

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 66

Date: Monday March 16 2020

Place: Clubhouse Lounge

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

1. Welcome and Introductions

The meeting was called to order at 7:07 with JD as Chairman.

2. Minutes of BOD-65

JD reviewed and checked the status of the action items from BOD-65.

JD MOVED the minutes of BOD-64 be approved, seconded by CF and **Motion BOD66-1** carried.

3. Monthly Financials

Actions arising from:

- *Action 1:* CF to forward bookkeeper's notes on year end to all board members
- *Action 2:* CF to review 2019 year end for next meeting
- *Action 3:* CF to put out a request for 2020 budget to all committee chairs, and review the budget for next meeting

4. COMMITTEE REPORTS

Landscaping & TRB Maintenance (GW)

We have received a quote for the boulevard maintenance which shows no increase over last year and are waiting to hear from Mainstream irrigation.

Actions arising from:

- *Action 4:* 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)

1. Legal - EAC

- Case against EAC progressing
- EAC requested through our lawyer "documents" that have been sent to members
- Our lawyer to respond
- Settlement Conference booked for May 20, 2020
- This is designed as a chance to reach agreement before going to court

2. Legal - Carrington

- The status of the Strata KAS3569 remains the same
- Letter sent on Feb 25, 2020 to Carrington President outlining several options including Operating Agreement, Full Strata Board and operation of TRCA portion (Lot 2) of the Strata
- No response to this date

3. Bylaws

- Finalized set of Bylaws now complete following conversations with the Bylaw Committee and PLC
- Submitted to PLC for comment on March 7, 2020 for comment and approval
- No response to date
- Assuming no significant negatives, these are the Bylaws that will be presented for a vote at the May AGM

Issues arising from:

- *Action 5:* CF to inform bylaw committee and Mark Burree that the board accepts PLC's suggestion on minor revision to clause 25.

Developer Relations (JR)

EAC has made a request for information regarding the pending court case. TRCA has instructed our lawyer to respond to this request.

The date for the next subdivision of EAC property may be imminent. The TRCA needs to be notified prior to the subdivision proceeding. It is suggested that we get our lawyer to advise EAC of this notification (approval?) requirement as part of his response to the EAC request for information.

Issues arising from:

- *Action 6:* JR to contact our lawyer re this issue

PLC / Carrington - unsure of status of their negotiations regarding property trespass issues. Larry may be able to provide an update

Finance (GW/CF)

As reported earlier the 2019 financials are at MNP for finalization. The correct number of occupied houses as of Feb 21/20 has been forwarded to Craig for the income calculation

Communication and Membership (JD)

- JD met with 8 new homeowners (6 from Tallgrass/Foxtail; 2 from NP) for welcome orientation in March. Determined most effective process is for homeowners to fill out PAD, gym waiver, and membership form during the meet, and for JD to distribute appropriate completed forms to finance/bookkeeping (PAD) and the Clubhouse (FOB).
- Social Committee has been initiated with Wendy Shaw (Solstice) and Helena Jartved (Tallgrass) forming the initial team who will hopefully recruit participants from the other community sectors. Proposed that the committee functions largely independent from the board, other than keeping it apprised of what it being planned. However, events which involve the Clubhouse and its grounds will by necessity require some board input (and golf club buy in). It was stated that the TRCA is amenable to proposals for TRCA financial support for specific ventures if that is the committee's wish.
- Via our lawyer, Parkbridge has requested information on the TRCA membership. In compliance with our responsibility as non-for-profit association. A list of homeowners and their addresses (only) has been prepared.

Issues arising from:

- *Action 7:* JR to send the list to our lawyer to move to PLC's attorney
- Our master membership list was updated up to March 11 2020 by IT manager. Meeting with Kim and Dawn scheduled to ensure that TRCA membership and bookkeeping data sets are up to date and consistent.
- Website update is in progress by IT manager, as well as having our website posted on search engines (e.g. Google)
- Fortis has rescheduled its neighborhood open house for April 22 in the TRCA Lounge between 4 and 8 pm. The purpose is to inform the TR community of Fortis' plans for expansion and beautification of the Lee Substation
- Should we be thinking of a Spring Newsletter as a preamble to the AGM

Amenities Report

- Decision to replace/ upgrade the Lounge card tables need to be made
- Summer protocol for the Lounge and Gym to go into effect April 1

Issues arising from:

- *Action 8:* JD to send out mailchimp announcement that the gym and lounge are closed effective immediately in compliance with BC's Covid19 policy and guidelines

Insurance Committee (DF)

At the end of February, DF spoke with Debbie Tuddenham, Capri CMW, concerning the CTV News report with soaring premium BC Condo insurance rate increases. Debbie advised that as we are a Bare Land Strata and no claims we will be at the low end on the new rates.

We will receive a quote approximately two weeks before our present policy terminates on May 24, 2020. This time frame may be shorter if they are trying to negotiate joint coverage with more than one insurer. Debbie indicated that we should be prepared to receive an increase of 30 to 40 %.

DF to keep in contact with Debbie closer to the policy termination date as to the rate increase and any changes that the TRCA Board wishes to consider.

5. AGM preparation

Issues arising from:

- *Action 8:* The BOD needs to make a decision to hold or postpone the May12 AGM no later than April 13.

6. Other items

None

7. Adjourn and Next Meeting

JD moved that the meeting adjourn at 8:45 pm, CF seconded and motion carried. Next meeting (BOD-67) on Monday April 13 2020

