

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 69

Date: Monday June 1 2020

Place: TRCA Lounge

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

Guest: Kim Hewitt, IT Manager- TRCA

1. Welcome and Introductions

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

2. Minutes of BOD-68

JD reviewed and checked the status of the action items from BOD-68.

JD MOVED the minutes of BOD-68 be approved, seconded by CF and **Motion BOD69-1** carried.

Actions arising from:

Action 1: (from action 1): JR to table changes made to our insurance policy so they can be added to the minutes of BOD 70. This document will be a version of the table he circulated previously detailing each coverage we had and whether we will hold onto them or delete/alter.

Action 2: (from bylaws section): CF to edit Don Spruston's explanatory memo re changes to the bylaw which will eventually be circulated to the community

Action 3: On May 25 GW presented the following motion via email to the BOD:

GW MOVED that the year-end financials received from MNP for the year ending December 31st, 2019 be approved and accepted as presented.

The motion was seconded by CF and JD declared **Motion BOD69-2** carried at 6:49 pm May 25 2020

3. Virtual AGM

Given the current COVID19 restrictions on gatherings, the BOD discussed setting up a virtual AGM in order to, among other items, pass the revised bylaws that give Solstice homeowners a vote on TRCA matters. Kim Hewitt summarized the various options available for setting up and staging such a meeting. The BOD determined that we would hold such a meeting Tuesday Sept 8 and asked Kim to work toward establishing and adequately testing the various technical steps and protocols needed to set up a successful meeting of this kind

4. Protocols and procedures for Fitness Centre reopening

- A sanitization station has been set up. A hand sanitizer unit, wipes and paper towel dispenser along with appropriate disinfectants and disposables purchased from Annuva Solutions. They also supplied a hand sanitizer unit, a paper towel dispenser, a surface spray bottle and disinfectant for the Lounge. Total cost \$390.08 (invoice to follow). All appropriate product safety sheets and site licences were provided to us by Annuva. Thanks to CF for mounting all units in the appropriate locales in the gym and lounge
- Draft protocols for the safe use of the gym have been established based on Worksafe BC protocols. As with most commercial gyms we are proposing a website-based reservation system for the gym. Such a system has been established by IT manager and presently undergoing final testing. A draft letter to community has been drafted and distributed to BOD- details to be discussed at June 1 BOD meeting along with a decision if and when to reopen the gym and lounge.
- It was decided that maximum of 2 people will be allowed in the gym at any one time to follow present social distancing guidelines. We are presently looking at Saturday June 6 as the target date for reopening the gym. The Lounge will remain closed for now.

Action 4: Once all is in place and an opening date determined, JD will draft a letter to homeowners about the date for reopening, the sanitization protocol and the website reservation system.

5. Monthly Financials

See Financial Committee report

CF tabled a draft of the 2020 budget for discussion

6. COMMITTEE REPORTS

Landscaping & TRB Maintenance (GW)

Normal operations continue. GW stated that the boulevard looks better every year and as the lawns get healthier we get fewer weeds. The regular irrigation maintenance of our sprinklers is scheduled to start in early June and that certainly helps to keep things looking like they should. Matt from Mainstream and GW met Thursday morning and mapped out an irrigation plan for the west side of the boulevard. This would provide tree only irrigation on the west side from the top of centre median number one to the Tallgrass entrance and we are expecting a quote for discussion on Monday night.

GW MOVED that the BOD spend ~\$5000 to install irrigation on the west side of TRB to replace the original system of which only remnants can be found; seconded by CF and **Motion BOD 69-3** carried

Trails Committee (LB)

No report

Legal and Bylaws (CF)

LEGAL

- CF and JR attended a virtual (telephone) Settlement Conference Meeting with regards to the TRCA vs EAC Small Claims Court action.
- Essentially, both parties continue to defend their respective positions pertaining to the timing of the application of the Rent Charge (TRCA Fee). Hence, despite the name of the occasion, no settlement was reached.

- Further action in the process will be advised by the Court in September.

BYLAWS

- Minor changes to the revised bylaws suggested by David Towill incorporated into Draft
- Revised document sent to PLC
- No response at this time.

Developer Relations (JR)

Settlement meeting held with EAC via teleconference. CF describes the process under the Legal report.

EAC is, or will be soon, proceeding with their next phase of subdivision. JR asked David Towill to send a letter / email to the City's Approving Officer regarding the need for the TRCA to be consulted during the subdivision process.

TRCA (JR) to request an opinion from David Towill Regarding our ability to remove ourselves from the building / landscape design guideline review process.

Finance (GW/CF)

- GW spoke to our bookkeeper about our financials for April and was advised that April and May will arrive at the end of June as she is still working on other client's year ends. These will give us the YTD against the budget providing we approve the budget on Monday. To date there have been no expenditure of funds outside of normal operating expenses.
- Although not specifically financial, GW wants to give a shout out to Jon, Kim and Dawn for their diligence in maintaining and continually updating our homeowner's records I get copied on all the changes and I can report that there is a constant flow of updates and this enables the board to have confidence in our records for not only financial purposes but also accurate data for things like emails and voting.
- JD tabled invoices he paid since last meeting. Specifically, \$411.94 for renewing our Bluehost TRCA website subscription for 36 months; \$40 for our Zoom subscription for April and May, and \$14.51 for cutting keys to secure our storage room at the clubhouse. Total is \$466.45

- GW MOVED to reimburse JD a total of \$466.45 to cover JD expenses he paid on the behalf of the TRCA; seconded by CF and **Motion BOD69-4** carried
- GW MOVED that we transfer \$30,000.00 from our bank account to a reserve contingency term deposit; seconded by CF and **Motion BOD69-5** carried

Communication and Membership (JD)

JD met with 2 new homeowners (Foxtail/ Tallgrass)- received contact info and cheques from both for the entire year, starting the month after possession date (they declined the PAD option). Names and contact info added to Master Homeowners List

Sent out e-blasts to homeowners;

May 15: Security issues and initial statement on gym reopening

May 18: Changes to insurance policy

May 20: Food drive within community for those affected by the Covid19 situation

May 26: Re golf club re restaurant reopening.

Website was temporarily shut down on May 18. After investigating, IT Manager determined that our 3-year subscription with our website provider (Bluehost) had expired and account notifications had been sent to a no longer used email address. Website was reinstated after payment for an additional 3 years (\$287.64USD paid by JD- to be reimbursed). Current TRCA contact information provided to Bluehost and appropriate passwords for ID purposes placed in the secure section of the website (along with password for our domain provider -Go-Daddy)

Strata and Clubhouse (JD)

Gym Re-opening: see Agenda item # 4

Insurance Committee (DF)

Insurance has been modified per the direction of the Board. JR will look in 'insurance options' in early 2021 to determine if we should be consider any changes for April 2021.

7. TR Community security concerns

JD left message with Stephen Fleming (City Clerk) re the feasibility of the TRCA being able to use an existing light standard to mount a high-resolution camera at the foot of TRB (if we decide to go that route). Surprisingly, Mr. Fleming left JD a follow up message stating that we would not be allowed to do this, and in fact we will not be permitted to use the city-owned easement for any such purpose, including mounting a camera on a pole that we would purchase and erect.

JD has received an estimate for the cost of various camera options as well as a quote (supplied by LB) for expanding the security patrols presently at Solstice to the entire community.

These items will be discussed at the June 1 meeting.

8. Follow up on Fortis meeting April 22

Action 5: LB to contact the proposed members of the Fortis committee (see minutes BOD 68) to see if they are willing to serve

9. Other items

none

10. Adjourn and Next Meeting

JD moved that the meeting adjourn at 9:09 pm, CF seconded and motion carried. Next meeting (BOD-70) on Monday June 28 2020.