

## Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 67

**Date:** Monday April 13 2020

**Place:** By Videoconference

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

### 1. Welcome and Introductions

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

It is with regret that the Board has accepted the resignation of Don Folstad as Chair of the Insurance Committee. The BOD wishes to thank Don for his dedication over the past years to the TRCA and the community and specifically for his involvement and contributions in dealing with our insurance portfolio.

### 2. Minutes of BOD-66

JD reviewed and checked the status of the action items from BOD-66.

JD MOVED the minutes of BOD-66 (with one minor revision) be approved, seconded by CF and **Motion BOD67-1** carried.

#### Actions arising from:

- *Action 1:* CF to follow up with our lawyer re the postponement of our May 20 Settlement Conference with EAC
- *Action 2:* GW will contact the City in the fall regarding the planting of new trees along the east side of TRB

### 3. Monthly Financials

GW stated that tabling of the 2019 year end financials have been delayed due to the current impact of COVID-19 on the external review process

### 4. TRCA/ Strata Insurance

Our 2020 insurance renewal has seen a significant increase in premiums from approx. \$4700 to over \$12000. This increase is reflective of the substantial increases seen in strata related insurance across the board in BC over the past year. Nonetheless, the BOD feels that our present insurance coverage may not accurately reflect the realities of the TRCA's roles, mandate and responsibilities, and that in fact we may be over-insured in particular aspects of coverage. Our present policy needs to be renewed by April 28. Several actions to be taken before that date are proposed:

- *Action 3:* JR to contact Capri for clarification of how and why the TRCA is presently classified and to determine if our coverage and premiums are commensurate with our insurance needs, or are we in fact miscategorised and/or over-insured.
- *Action 4:* JR to contact other insurance brokers for quotes
- *Action 5:* JD to request from Carrington, via James Cronk, a copy of the current strata insurance policy that covers the clubhouse property. Once received, JR to present this base coverage policy to brokers so as to obtain supplemental coverage needed to adequately protect the TRCA.

### 5. COMMITTEE REPORTS

#### **Landscaping & TRB Maintenance (GW)**

Quotes have been received from both Mainstream and Tygerboyz for the maintenance of TRB for the year 2020. GW was able to ensure that the rates are the same as last year (but expect some moderate increases next year)

The quotes do not include any work on Tallgrass but the above companies have been made aware of same and adjustments will be made if required. Our contract with the city only specifies TRB. The city has recently planted a couple of new trees on the west side of TRB and it probably behoves us

to fix/reinstall the irrigation on that side of TRB where possible. This has been discussed with Mainstream and will be looked at following the mid-May start up process is completed.

In the course of snowplowing TRB's sidewalk we have caused some minor damage to homeowner's sprinklers. We have fixed a couple of them and are in the process of arranging a day later this month when any other problems caused by our snow removal efforts may be addressed.

Our sprinkler system has been repaired and is ready to run when required. Tygerboyz have started the spring cleanup process.

Actions arising from:

- *Action 6:* JR to contact City regarding the TRCA's obligations, if any, wrt the boulevard sections along Tallgrass Trail

**Trails Committee (LB)**

LB reported that the trails that are the responsibility of PLC will not be fully completed until next year.

**Legal and Bylaws (CF)**

**Legal**

- No communication or progress on EAC case. Settlement hearing still scheduled for May 20 but will wait to see if this actually happens on that date or is postponed. EAC is continuing to receive monthly invoices which they continue to neglect to pay.
- Engaged our lawyer to review our Bylaws for compliance with Canada Not-For-Profit act

**Bylaws**

- Received agreement from PLC on the last item to be resolved re Clause 25....**BYLAWS ARE FINALIZED!**
- Don Spruston sent finalized copy...forwarded to PLC and our Lawyer and advised PLC that these are the Bylaws that will be tendered for a vote at our AGM
- Outlined next steps including posting to our website and communication with the membership. To review initial idea of communication on this topic proposed by DS and Committee to attempt to reduce to a single page. Based on membership feedback (if

any) a decision will be reached on the necessity to host an information session prior to the AGM.

- Tabling the idea of "Certificate of Appreciation" being created along with some appropriate gift card for the 4 committee members.

### **Annual General Meeting**

- Advised members via email of intention to cancel May 12 AGM and reschedule when appropriate

#### Actions arising from:

- CF MOVED that the revised bylaws as tabled be accepted and presented to the homeowners at our next AGM following approval of legal counsel; seconded by LB and **Motion BOD68-2** carried.
- CF MOVED that the 2020 AGM scheduled for May 12 be postponed due to social distancing guidelines. A new date will be determined once restrictions have been lifted; seconded by LB and **Motion BOD68-3** carried.

#### Actions arising from:

- *Action 7:* JD to draft communique to go out to the TR community re the postponement of the AGM

### **Developer Relations (JR)**

- JR forwarded JD's letter to Matt Temple at EAC regarding a section of curb that needs to be re&re'd on TR Blvd. No response from EAC as of yet.
- JR contacted the City's Approving Officer about EAC's imminent subdivision application. He is fairly new to the role and didn't seem to have a good sense of what a rent charge is. He did however say that he has not seen any subdivision application from EAC as yet.
- EAC has constructed curbing to the very NW corner of their Tower Ranch land. Based on this, it is possible they may be in a position to finish all of their subdivision work this year (all remaining phases). There may still be some land at the NE corner of their property holdings. We will need to see how quickly home sales recover after our economic shutdown.
- No update on the Latta Road connection. JR will let everyone know if this starts to move ahead

Issues arising from:

- *Action 8:* LB to find out the scheduled completion timeframe of the Latta Road connection.

**Finance (GW/CF)**

No report.

**Communication and Membership (JD)**

- To encourage search engine optimization for the TRCA website at no cost to the association, the email address ([trcacommittee@gmail.com](mailto:trcacommittee@gmail.com)) and website ([trcamembers.ca](http://trcamembers.ca)) have been registered with Google as a non-profit entity. Verification as a non-profit was completed on April 9<sup>th</sup>, however a message was received from Google that due to issues with COVID-19, GoogleMyBusiness functionality was limited, that new businesses may not appear at this time, and access to our business profile may be delayed.
- Mailchimp is currently up-to-date. Since March 14<sup>th</sup>, 54 new contacts were added to the subscription list.
- The master homeowner list and the book-keeping database are reconciled. Kim and Dawn will meet every other month (in person or virtually) to review and verify information is complete and consistent. Any interim information is shared via email as it becomes available.
- Priorities for website maintenance are as follows:
  - Create a password protected area for crucial TRCA related documents which will provide an electronic backup for important documentation.
  - Edit out-dated information
  - Consolidate redundant links
  - Reorganize current links for ease of navigation
  - Update BOD minutes, newsletters, etc.
  - With BOD input, review and decide on necessary content
- To aid in TRCA BOD communication, Zoom Pro has been purchased for a fee of \$20CDN /month. The subscription can be cancelled at any point moving forward. The April 13 2020 BOD meeting will make use of this video conferencing platform

- Three new homeowners have been visited since our last BOD meeting. All relevant forms have been completed and distributed to IT manager and bookkeeping for processing
- Two Mailchimp letters have been sent to the community since last meeting. One concerned walking privileges on the golf course during the Covid crisis, the other on the postponement of the May 12 AGM and the fact that we have reached agreement with PLC on amended bylaws that will give Solstice residents a vote on the TRCA

### **Strata and Clubhouse (JD)**

James Cronk has taken over operational responsibilities for the TR Golf Club until further notice

### **Insurance Committee (DF)**

See above discussion and actions

## **6. Fortis meeting April 22**

Fortis will be holding its public meeting regarding the planned expansion and beautification of the Lee Street substation on April 22 via teleconference. JD has been in contact with Fortis and has offered to distribute the Fortis meeting announcement to the community via mailchimp. They have accepted this offer.

#### Issues arising from:

- *Action 9:* JD to send out Fortis communique to the TR community inviting them to the April 22 “town hall” meeting.
- *Action 10:* JD to attend the April 22 meeting and report to the BOD

## **7. Other items**

None

## **8. Adjourn and Next Meeting**

JD moved that the meeting adjourn at 8:45 pm, CF seconded and motion carried. Next meeting (BOD-68) on Monday may 11 2020 via videoconference