency threat of legal action against the TRCA re: unpaid claim by Kerr and Company for accounting fees, the TRCA responded that Kerr may proceed with legal actions. The TRCA expressed confidence that a solid and well-documented defence will be presented.
- It was reiterated that the TRCA has absolutely no intent to pay any of the amount claimed to be owed to Kerr & Co.
- No correspondence has been returned.
- The file remains open

Developer Relations (JR)

The TRCA BOD will be meeting with Sandy Higgins, of PLC, on Wednesday February 19th at 4:30pm in the lounge. The main purpose of the meeting is understood to be a discussion regarding the TRCA's proposed bylaw changes

Finance (GW/CF)

- *Action 5:* CF to forward the 2019 year end to all board members prior to next BOD meeting (set for March 16)

Communication and membership (JD)

JD has booked the Rutland Centennial Hall on May 12 from 6:30 to 9:00 pm for the proposed AGM. A deposit of \$500 has been sent.

Amenities Report

- JD and GW met with David Keelan (CFO Carrington) on Feb. 13 at his invitation. A summary of the ensuing discussion was presented to the Board on Feb 19.
 - *Action 6:* CF to send an email to the President of Carrington (Dan XXX) reiterating the TRCAs position (clearly stated during our Nov 2019 meeting with them and PLC) regarding the formation of an operational clubhouse strata council and the potential future dissolution of the statra itself
- The Cronk Group has developed a "Tower Ranch Community Marketing and Events Proposal" in which the Golf Club will organize and conduct events including: garage sales, wine and paint classes, live music nights (min of 3), as well as an outdoor movie night. They will contribute \$1450 to this endeavor and are asking PLC, EAC and the

TRCA to each contribute \$750. On Jan 28, JD polled the Directors who unanimously agreed that we should take part if all other stakeholders were on board. Eric T. subsequently told JD that the other parties have indeed agreed, and on that basis JD verbally said the TRCA would also contribute. JD will table the proposal at the Feb 18 board meeting for discussion and a formal decision.

- JD MOVED that the TRCA support the proposal as described; seconded by LB and **Motion 65-2** carried

Insurance Committee (DF)

No report

5. IT Manager Position (CF)

It was proposed that a homeowner, Kim Hewitt (KH), be appointed IT manager for the TRCA. She has already been asked to manage and update the mailchimp email list (see BOD63 minutes) taking over from DevRadius Inc. The position would report to GW, who presented the following job description to the board:

TRCA's IT Manager Responsibilities: Job Description

- Maintain and update the Master homeowners list as needed based on information supplied by JD and DH
 - Initially, to ensure that the Master homeowners list is consistent with that data held by our bookkeeping service
- Maintain and update the Master MailChimp email list as needed based on information supplied by JD and DH.
 - Initially, to ensure that the Mailchimp list is consistent with that data on the Master homeowners list
- To send out community wide emails via Mailchimp as required
- Maintain and update the TRCA website as needed based on information supplied by JD principally
 - To determine if a password protected folder can be established for TRCA documents as warranted

GW MOVED that KH be appointed as IT manager at a rate of \$30/hr for services rendered; seconded by CF and **Motion 65-3** carried

6. AGM preparation

The next AGM will be held on May 12 at the Rutland Centennial Hall. CF will serve as MC for the event, with JD working on visuals to be presented and handouts as warranted. JD and CF will set up the hall much as it was done at the last AGM in 2019.

- *Action 7:* CF to prepare a draft agenda and circulate to the board prior to our next scheduled meeting

7. Other items

JD raised the need for a TR community social committee to plan and carry out community social events, some of which can received City financial support (similar to last year's Canada Day festivities). As well, the committee would represent the TRCA and the TR community with the golf club's planned summer social events. The committee will function in most cases independent of the TRCA other than those events that require TRCA approval for use of the clubhouse and its grounds, and events that the committee would like the TRCA to support financially. The committee will also keep the TRCA apprised of scheduled/proposed community events.

- *Action 8:* JD will approach several homeowners who have been active in various community events in the past to see if they wish to be involved in the formation of the proposed committee.

8. Adjourn and Next Meeting

JD moved that the meeting adjourn at 8:50 pm, CF seconded and motion carried. Next meeting (BOD-66) on Monday March 17 2020