

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 68

Date: Monday May 11 2020

Place: By Videoconference

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

1. Welcome and Introductions

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

2. Minutes of BOD-67

JD reviewed and checked the status of the action items from BOD-67.

JD MOVED the minutes of BOD-66 (with one minor revision) be approved, seconded by CF and **Motion BOD68-1** carried.

3. Monthly Financials

See Financial Committee report

4. TRCA Insurance Renewal

JR briefed the BOD on his proposed changes to our supplemental insurance coverage to make it more relevant to our needs, to reduce the increase in 2020 premiums we have had to accept, while still providing needed protection for the TRCA. The board unanimously agreed to these changes

CF stated that since we are self-insuring for property insurance, we need to retain \$50K in a GIC as a contingency against future damage.

JR graciously agreed to act as Chair of the Insurance Committee moving forward

Action 1: JR to contact Capri to finalize the changes in the policy that we agreed on at the May 11 BOD meeting. Having done such JR will present a motion by email that we accept the stated revisions in coverage

Action 2: JD to approach the adjustor that managed the clubhouse water damage claim in February 2019 (and who forwarded the existing strata policy to JD) to see if he can secure us the current policy. Alternatively JD will contact the broker that established the policy using multiple insurance companies.

5. COMMITTEE REPORTS

Landscaping & TRB Maintenance (GW)

Given that our obligation to maintain the boulevard is in fact restricted to TRB, the BOD has determined that the TRCA has no responsibility to maintain the limited amount of boulevard that is being developed on Tallgrass Trail.

Trails Committee (LB)

Construction on trails is still in a holding pattern. No new work of any kind has been started or completed. WSP stated they would be updating the maps and will provide some maintenance plan for the trails once they are completed.

Legal and Bylaws (CF)

LEGAL

The court settlement hearing with EAC remains the same as originally scheduled on May 20, 2020 except it will be conducted by telephone.

The court has been advised by our lawyer that CF and JR will be representing the TRCA and that David Towill will be our legal representation. They will go to our lawyer's office

at 9:15 and use his speaker phone. The actual call will start at 9:30. We will publish a report once we have finished this call.

Actions arising from:

Action 3 CF and JR to attend the May 20 court settlement hearing and report to the BOD the outcome of said meeting

Action 4: LB to send CF/JR a document he has pertaining to rent charges against title

Action 5: CF to find the letter sent by TRCA Lawyer David Towill of Thomas Butler LLP to Alfred Kempf LLP outlining three TRCA conditions for TRCA approval then existing rent charge from the Statutory Right of Way (as part of the April 28 2018 court hearing between EAC and PLC)

Action 6: JR to take said letter to the City Approving Officer so that he knows that there is an obligation for the TRCA to sign off on the latest request for changes to the Statutory Way by EAC

BYLAWS

CF to rewrite Don Spruston's explanatory memo designed to be accompanying the proposed Bylaws and will send this out as a broadcast mailer directing residents to the website to read them.

Questions from residents seeking clarity on any item included in these will be directed to our general email address.

Developer Relations (JR)

EAC has developed additional landscaped boulevards in their next phase on Tallgrass Trail. JR has reached out to the City's Approving Officer (twice) to discuss this issue but he has never responded. JD spoke with Pat from Soil to Sod who installed the irrigation system for said lots. Pat indicated that each section of boulevard grass has irrigation service directly from the respective home. It therefore appears that each homeowner will irrigate and maintain their own frontage. As it stands, JR recommends we take no further action at this time.

Issues arising from:

Action 7: JR to handle the “shed affair” with homeowner

Action 8: JR to ask David Towill at the May 20 meeting if the TRCA can remove its obligation re the Building Scheme Covenant moving forward

Finance (GW/CF)

CF MOVED that the Financial Protocols as circulated to the Directors on May 6, 2020 be adopted as circulated, and these be published on the TRCA website under the appropriate heading. Further, that these be the guiding Financial Protocols until amended; seconded by JD and **Motion BOD68-2** carried

Action 9: JD to request GW to table a motion to the BOD (by e-mail) ASAP that we accept the 2019 financial statement

Communication and Membership (JD)

The following updates to the TRCA website have been made (since last report):

- Website content reviewed and necessary editing identified (with JD); website editing ongoing.
- Email to CF re finance and by-law sections of the website for his review and feedback for edits
- Website updated – newsletters; BOD minutes
- Website page reorganization (ongoing)
- New Dilworth contact person added to replace Paul Courtoreille
- Larry Bray added to list of directors as well as his contact information (proper title still needed).
- Home page issues on the website corrected – contact information footer edited to include email contacts for “General Inquiries” and “Finance”
- A password protected page created to act as a virtual “storage cabinet” where the BOD can archive important TRCA documents.

Master resident list and mailing list (mailchimp) reconciled with new information from Dilworth, Solstice, as well as information gained directly from new residents, or existing residents that requested additions to the mailing list. From April 10 to May 10 approx. 14 new email contacts added to database (updated contact info and/or new residents). All information shared with DH (bookkeeping).

Communications to TR residents since last meeting:

- April 15: Stolen property
- April 17: TRB residents only re possible irrigation breaks due to snow removal
- April 20: Food drive
- April 21: Fortis April 22 virtual meeting agenda and info on substation
- April 23: Golf Club discounts to residents
- May 1: Golf course Mother's Day food specials to homeowners
- May 2: Update on thefts in the community specials

Action 10: Committee chairs will identify documents in their possession that merit being archived in the website folder. We would like this process to be complete within 60 days (by July 13). KH requests that the Chair collate the documents under relevant subfolders, that they are arranged chronologically under those subfolders, and the specific document in subfolders are titled (YYYYMMDDTitle) such that they can be easily searched for if and when needed. Electronic files (preferably in PDF format) should be sent directly to KH with an indication of which subfolder they should be placed. For paper documents, these should be collated in chronological order into separate file folders (representing the individual subfolders under Board of Directors-Documents) and submitted to JD.

Action 11: JR to confirm his ability to scan these individual paper documents with better efficiency and speed than KH could do from home.

Action 12: LB to send JD an appropriate title for his Trails Committee that can be included in the TRCA website revisions

Strata and Clubhouse (JD)

Requested updated strata insurance policy from Carrington (via James Cronk). Received email from Cronk with a statement from Carrington that there have been no changes to the base strata policy since the flood in Feb. 2019 (the policy which we have on hand). Further action needed and to be discussed at next BOD meet.

Insurance Committee (DF)

See above

6. TR Community security concerns

The BOD discussed the increased number of front porch thefts (6 reported incidences since April 14) and options available to help curb these occurrence. JD said that he spoke to police and based on information provided they agreed to increase nighttime patrols in the community.

Action 13: LB to obtain a quote that would expand his current security patrols to the entire TR community.

Action 14: JD to contact security companies for details and an estimated cost for installing a high resolution camera with wireless data storage on the tower at the bottom of TRB that presently houses the City of Kelowna camera (used to gauge snow accumulation on the road)

Action 15: JD to draft and distribute a TR communique regarding these efforts and increased security.

7. Fortis meeting April 22

Fortis has expressed interest in a follow up meeting with the TRCA in mid- to late May to further discuss options to reduce the visual footprint of the substation. JD has told their representative (Shelley Martens) that we would likely strike a small committee of TRCA BOD members and interested homeowners to carry on these discussions.

LB was nominated to head the Fortis Committee, which he graciously accepted. It was also suggested that Don Spruston, Danny Funk and Marilyn Fowler be asked to sit on this committee, to which the BOD agreed.

Action 16: JD to send LB the contact info for Don S. and Danny F.- CF to provide same for Marilyn F.

Action 17: JD to email Shelley Martens (with LB copied) that a committee has been stuck with LB as Chair and that he would contact her shortly to set up the meeting between Fortis and the committee.

8. Other items

CF raised the issue that we need to hold an AGM, in order that among other things we can pass the revised bylaws. After discussion it was agreed to have Kim Hewitt explore and set up protocols for holding a virtual AGM as is being done by companies mandated to hold such meetings.

9. Adjourn and Next Meeting

JD moved that the meeting adjourn at 8:40 pm, CF seconded and motion carried. Next meeting (BOD-69) on Monday June 1 2020.