

**Minutes of Meeting**  
**Of The Board of Directors Of**  
**The Tower Ranch Community Association (TRCA)**  
**BOD-9**

**Date:** Tuesday, August 1st, 2017  
**Place:** Members Lounge, Tower Ranch Clubhouse  
**In Attendance:** Directors: Craig Fowler, Jennifer Bridarolli  
Transition Committee: Glen Wood, Danny Funk, Rick Watt, Jim Roe

**Opening and Introductory Comments**

Craig Fowler opened the meeting at 7:00 P.M. and the Meeting agreed he would act as Chairman for BOD-9. The Chairman welcomed the Director and Transition Committee to the ninth meeting of the TRCA Board of Directors (BOD).

**Update on Meeting with Legal Representation**

The Chairman provided a brief update on a meeting he and Jennifer had with Christy Lovig, Doak Shirreff, LLP earlier in the day.

- Master Developer Agreement – request to Lovig to search for a copy of this agreement...perhaps with the City. This agreement may provide information as to whether or not the Master Developer was responsible for all costs associated with operation of the TRCA until 300 homes existed or until December 31<sup>st</sup>/16 whichever came first.
- Establishment of Doak Shirreff as Reg'd. TRCA office – Documents were provided for TRCA Directors to sign.
- TRCA legal information from Pushor Mitchell – Lovig had contacted Brad Conquist of Pushor Mitchell Lawyer regarding legal information/opinions that had been provided to TRCA while Parkbridge was managing...In order to be specific and to save time/money Conquist suggested that details on the topics be provided. Craig to forward a copy of the Pushor Mitchell invoice(s) to Lovig.
- Title transfer/Capture of the rent charge fees due to TRCA – Lovig advised that title transfer is trigger for payment of fees by the new owner and unless the TRCA has a policy/procedure in place advising different these fees would be pro-rated as all other utility/tax charges are. Lovig suggest the TRCA name an “administrator” to manage PAD’s and rent charge collection. Lovig also suggested that all Solstice community homeowners should sign new TRCA PAD’s.

- When is rent charge payable – Craig clarified that this is important for the developer/builders to know. Lovig reiterated that the rent charge is due on title transfer – e.g. when a developer purchases a large lot for future development that lot is subject to a rent charge of \$45.00 on title transfer. As the developer subdivides lots then the rent charge applies to each subdivided lot and when the developer sells the lot, whether sold with a newly built home or as vacant, the new owner is, on title transfer, responsible for the rent charge payment.
- With respect to the \$101,500 that Parkbridge is requesting TRCA pay Lovig advised that TRCA should be requesting details/backup for every single charge comprising the total amount. Lovig also advised that TRCA write to Parkbridge stating that no disputed costs can be offset and suggested TRCA have a procedure stating this.
- Lovig advised that TRCA is empowered to develop and adopt policies and to develop administrative procedures and strongly urged TRCA to begin doing so. An example given was to make it mandatory for property owners to enter into TRCA PAD's.
- Building Scheme – Lovig advised that the TRCA is not empowered to enforce the building scheme registered on lots...it is up to the community residents to seek compliance...however, if it appears that infractions such as zoning, setbacks, etc. are involved that the City should be involved.

### **Approval of Minutes for BOD-8, 18 July 2017**

The Chairman queried if there were any errors/omissions to the draft Minutes for BOD-8 held 18 July 2017 and if there were none forthcoming recommended approval of the Minutes. Danny Funk Moved that the BOD-8 Minutes be approved, seconded by Rick Roe. Members unanimously voted in favour.

### **Update by Team Leaders**

The Chairman invited team leaders to provide brief updates.

Jon Durkin – lead for clubhouse amenities was not present but had met with Craig who provided the following update: \$700 in revenue has been gained from rental of the members lounge to date; the amenity room now has furniture donated (temporarily) by the Brick, courtesy of Mark Dollevoet of the Brick. A notation to this donation will be made in the next newsletter.

Glen Wood – lead for landscaping. ICBC advises that the person Glen has been working with on the issue of the accident that resulted in the irrigation controller being damaged is not able to deal with the amount of the claim and has forwarded it on to the person with that authority which will mean an even longer time before it can be fixed. ICBC is requesting confirmation (proof) that the TRCA is responsible for the irrigation system. Glen to provide. Noted that Jon has replaced another 30 sprinkler heads.

Craig Fowler – lead for membership. As result of Donna Welda sending out account information and directly contacting some residents new/updated contact information has been received and the master list will be updated.

Donna Welda – lead for financial was not present but Jennifer reported that all PAD's for the TRCA received to date have been inputted. August will be last month that Parkbridge will take care of TRCA's rent charge payments. Residents who had PAD's with Parkbridge and want to continue with automatic debit will have to sign new TRCA PADs and Jennifer will list those and contact to see if we can get as many onto the TRCA forms as possible. Jennifer will also contact Parkbridge (Isobel) to see if she would, as a double check, provide a list of those non-Solstice residents she has been handling. For the Sept. payments Donna will upload and Jennifer will be the confirming contact.

### **Other Business**

For the record only, Craig read a letter received from Solstice resident Morley Deters complaining about the night time activities at the Golf Club parking lot and the cul-de-sac at the top end of Tower Ranch Boulevard which is not only disruptive for nearby residents but a wildfire concern. The letter was tabled with no action taken.

### **Adjournment and Next Meeting**

The Chairman advised that as the time for the AGM, to be scheduled late Sept. early Oct. is closing in it may be appropriate to return to weekly meetings. The next TRCA BOD meeting (#10) will be held Tuesday, August 15, 2017 at 7:00 P.M. The meeting adjourned at 8:05 P.M.

