

## Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 74

**Date:** Monday November 2 2020

**Place:** 1713 TR BLVD

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

### 1. Welcome and Introductions

The meeting was called to order at 6:02pm with JD as Chairman.

### 2. Minutes of BOD-73

JD reviewed and checked the status of the action items from BOD-73.

JD MOVED the minutes of BOD-73 be approved, seconded by CF and **Motion BOD74-1** carried.

### 3. Monthly Financials

GW presented draft financial numbers for year-end considerations.

## 4. COMMITTEE REPORTS

### Landscaping & TRB Maintenance (GW)

Eric Noble has been hired once again to remove snow from the east side sidewalk along the entire length of TRB. The arrangement for dividing the work and cost with the golf club will be the same as last year.

Discussion ensued as to the potential liability risk, if any, the TRCA could face from this snow removal activity if someone was to be injured due to inadequate snow/ice removal.

*Action 1:* CF to contact David Towill (TECA attorney) to determine if we are at risk taking on this activity.

### Legal (CF)

The next phase in the EAC suit will be held on Nov 16th, 2020. David Towill will advise whether this will be "in person" or "virtual".

As soon as possible, Directors will be informed on the outcome.

### Developer Relations (JR)

Building Scheme: some email inquiries continue to come in. JR has been directing them to the TRCA website for building scheme and design guideline questions. Other inquiries are 'good neighbour' issues so our advice to the Inquirer is to speak with their neighbour to resolve matters.

### Finance (GW/CF)

JR MOVED to reimburse JD \$2884.73 for the purchase of Life Fitness IC6 spin bike that is now operational in the Fitness Centre; seconded by LB and **Motion BOD74-2** carried.

LB MOVED to reimburse JD \$33.90 for the purchase of gym supplies; seconded by JR and **Motion BOD74-3** carried

JD MOVED to reimburse CF \$46.51 for the purchase of supplies to effect gym repairs; seconded by LB and **Motion BOD74-4** carried

### **Communication and Membership (JD)**

- We have added 10 new contacts to our databases from October 2 to present
- The \$500 refund from Rutland Centennial Hall for the cancelled AGM has been received by bookkeeping
- Sent out following e-blast to homeowners:
  - Oct 6: Message to pool ownr4s re proper method to drain their pool
  - Oct 15: Missing package in mailbox (to residents using that community box only)
  - Oct 23: Winter rules update for Fitness Facility
  - Oct 23: Fitness Facility Booking and cancellation update
  - Oct 27: Carrington restaurant update (staying open Fri/ Sat nights)

### **Amenities and Strata (JD)**

- The clubhouse exterior was power cleaned to remove all the bird “poop”. Job looks good. By agreement the TRCA will pay \$300 of the \$1000 cost. We await an invoice from the company (Sun Valley Window Cleaning)
- The alarm was set off a few weeks back by someone forcing the outside door in the Lounge (did not open- there is enough slack in the door to trip the alarm apparently). JD called Sun Valley Locksmiths who looked at all the doors virtually (two in Lounge; two in Gym) and recommended that we retrofit with Astragal mouldings to improve security. The quote is for \$430 per door. Recommend we do all doors for a price of \$1700.

#### **Action arising from**

CF MOVED that the TRCA spend up to \$2000.00 to improve security on the 2 sets of external doors in the Lounge and 2 sets of external doors in the Fitness Centre. In addition, as part of this work we will be satisfying our obligation to the fire dep't to allow access to our amenities if the need should arise; seconded by LB and **Motion BOD74-5** carried

- Our new spin bike (Life Fitness IC6) was delivered on October 27 and the old trade was removed (we got \$400 for the trade). Total cost including delivery and set up was \$2884.73 (paid by JD by credit card- needs reimbursement)
- The restaurant will be open on Friday and Saturday nights starting Nov 7. As such the golf course will continue to be responsible for weekly cleaning of the common space including the washrooms adjacent to the gym.
- The reservation system for the gym needs to be upgraded to eliminate several inadequacies inherent in the software package being currently used. Kim H. (IT manager) has been authorized by GW to research various options and incremental costs associated with this venture and report to GW.

### **Trails Committee (LB)**

#### **Fortis Report:**

LB indicated that he expects approval of the Fortis work plan by year's end.

### **5. Other items**

None

### **6. Adjourn and Next Meeting**

The meeting was adjourned at 7:42 pm. The next BOD meeting will be at 6:00 November 2 at a place TBD

