

Minutes of the 2025 Annual General Meeting (AGM) of the Tower Ranch Community Association (TRCA)

Date: Tuesday, May 27, 2025

Place: Trinity Church, Kelowna, BC

1. Welcome and Introductions

Gord Derouin MOVED that Jon Durkin (JD) be appointed as Chair of the 2025 Annual General Meeting; seconded by Mary Sampson and **Motion 2025 AGM-1** carried.

The Chair (JD) thanked the volunteers who manned the registration table. A quorum for the AGM was confirmed by the TRCA Administrator (376 homes – quorum 38). The 2025 AGM of the TRCA was attended by **57 households** (four of which were proxies).

2. Opening Remarks

The Chair introduced the other Board of Directors (BOD) members: Joe Danchuk (JDa), Brittany Burpee (BB) Heidi Enns (HE), Jane Hicks (JH), Maridula Maridula (MM) and Glen Wood (GW; absent). Director's Reports were shared and available to view separately on the accompanying Power Point Slide Deck.

An overview of the mandate and responsibilities of TRCA and the residential makeup and neighbourhoods was presented by BB. In addition, BB introduced the TRCA staff and contractors; and their roles for the organization: King's Bookkeeping, Kim Hewitt and Bev Derouin.

3. Review of 2024 AGM Minutes

JD MOVED that the minutes of the 2024 AGM as presented in the May 27, 2025, AGM Supporting Document Package be approved; seconded by Craig Fowler and **Motion 2025 AGM -2** carried.

4. Director's Reports

The Director's reports were summarized by BOD members responsible for their specific areas. A full summary is included in the accompanying Power Point; however, the following highlights since the AGM in 2024 are noted as follows:

Communication and Membership (HE)

- Since last year's AGM there were 28 newly occupied homes; we are currently a community of 376 occupied homes.
- The TRCA website provides residents with general information and reference materials.
- There were 28 communications sent to members since last year's AGM.
- Email is the TRCA means of communication for meetings, news, alerts and events.

Landscaping (presented by JD for GW)

- We have a servicing agreement with the City of Kelowna to provide landscaping and irrigation services along the entire length of the Tower Ranch Blvd; contracted to Tyger Boyz and Mainstream Irrigation.
- Working with Durali, owners of the Golf Course, to enhance the TR Entrance feature that sits on their property.
- City of Kelowna, as part of their tree planting initiative, has enhanced the TR Blvd with an additional 19 trees.

Clubhouse Amenities (JDa)

- There were approximately 5,375 bookings for the gym and 388 for the lounge since June 2024.
- Gym was given a refresh with some repairs, painting, annual servicing of equipment and replacement of blinds. Lounge maintenance included upholstery and furniture repairs.

Legal Clubhouse Strata (JD)

- A review of the issues pertaining to the Clubhouse Strata KAS3569 as presented in the AGM package to the TRCA membership was provided. This included a review of what was reported at the 2024 AGM.
- A community-based Strata Advisory Committee was established and reviewed the expenses claimed by Carrington (owners of the TRGC (Golf Course) and part owners of the Clubhouse); and a counteroffer was presented on December 6, 2023, and then withdrawn due to statute of limitations. On May 26, 2025, TRCA were served papers, and the BOD will meet with our lawyers to determine the next steps.
- Correspondence and meetings have occurred with the new ownership group of the Tower Ranch Golf Course, Durali Properties, to establish a functioning strata and budget to be compliant with the Strata Property Act.

Bylaws and Building Schemes (JDa)

- The BOD responds to each email from homeowners referring them to the Bylaws and Building schemes documents on the TRCA website, recommending Good Neighbour initiatives, and contacting the City of Kelowna Bylaw Enforcement where appropriate.
- Two dilapidated and marketing signs for Dilworth were removed from Tower Ranch Boulevard.

Fortis Substation Project (JH)

- A review of the history of the Fortis Substation and TRCA's role was reviewed.
- Ongoing dialogue to ensure aesthetic planting enhancements at the site were fulfilled.
- On April 30, 2025, Fortis completed the habitat restoration commitment to the City of Kelowna however the landscaping plans and aesthetic improvements are stalled due to the discovery of endangered painted turtles at the site.

FireSmart Committee (HE)

- A review of the roles and accomplishments was presented, including Neighbourhood Recognition, a Wildfire Mitigation Plan, and an Open House.
- Recommendations included removal and maintenance of ignitable sources close to homes and that wildfire mitigation is a shared responsibility.

Insurance (BB)

- The 2025 Insurance package was reviewed.

Traffic Calming (JD)

- A review of the traffic calming measures put in place by the City of Kelowna were discussed with the need to expand our efforts to include other areas of TRB and Tallgrass.
- Glen Penner was recognized for his role as a volunteer, keeping our road tidy.

5. Financial Reports

- The Chair addressed several issues under Finance and Legal that required the following motions to be tabled and voted on:

Bookkeeping and Finance.

Brittany Burpee MOVED that King's Bookkeeping be appointed to provide in-house accounting and bookkeeping services for the TRCA for 2025; seconded by Donna Markin and **Motion 2025 AGM-3** carried.

Brittany Burpee MOVED that Meyers Norris Penny be appointed to provide compiled financial information for 2025; seconded by Donna Markin and **Motion 2025 AGM-4** carried.

Legal

Jon Durkin MOVED to to ratify the appointment of:

Kelly A. Cairns, of Thomas Butler LLP Kelly A. Cairns, of Thomas Butler LLP, as the TRCA's general legal counsel for 2025.

Matthew Fischer, of Fischer and Associates, as the TRCA's Strata Lawyer for 2025.

Anahita Tajadod, of Dober Willaims Law Group, as the TRCA's Not for Profit Lawyer for 2025.

seconded by Jim Stephenson and **Motion 2025 AGM-5** carried.

6. 2025 TRCA Budget

Brittany Burpee provided an overview of the 2024 compiled financial statements (see Schedule A) and highlighted as a Not-for-Profit organization we do not distribute net proceeds back to the homeowners as these funds go into either the Future Asset Reserve Fund (capital assets), Contingency Reserve Fund (strata issues) or General Reserve Fund.

Brittany Burpee MOVED that the 2024 compiled financial statements be approved as presented, seconded by Patrick Shaw and **Motion 2025 AGM-6** carried.

Brittany Burpee MOVED that the 2025 budget be approved as presented, seconded by Marcel Poitras and **Motion 2025 AGM-7** carried.

Brittany Burpee presented the monthly homeowner association fee effective July 1, 2025, would be \$20.00 per month.

8. Election of the TRCA Board of Directors

Six of the seven current board members sought re-election. Jon Durkin submitted his resignation.

Gord Derouin (1692 TRD) MOVED that Brittany Burpee, Joe Danchuk, Heidi Enns, Jane Hicks, Maridula Maridula and Glen Wood be elected as TRCA Directors serving until the next AGM in 2025; seconded by Patrick Shaw and **Motion 2025 AGM-9** carried.

- Kelly Hamond put forward his name for a director position on the TRCA Board. Having reviewed his application and confirming the requisite number of homeowners supporting his bid.

Gerald Puckrin MOVED Kelly Hammond was elected as TRCA Director serving until the next AGM in 2025; seconded by Shane Jaffary and **Motion 2025 AGM-10** carried.

- Mark Blanchard put forward his name for a director position on the TRCA Board. Having reviewed his application and confirming the requisite number of homeowners supporting his bid.

Jim Stephenson MOVED that Mark Blanchard be elected as TRCA Director serving until the next AGM in 2025; seconded by David Huges and **Motion 2025 AGM-11** carried.

9. Questions and Discussion

An open discussion was conducted lasting approximately 16 minutes, which included the following topic areas:

- Concern for vehicles parked on Tower Ranch Blvd. during busy construction days.
- Golfers and golf maintenance crew accessing the course through Split Rail.
- Golf ball deflection on the 18th hole.
- Concern for beautification of the roadside along Tower Ranch Drive.
- Clubhouse lounge and fitness area future and interest to survey residents.

Craig Fowler recognized Jon Durkin for his exemplary leadership of the TRCA BOD for the past seven years.

10. Adjournment.

Jon Durkin, the Chair MOVED that the Annual General Meeting of 2025 be adjourned; seconded by Craig Fowler and **Motion 2025 AGM-12** carried.