

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 124

Date: Tuesday, January 7, 2025
Place: Tower Ranch Clubhouse - Lounge
In attendance: Brittany Burpee (BB), Joe Danchuk (JDa), Jon Durkin (JD), Heidi Enns (HE), Jane Hicks (JH), Glen Wood (GW)

1. Welcome and Introductions

The meeting was called to order at 6:01pm with JD as Chairman.

2. Review of the action lists and minutes of BOD–123

The minutes and action lists of BOD-123 were reviewed.

JD MOVED the minutes of BOD-123 be approved; seconded by HE and **Motion BOD124-1** carried.

3. Monthly Financials

BB presented and summarized the November financial statement that had been circulated to the BOD members prior to the meeting.

BB MOVED that the TRCA Interim Financial Reports for November 2024 as discussed be accepted for approval; seconded by GW and **Motion BOD124-2** carried.

4. Follow up on KAS3569 strata situation

JD MOVED that this portion of the meeting be held in camera; seconded by HE and **Motion 124-3** carried.

5. PLC Management and the TRCA

BB shared observations regarding the relatively new PLC Management team and opportunities to enhance our communications with them regarding the TRCA.

HE MOVED that BB and JD to meet with the Parkbridge Regional Manager Gordana Medvidovic for an information session. Items to discuss include PLC board representation,

and TRCA Homeowner communication processes and initiatives including but not limited to Fortis and FireSmart; seconded by JDa and **Motion BOD124-4** carried.

Action 1: BB to set up a meeting with herself, JD and PLC staff (Ms. Medvidovic and perhaps others).

6. Committee Reports

Landscaping: JD shared he has contacted the City of Kelowna regarding recent potential damage to sprinkler heads and lawn from sidewalk snow removal.

Action 2: GW and JD to revisit in spring of 2025.

Continue discussion ensued regarding the Dilworth battered sign removal on TRB as they are located on City of Kelowna property.

Action 3: JDa will contact the City of Kelowna Bylaw department for assistance.

Legal/ Strata: JD reported that he is completing the transference of historic TRCA data files and emails to two memory sticks one to be placed in the safety deposit box and the other with a BOD.

Fortis: JH reported that she has been in communication with the Parks Manager regarding the process for City approval for landscaping enhancements to the Lee Substation and will await further communication before emailing a response to Fortis.

Action 4: JH to update the Board in March 2025

Communication and Membership: HE discussed the new City charges for alarm responses, and if these would apply to the Clubhouse. It was agreed to update current signage to reflect alarmed doors.

Action 5: KH to update door signage – “Do not open these doors they are alarmed.”

Action 6: KH, BB and HE to discuss the communication of Motion BOD123-5 from the December 2024 BOD meeting.

Action 7: KH and HE to discuss the communication of Motion BOD123-8 from the December 2024 BOD meeting.

Clubhouse Amenities: JDa reported that the fitness centre paint project is complete and would like to enhance participation by streamlining the booking process.

Action 8: KH to review opportunities within the software system to include individual bookings, and maximum attendees per hour to increase to three persons.

8. Other Items

FireSmart: HE provided a high-level report of the FireSmart Hazard Assessment emailed to Board Members.

Action 9: As part of Motion BOD124-4 the TRCA FireSmart initiatives will be reviewed with Parkbridge before dissemination to the Community.

Uber: BB reported that Uber services at Tower Ranch are now under review.

Board Communication: It was agreed that correspondence, communication and significant items relevant to potential Board decisions be emailed at least four days prior to the meeting and responded with receipt of email by the BOD.

9. Adjournment and next meeting.

Meeting adjourned at 7:20pm.

Next meeting is scheduled for February 4, 2025 at 6pm in the TRCA Clubhouse Lounge.