

## Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 78

**Date:** Monday, February 8 2021

**Place:** Videoconference

**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 7:03 with JD as Chairman.

### 2. Minutes of BOD-77

JD reviewed and checked the status of the action items from BOD-77. JD MOVED the minutes of BOD-77 be approved, seconded by LB and **Motion BOD78-1** carried

### 3. EAC Arrears Update (CF/JR)

Following discussion CF MOVED that the following be communicated to David Towill, TRCA solicitor for presentation to EAC's solicitor. Details conducted in camera.

A motion was MOVED by CF on the Boards decision on this issue; seconded by JR and **Motion BOD78-2** carried unanimously.

*Post Script:* A letter written by CF to council on this issue was sent on February 9 2021

### 4. 2021 Board Priorities

The collated and prioritized list of 2021 BOD priorities was tabled and discussed (see **Appendix A**).

*Action 1:* JD to resend the collated list to BOD members; individual BOD members are to assess their committee priorities based on the tabled list and circulate internally prior to next meeting

## **5. Fortis substation update**

LB reported the following:

Fortis BC has received approval for the Lee Station Upgrade. The committee has met with the Fortis team a few times to discuss design options for a stone wall with artwork. We have received examples of the wall design, but we are still waiting for the artwork renderings. There is much discussion regarding trees as to whether more could be planted along the golf course by hole #2, on the City of Kelowna property along McCurdy and on the Fortis property. This would aid in diverting some of the focus from the substation to a more natural setting. This corner is the entrance to the Tower Ranch lands and beautifying the substation is a step in the right direction to having an attractive entrance. Fortis BC is working with the city of Kelowna to do their part is cleaning up the roadside property. Timeline for construction would begin in 2021 and is scheduled to be completed in 2023; currently plans are to remove the large white tent first.

The Board discussed the merits and cost of such a tree planting campaign. With the information at hand it appears that the committee is asking the TRCA to largely foot the cost of purchasing and planting the trees, to than establish a workable irrigation system and to accept the responsibility for long-term maintenance of the area. The BOD determined it needed more information (such as the city property lines for the area in question (the players being: the City, Fortis, and golf club) and to then conduct a more detailed due diligence exercise on the tree planting proposal.

*Action 2:* LB to communicate such to the committee

## **6. Update on speed reduction strategy and actions**

The RCMP had placed a unit on a TRB lamp pole (near Tallgrass) to measure vehicle load and speed on a time-dependent basis. The police will then use that data to determine if there is indeed an issue and if so what are the peak times so that they can determine the best time to area for enforcement.

JD spoke to the RCMP home owner who requested the unit and was told that the data had yet to be assessed and that regardless a second iteration will need to occur once the golf course is open and running.

The Board agreed that JR should interface with the City on effective speed reduction measures for the boulevard.

## **Monthly Financials**

No report

GW MOVED that CF be reimbursed \$287.88 for the purchase of additional dumbbells for the gym; seconded by JD and **Motion BOD77-3** carried.

## **7. COMMITTEE REPORTS**

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

*Action 3:* [carried over from BOD76] GW and JR to inspect the Waterfall and lead discussion at our next meeting regarding options for upgrading the waterfall garden at the bottom of TRB.

With regard to concerns re the age of our irrigation system, GW had a recent meeting with Matt from Mainstream and submits the following.

- Matt is not concerned in general with our system or its need for a replacement program. The mains are Sched 40 and submains are Class 200, both of which are substantial pipe grades. Often systems are put in with Class 160. We have high pressure but the original design mitigated that with running two zones at once all the time.
- Our system is totally buried and it is the UV that generally breaks down pipe and makes it brittle and subject to cracking.
- GW reports that in the nine years he has lived in TR there has only been one leak that he recalls and that was just below Split Rail. It was caused by an over application of cleaner in the original installation. That is a somewhat common occurrence but it generally results in a pinhole leak not a total failure of the pipe. The pinhole leaks become noticeable and are generally fixed before they

become a problem. With our every two week maintenance program a leak of that type would usually be detected.

- Our biggest exposure is where our back flow preventers are located at each clock. GW indicated being more than a wee bit surprised at the piping at the first controller when it was run over. This of course was fixed as part of the replacement. The top controller was done properly at the beginning. We have had to take out our back flow preventers each year due to the way the remaining two are installed-ie you can't get the water out of them for the winter. To fix the middle two's plumbing and eliminate the need for the back flow preventers to be taken out has an estimated cost of about \$650.00 each to redo the weird plumbing. To re and re them each year probably cost us about \$300.00 so the payback is about four years and the cost of about \$1300.00 would eliminate our biggest risk for breakage at this time. GW told Matt to put the repair into his spring calendar unless anyone has strong objections and then I can retract the go ahead.
- Matt advised that their rate will go up this year to \$76.00 an hour from the current \$72.00 which is the rate we have managed to maintain for three years. In the budget process I will identify what that will cost us but it seems to me to be a reasonable increase over three years.
- We do have a wiring challenge that has existed for a while just above Split Rail and it may give us trouble sometime, but they have managed to keep it functioning and until it fails completely GW suggests we let sleeping dogs lie.

### **Legal (CF)**

CF forwarded an important email from David Towell re TRCA vs EAC. This will be tabled for discussion at the BOD meeting on Feb 8/21.

### **Bylaws and Policies (JR)**

#### **Home owner inquiries**

An email was received regarding speed enforcement. JR requests that BOD establish a policy regarding the appropriate BOD response for disrespectful inquiries.

An email was received regarding the use of de-icers on the sidewalks. TRCA sent out an email to members that we all should use de-icers that are pet friendly.

## City of Kelowna Correspondence

JR inquired to the City regarding the development of the Foxtail Park. James Kay (City Development Engineer) indicated that it will be developed over the next 2 to 3 years.

JR inquired to the City about speed calming opportunities for TR Blvd. James Kay responded positively to the ideas and suggested that I contact Melissa Strickland. This is the same person who previously responded negatively to JD. In particular, Melissa suggested that TR Blvd was too steep for traffic calming. JR has checked the Canadian standards and disagrees with Melissa's design standard assessment. JR has not heard back from Melissa to date but will diligently follow up this coming week.

### Varia

*Action 4:* JR to review the SOP by DH on "Procedures to follow for the use of the TRCA credit card"

## **Finance (GW/CF)**

No report

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

- We have added 7 new contacts to our databases since Jan 11; 4 new residents that required a JD meet, and 3 from Solstice. Data sent via KH to bookkeeping
- Reinstated one resident who had previously unsubscribed from Mailchimp
- Sent out following e-blasts to homeowners:

Jan 9:	Gym survey circulated to all homeowners
Jan 17:	Results of gym survey to all homeowners with new booking protocols
Jan 25:	Carrington valentine day menu
Jan 30:	Detailed booking instruction for Gym prior to rollout
Feb 3:	Carrington March menu for residents
Feb 6:	Correction to March restaurant menu

## **Trails Committee (LB)**

See Agenda item #3 above

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

- JD had a discussion with J. Cronk re potentially competing TRCA activities planned for the Lounge (if reopened) and golf/restaurant activities –to be discussed at Feb. 8 BOD meet.
- JD had a telephone call from James Cronk in which he voiced that the use of the Lounge for weddings etc. could be seen as competitive with Golf club interests in that large numbers in the lounge for an event would perhaps require lower numbers allowed in the clubhouse in order to not overpopulate the maximum number of people in the entire structure. JD pointed out that that concept was new to him and would explore this issue with the board and perhaps the City and get back to him.

*Action 5: JD to resolve*

- Received invoice for \$329 for the bird dropping cleaning of the building exterior (1/3 of total cost) that was completed late fall 2020. Invoice sent to DH.
- Resupplied sanitization supplies from Annuva- invoice for \$94.99 sent to DH- JD paid for it using TRCA VISA.
- JD sent invoice for Gym cleaning to DH (Feb. 4) for \$240

## **GYM**

- Gym user survey results tabulated and changes quickly designed and incorporated based on a summary of responses
- New gym booking system instituted as of Feb 7/21
  - - Booking changed from 45 minute sessions to 60 minute sessions all day
  - - Previous opportunity to book 2 concurrent sessions (90 minutes) discontinued
  - - Each residential address/email address limited to 3 times/week
  - - System will "block" beyond 3 bookings
  - - Advance bookings limited to 2 weeks in advance
  - - Residents can still book "partner" bookings with noted limitations
  - - Reminder of appointment sent 24 hours in advance with a built-in cancellation opportunity

- - Limited to 2 people at a time in the gym
- Kim will monitor for a while to catch "system cheaters"...one couple already identified and advised
- Cost of "COVID supplies" will be an increasing 2021 cost with the increased usage of the gym
- Added equipment this week - 2 x 40 lb dumbbells and 2 x 45 lb dumbbells based on requests.
- Special THANKS to Kim for diligent and energetic work in incorporating the new booking system and handling the change-over.

### **Insurance Committee (JR)**

New application from Capri received on February 5. The coverages and deductibles are not at all consistent with our current insurance package. JR to resolve with Capri.

### **8. Other items**

None

### **9. Adjourn and Next Meeting**

The meeting was adjourned at 9:13 pm. The next BOD meeting will be at 7:00 March 8, 2021 by videoconference.

## Appendix 1

### TRCA 2021 Board Priorities (ranked 1 to 5 with 5 being the highest priority)

CATEGORY	ITEMS	RANKING (0-5)
<u>SAFETY and SECURITY</u>	Re-engage the City on a speed reduction strategy along TRB.	4.4 +/- 0.5
	Investigate the installation of 1 (2?) streetlights on TRD adjacent to the golf course area	3.2 +/- 1.3
	Discuss with PLC their plan for alternative access roads from their next phases (to minimize the expected increase in traffic along TRB).	2.0 +/- 1.9
	Install cameras in certain location if required.	1.6 +/- 0.5
<u>AMENITIES and GOLF CLUB RELATION</u>	Upgrade the Gym reservation system and make it a permanent feature moving forward.	4.2 +/- 0.8
	Work with Carrington on improving resident perks (e.g.: 1 night/week 9 and dine, ladies 9 and wine, etc.)	4.0 +/- 0.7
	Reopen the Lounge (when warranted) with an online booking system if possible.	3.6 +/- 1.1
	Repaint the gym (at least touch it up- paint is in storage).	3.6 +/- 1.1
	Continue to improve Golf Club/ TRCA relations- support and promote the Club in expanding its outreach	3.2 +/- 0.8

	to the community (via golf/restaurant promotions and social events – as they planned to do for 2020 prior to Covid).	
<u>COMMUNICATION</u>	Send out a spring and fall newsletter.	4.0 +/- 1.0
	Initiate and support a community wide social committee (if Covid restrictions are sufficiently relaxed) with members hopefully from each of the neighborhoods (TRB, Tallgrass, Split Rail, NP, Solstice) and perhaps the Golf Club and Developers.	4.0 +/- 1.2
	Review/rewrite/publish TRCA brochure/information piece.	3.2 +/-0.8
	Consider an in-person AGM in June.	2.2 +/- 1.6
<u>LANDSCAPE</u>	Tygerboyz- determine budget and costs associated with sprucing things up along TRB -ie mulch.	4.2 +/- 1.3
	Mainstream: have discussion and estimate costs and timing for the rehab or replacement of the TRB sprinkler system.	4.0 +/- 0.7
	Determine what we wish to do with the Waterfall and implement.	3.6 +/- 0.9
	City parks- discussion with City on costs and timing associated with replacement trees long TRB.	3.6 +/- 0.9
	BMID-make certain that they complete the parking for their trucks that they were going to do in September.	3.4 +/- 1.5

FINANCE	Conclude our EAC issues in a manner that does not place the TRCA at risk vis a vis other community players.	4.8 +/- 0.4
	Look into long-term capital projects (i.e. irrigation replacement/improvement; clubhouse upgrades) that would require separate budgeting and payment schedule.	3.8 +/- 0.4
	Produce a 2021 operating budget that sees fees reduced to \$30 (25?).	3.8 +/- 2.2
VARIA	Have the TRCA play a significant role in representing the community's wishes re the Fortis substation expansion.	3.4 +/- 1.7