

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 117

Date: Monday, May 06, 2024

Place: Tower Ranch Clubhouse - Lounge

In attendance: Joe Danchuk (JDa), Jon Durkin (JD), Heidi Enns (HE), Larry Bray (LB), by phone Brittany Burpee (BB), absent Glen Wood (GW).

Welcome and Introductions

The meeting was called to order at 6:15pm with JD as Chairman.

Minutes of BOD–116

JD MOVED the minutes of BOD-116 be approved with the addition of “interim financials for the month of March were reviewed and accepted by the Board”; seconded by HE and **Motion BOD117-1** carried.

1. Monthly financials (GW /BB)

JD provided an update on the DocuSign process for the Parkbridge (Solstice) Properties at Tower Ranch. The process appears to be working well.

Action 1: JD to itemize the expenses for the transition from Parkbridge payment of monthly “rent charges” to the DocuSign and PAD process and pass on to LB.

2. BOD succession planning update

JD reported that the search for new board members continues and confirmed that JB has removed his name as an interested Board applicant. Jane Hicks has expressed interest in a Board position and has fulfilled the requirement of 19 nominators for her intent to place her name for such a position at the June 3 AGM.

Action 2: JD to contact Jane Hicks and invite her with an opportunity to introduce herself at the Annual General Meeting on June 03, 2024.

3. 2024 Annual General Meeting Preparation

JD provided an update of the preparation for the Annual General Meeting to be held at Trinity Church, Kelowna on June 03, 2024. The notification of the meeting, agenda and call for Board Nominations was sent to all TRCA households on May 03, 2024.

JD reviewed the AGM Agenda and support materials that will be required for distribution on May 20, 2024. He also reviewed the progress of the Powerpoint presentation for the meeting and requested input from the Board members.

Action 3: JD to finalize the agenda and support materials including acceptance of the minutes from the 2023 Annual General Meeting for distribution to all TRCA households by May 20, 2024.

Action 4: LB and HE to provide an overview of the Fortis project for inclusion in the AGM package for May 20, 2024.

Action 5: Directors to prepare their annual review commentary for inclusion in the power point by May 13.

Action 6: JD to distribute a PDF of the AGM power point slides to the Board for commentary at his earliest convenience.

Action 7: AGM Power Point “dry run” to be held for Directors on Wednesday, May 29, 2024, 12 noon at the TR Clubhouse.

Action 8: HE will be responsible for nomination of a Chair for the AGM and establishing the quorum. HE to confirm with Kim Hewitt the calculations for quorum.

4. Dealing with the Fortis situation

HE responded to resident Jane Hicks inquiry with a chronological sequence of the TRCA role with FortisBC regarding the KBTA Lee Station Transformer Project from September 20, 2020 to date. Discussion was held that this information would be valuable for TRCA information in advance of the AGM.

Refer to Action 4.

Discussion was held regarding FortisBC (Shelly Martens) request to meet with the TRCA Board versus addressing the many concerns they have received from TRCA homeowners.

Action 9: LB to contact Shelly Martens that the Board is not interested in Fortis BC deflecting their responsibilities and decisions in this project to date to the Board.

5. Update on Clubhouse strata.

JD reiterated that no communication has been received from Carrington and the Board continues to follow legal advice on the matter. Despite several attempts to contact Durali regarding the establishment of an operational strata council there has been no response.

Action 10: JD to send correspondence (vetted by our strata lawyer MF) in the matter via register mail to Durali.

Action 11: JD to provide LB information regarding possible options by which PLC could join as partner in establishing a new TR Community centre.

6. Committee Reports.

Developer Relations (JDa) : JDa reported a realtor inquiry regarding installation of an in-ground pool adjacent to the golf course.

Trails Committee (LB): LB reported that the status of responsibility and maintenance of the trail system is not clear and recommended lawyer review.

Action 12: LB to prepare and provide all documentation for TRCA and Parkbridge lawyer's review of the matter.

Communication and Membership (HE): HE recommended that TRCA distribute information on FireSmart Training that occurred for the community in 2022.

Action 13: HE to draft communication with resources for Board review.

7. Other Items

Discussion was held regarding the response from the city regarding the timing of the Tallgrass Park opening. The city has no interest in leading a Park Opening Celebration. The Park completion

weather dependent is May 15. As a homeowner, HE facilitated the establishment of a Playbox for the park, which she will communicate via FB. The Playbox will be available for anyone's use on or about May 15 during daylight hours and includes a variety of equipment.

LB led the Board in a discussion regarding the TR Entrance way owned by Durali and the opportunity to enhance the feature with drought tolerant plantings.

Action 14: LB to provide photos of Golf Course competitors' entrance ways for JD's discussion with Durali.

8. Adjourn and Next Meeting

Meeting adjourned at 8:00 pm.

Our next meeting will be the Annual General Meeting June 03, 2024 at 7pm at Trinity Church.