

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 88

Date: Tuesday, November 23, 2021

Place: TRCA Lounge

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 6:05 with JD as Chairman.

2. Minutes of BOD-87

JD reviewed and checked the status of the action items from BOD-87. It was determined that some modifications were needed prior to approving the minutes. The final document will be tabled for approval at our next meeting.

3. Follow-up from August 28 meeting with PLC

It was determined that the BOD will take no further actions or discussions on this subject until such a time we are approached by either PLC or Carrington on the subject

Action 1: JR to modify the statement made in the first bullet in agenda item #3 in the draft minutes of BOD 87

Action 2: Kim Hewitt to scan the Carrington document file that CF has placed into the filing cabinet and store the electronic data in the website password protected data vault.

4. Waterfall structure update

Thanks to GW's hard work, the light enclosure has been finished.

Action 3: JR to contact EAC to determine if they can pour a concrete base for the light as part of their much appreciated in kind contribution on the waterfall improvements

Action 4: GW has been in contact with EAC's site superintendent and will attempt to establish a schedule for getting the light installed.

5. Finance

GW made a comprehensive presentation on proposed changes that, according to our bookkeeping service, would improve our budgeting process for 2022.

Action 5: GW and CF to work with Dawn to finalize how best to draft and present the 2022 budget

GW led a discussion on the criteria that we should have in place to determine just how much reserve/contingency funds are needed to meet future obligations and/or responsibilities. Discussion focused on the funds needed to: replace the roof of the clubhouse (as part of out strata responsibility) ; replacing some or all of our aged irrigation system along TRB; eventually replacing the Life Fitness equipment in the gym (which is at least 10 years old); the HVAC system in the Lounge and the Clubhouse as a whole (as part of out strata responsibility)

Action 6: LB to use his resources to obtain an estimate of the it would cost to replace the roof if and when needed.

Action 7: GW to obtain and estimate the cost to replace the TRB irrigation system if and when needed.

Action 8: CF to obtain an estimate of the it would cost to replace the gym equipment if and when needed.

Action 9: JD to obtain an estimate of the it would cost to replace the Lounge HVAC system and/or the HVAC system that services the rest of the clubhouse.

6. COMMITTEE REPORTS

Landscaping & TRB Maintenance (GW)

The BOD agreed that hiring the Golf Club to plow snow from the east sidewalk running along TRB would be in the community's best interest. The Club has the responsibility to plowing three sections along TRB and is willing to plow the intervening sections where homes are present.

The recurring issue is that this sidewalk is a major artery for walkers at all times of the year and the stretch that runs along the back of homes on Split Rail is rarely cleaned following a snowfall and becomes a dangerous ice field. Walkers typically will walk on the road to bypass these sections which is an even more dangerous scenario.

Hiring the Golf Club to use their new commercial grade snowblower to clear this section in particular is an obvious and cost effective solution to this issue.

Action 10: JD to continue discussions with Club management and arrive at an agreement that meets our needs and budget. Once done JD will present a motion to the BOD for approval

Legal (CF)

Nothing to report

Bylaws and Policies (JR)

JD briefed the BOD on discussions he has had with the City manager responsible for the file established to investigate the solar panel structure recently erected adjacent to McCurdy Road. A stop work order has apparently been put in place while the investigation is made. JD was invited to reach out this city manager in a week or so (over a month ago) when details of the City's position becomes clear. JD did so on three occasions over an ensuing two-week period, leaving VM messages on each occasion, and has yet to receive a call back.

Action 11: JR to use his resources to determine what if anything is happening at the City regarding this issue

Finance (GW/CF)

See above

Communication and Membership (JD)

- 2 new homeowners have been added to our membership list since last report (October 25). JD met with them and all forms have been returned and processed.
- Sent out following e-blasts to homeowners:
 - November 10 Fall Newsletter
 - November 12 Restaurant winter menu
- Based on recent experience where new homeowners were issued invoices (and a PAD form) prior to a welcome visit by JD, the process by which the TRCA makes its initial outreach to new residents has been modified. The new SOP is attached below (Appendix 1)

Trail Committee (LB)

Nothing to report

Amenities and Strata (JD)

JD was informed by James Cronk that the golf course that the golf club budget for upgrading the clubhouse security system has been approved. JD, CF and James will meet the week of December 12 to further discussions and to prioritize needs after which we will meet once again with Best Security. TRCA costs to this project will need to be added to the 2022 budget.

Actions arising from:

CF MOVED that the TRCA purchase 12 new chairs at a cost not to exceed \$1600. This purchase is to complement the recently bought card tables in support of various homeowner events in the Lounge; seconded by LB; **Motion BOD88-1** approved.

Insurance Committee (JR)

No update

7. Other items

None

8. Adjourn and Next Meeting

The meeting was adjourned at 7:35 pm. The next BOD meeting will be at 6:00 on December 20.

Appendix 1

Revised Procedures for Initiating Rent Charges for New Home Owners

(Nov 17th 2021)

- DH to continue her valuable intelligence gathering regarding closing dates for HOs moving out of the community mainly from their requests to stop PAD payments on a certain date.
- Once DH discerns this information, she will relay it to KH who will schedule JD for a welcome visit once the new owners move in.
- As part of that visit, JD will:
 - Have owners fill out the membership form real time so they can immediately be put on the Mailchimp and Master Resident list;
 - Give the new owners the PAD form, membership form and the FOB waiver form (if interested) and ask them to fill in ASAP and return to JD by hand or electronically (preferred);
 - Owners will be told that if their PAD is returned on, or before, the 15th of the month, then their payments will start the following month. If returned after the 15th, they will be billed for \$35 for the next month and the PAD will start the following month.

- Once KH receives the PAD form she will forward it to DH, along with the completed membership form (which contains the possession date declared by the new owner(s)).
- Under normal circumstances, we will no longer be charging for payments from closing date to the TRCA visit as long as the PAD form is sent to us prior to the 15th of the month. If circumstances arise that require a separate monthly billing being issued, JD will inform DH via KH (GW copied) that this is required.