

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 81

Date: Monday, April 12 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 7:02 with JD as Chairman.

2. Minutes of BOD-79 and BOD-80

JD reviewed and checked the status of the action items from BOD-79. JD MOVED the minutes of BOD-79 be approved, seconded by LB and **Motion BOD81-1** carried.

JD reviewed and checked the status of the action items from special BOD-80 meeting. JD MOVED the minutes of BOD-80 be approved, seconded by LB and **Motion BOD81-2** carried

3. EAC Arrears Update

Based on David Towill's verbal advice re the pros and cons of accepting a negotiated settlement versus continuing the ongoing litigation process (small claim or possibly BC Supreme Court) the BOD has determined to counter the current April 5 2021 EAC offer. A special BOD meeting will be called to table and vote on such a motion once we have David's written option advising that an acceptable negotiated settlement would be in the best interest of the TRCA.

Action 1: CF to request such a letter from David Towill as soon as possible. Once that happens JD will call for a special BOD to vote on the motion.

4. Proposed Updates on Improvements to the Waterfall Structure

At the Special BOD Meeting held on March 31 (BOD 80) it was decided to proceed with Item #1, namely relocating the Tower Ranch sign from its present location to a more prominent position on the rock face. The other 2 items would be incorporated into the 2021 budget that will be presented to the 2021 AGM for approval.

Action 2: GW to contact Signcraft for an anticipated start date for the work.

5. 2021 Proposed Budget

Action 3: CF to present the finalized 2021 budget at the next BOD meeting (May 10)

6. 2021 AGM- when and where?

After discussion it was determined to hold the AGM May 24th using a virtual format that was adopted for the 2020 AGM held last May.

JD MOVED that we hold the 2021 AGM on May 24 2021 using the same virtual format that was used for the 2020 AGM; seconded by CF and **Motion BOD81-3** carried

Action 4: CF to work with Kim Hewitt (who set up and directed the 2020 meeting) to set up the AGM. Tentative dates of significance appear to be sending the Notice to homeowners on April 30th, summary and motions on May 18th, the ballot on May 24th (closing at 9pm May 28th), with the tally of results occurring May 28-30th with results finalized and reported to the board on or before June 2nd.

7. Renter Rights Regarding Use of the TRCA Amenities.

It is apparent that the number of legal suites in the EAC development is on the rise and the question on if and how renters can use the clubhouse amenities was discussed. The following was agreed upon and will henceforth be policy:

If the Owner is in good standing and a permanent resident of the home in question, he/she can apply for a FOB for their own use and the use of family member cohabitating the property upon signing the Waiver and paying the processing fee of \$25 to the Golf Club.

The Owner (whether a resident or not) can also sponsor Renters residing on their property to be assigned FOBs for a monthly \$20 fee (to be paid to the TRCA by the owner using the PAD option only), plus the one-time \$25 processing fee to the clubhouse, providing the Owner completes and signs the Waiver in which the names of the Renters are clearly stated. By doing so the Owner takes all responsibility for the actions of the Renters regarding the TRCA amenities and the Clubhouse per se.

This policy comes into effect on April 12 2021

The Membership form (filled out by all new homeowners) has been now modified to specifically ask owners if they are residents or not, and if they will have renters on the property (with names if available).

8. COMMITTEE REPORTS

Landscaping & TRB Maintenance (GW)

We have received several reports over the past week or so that landscaping contractors and personnel hired by the TRCA to perform maintenance along Tower Ranch Blvd. have not been wearing high-vis safety vests. Based on this:

JD MOVED that persons either directly or indirectly employed by the TRCA Board are required to wear high-vis safety vests when working along Tower Ranch Blvd. Failure to do so may result in termination of the contract; seconded by Larry Bray and **Motion BOD81-4** carried.

Action 5: JD to draft a letter to GW containing the Motion which will be forwarded to the landscaping contractors used for TRB maintenance

Legal (CF)

No report

Bylaws and Policies (JR)

No Report

Finance (GW/CF)

No report

Matters arising from:

JD stated that his personal accountant stated that the use of form T5-018 by TRCA Bookkeeping service for payments made to TR residents (gym and lounge weekly cleaning; IT Manager) is somewhat onerous for their tax filing and that in fact is a form normally used for contract construction workers. The accountant stated that a T4A could be used for this purpose (no deductions at source required) that would be much easier for the people providing the services

Action 6: pending

Communication and Membership (JD)

Three new homeowners were added since last report (Mar 8). JD met with them and all forms have been returned and processed (FOB applications to golf club; PADs and cheques to bookkeeping)

Sent out following e-blasts to homeowners:

Mar 8: Message re gym tentative reopening March end

Mar 24: Confirmation for April 1 gym reopening

April 1: Message to gym users re mandatory wearing of masks in common space

April 1: Courtesy message from golf club detailing April 10 opening and deals for TR residents

We have received an unexpected update from EAC on new possessions in phases 7 and 8 from April 2020 to Mar 31 2021. We have thanked the sender and ask them to post a monthly update if possible

Trail Committee (LB)

No Report

Amenities and Strata (JD)

J. Cronk (general manager TRGC) has asked whether the TRCA would be willing to contribute ideas and costs to upgrading the GC security system. JD reminded him that the TRCA proposed an upgrade several years ago that gained little traction with the previous GC management personnel. JD said he would present this proposal to the BOD at its next meeting.

Actions arising from:

Action 7: JD to talk specifics with Mr. Cronk re security system improvements that the TRCA would like to see in the proposed upgrade

The gym was reopened April 1st. It was necessary to remind gym users via mailchimp that it is mandatory to wear masks upon entering and exiting the gym/building. Not to do so could place the entire golf operation at risk of non-compliance with provincial/ IH Covid guidelines.

Insurance Committee (JR)

No Report

9. Other items

None

10. Adjourn and Next Meeting

The meeting was adjourned at 8:45 pm. The next BOD meeting will be at 7:00 May 12, 2021 by videoconference.