

## **Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 84**

**Date:** Tuesday May 11 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 7:04 with JD as Chairman.

### **2. Minutes of BOD–81 (April 12) and special meetings BOD-82 (April 15), BOD-83 (April 28)**

JD reviewed and checked the status of the action items from BOD-81, 82, 83. JD MOVED the minutes of BOD-81, BOD-82 and BOD-83 be approved, seconded by LB and **Motion BOD84-1** carried.

### **3. EAC Arrears Update**

The Board is very pleased that the settlement between the TRCA and EAC has been finalized, and specifically thank CF for his tireless efforts and leadership, over literally years, to arrive at a solution that the Board resoundly agrees is in the best interest of the TRCA and the TR community.

CF presented the following draft joint announcement for consideration:

“We are pleased to announce that Emil Anderson Construction Co. Ltd. has made a contribution to the Tower Ranch Community Association in the amount of \$33,750.00.00 which resolves an outstanding dispute between the parties regarding rent charges on vacant lands. The parties are both of the view that this contribution best serves the Association and the residents of Tower Ranch.”

The BOD asked CF to request that the second usage of the word “contribution” in the draft be replaced with the word “settlement”

*Action 1:* CF to contact EAC with the proposed amendment to the announcement

#### **4. 2021 Proposed Budget**

Since all BOD members had apparently not received the final draft, the vote on the budget was delayed. Once the draft has been reviewed by all board members, CF will call for an email vote on the proposed 2021 budget that will be part of the AGM package to be circulated to all members in good standing on May 18

*Action 2:* CF to circulate the finalized 2021 budget to the BOD and call for an email vote within 48 hours

#### **5. 2021 AGM update**

Everything is in place for holding the virtual AGM. The information packages will be circulated by Mailchimp to all members in good standing on May 18 and the ballot sent on the morning of May 24. Voting will be opened at that point and will close at 9:00 pm May 28. Kim Hewitt will be responsible for these operations under CF’s BOD-approved authority.

#### **6. Traffic Control Update**

JR has reported repeatedly that we were getting nowhere re the question of traffic calming along TRB by dealing with “Melissa” at the City. JR has now found a new development tech contact at the City and met with her recently. He reports that he believes that “Sarah” will do her best to help with the traffic calming initiatives. Some historic items were also discussed that still need to be completed within the overall development (mostly paving and streetlights). Sarah has only been with the City for a year so it would seem that the enthusiasm and willingness to help hasn’t been beaten out of her yet!!

She did mention that we will need 70% support from the community in order to obtain any traffic calming. She was asked if this needed to be a formal process (legal petition) or if this could be informal, Survey Monkey for example. She didn’t know. We need to determine if it is 70% of the respondents to the question or if it needs to be 70% of the entire community. The latter would be a fairly large ask as even getting a response from 70% of all properties could be difficult to achieve. Getting 100% from PLC would be a good start.

## 7. Monthly Financials.

No report

## 8. COMMITTEE REPORTS

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

On April 15 GW spoke to the BMID foreman from last fall's discussions and reminded him that they had agreed at that time to fix their boulevard parking spot adjacent to the PRV on TRB. The response was that the product is in their yard and will be installed once all the irrigation is up and running.

GW met with the worker from Signcraft at the site. He had set the sign height where we agreed it should be placed-looked great. He would have taken the sign away with him for refurbishing. He was also the electrical guy so after their discussion he had enough information to supply us with a quote for that work to be conducted in the future.

GW met with Mainstream May 14 after they replaced clock #1 in the control box on TRB. They are working to having it replaced by the manufacturer. In discussion they advised that a set of valves in one of the boxes are acting up. Sadly they are no longer made and parts are not readily available so the valve manifold will have to be redone in order to install a new set of valves.

Beds-Mulching complete and lawns have been treated and fertilized.

#### Actions arising from:

*Action 2:* GW to draft letter to be sent to the TRB resident residing along the 1800 block who decided that he/she would prune the boulevard tree in front of their house so as to render it unique (i.e. stunted!) among the line of trees (all about the same height). GW using his indoor diplomatic voice will point out that the City owns the tree and only they have the right to touch the bugger!!

### **Legal (CF)**

- All BOD is aware of probable EAC settlement.
- Lawyer to prepare and send settlement documents to EAC lawyer
- Working with Greg Asling of EAC on preparation of joint communication re settlement

## **AGM**

- Notice of Virtual AGM sent to all members on May 3/21
- Agenda including comments and motions will go out on May 18/21
- Voting ballots will go out May 25/21
- Voting closes May 28/21
- Notice of results sent out June 3/21

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

No inquiries received since last BOD

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

Nothing to update

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

- Six new homeowners (4 Dilworth, 2 Solstice) added since last report (April 12). 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:

April 22:           Gym security update  
Mar. 24:           AGM announcement

- All BOD minutes up to the present are now posted onto the website
- The TRCA credit card policy and updated financial policy documents are now posted onto the website
- Our IT Manager (KH) reports that she had a near meltdown of her computer (fortunately averted) that raised the issue of valuable TRCA documents being protected by redundancy storage. Discussion ensued on how best to protect our data, reports etc. (redundant storage sites, cloud storage to name two possibilities).

*Action 3:* GW to ask KH to explore approaches and report back on best options.

### **Trail Committee (LB)**

Nothing to update

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

JD to discuss with BOD criteria to be put in place as we consider reopening the Lounge in the near future.

#### **Actions/decisions arising from:**

The reopening of the Lounge will occur when changes to IH and BC COVID restrictions and guideline make it possible to do so. We envisage a gradual reopening (e.g poker night possible but no 30 person wedding receptions for example).

We also believe that the advances made in developing a robust online Gym reservation system could warrant setting up a similar system for Lounge reservations. To be determined.

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

Invoice received and forwarded to bookkeeper with a recommendation for immediate payment.

## **9. Other items**

- LB raised the possibility that Parkbridge as master developer may have the right to place Solstice-related posters/flags on light standards along routes leading to the Solstice Sales Office. There was some concern that placing such advertisement along TRB may well be opposed by homeowners residing along this fully developed and mature section of the community.

#### **Actions arising from**

*Action 3:* JD to provide LB with his contact at the City who was contacted last year re mounting security cameras on light standards at the bottom and top of TRB

- JD briefed the BOD on the institution of a TR Facebook site by TR residents “as a venue for TR residents to share information and receive notifications”. The site currently has 51 members and the TRCA was approached asking that we send a note to all homeowners saying the site is up and running along with an invitation to join if they wish.

The Board consensus was that we should support such a venture (at arm’s length) as long as the site does not attempt to venture into areas that are the domain and responsibility of the TRCA board.

Actions arising from

*Action 4:* JD to draft an appropriate response to the resident running the site. This will be followed by a message to all residents concerning the site.

## **10. Adjourn and Next Meeting**

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