

Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD 34

Date: Wednesday, 30 May 2018

Place: Members Lounge, Tower Ranch Clubhouse

In Attendance: Directors: Don Spruston (DS), Glen Wood (GW), Maureen Watt (MW), Craig Fowler (CF)

Committee Members: Jon Durkin (JD), Jim Roe (JR)

Welcome and Introductions

The meeting was called to order at 7:05 PM with Don Spruston as Chairman

Minutes of BOD 32 and BOD 33

For various reasons related to content and form, the minutes from BOD meetings 32 and 33 were not approved. One question raised was why the format for the BOD minutes had been changed from the standard format used previously. MW pointed out that the format had advantages in clarity and accountability.

No decision was taken on whether to adopt the new format or return to the previously used format (or some variation of it).

Protocol for Alerts

Discussion centred on establishing a protocol for sending timely alerts to TR homeowners. Examples of alerts would be Bear and wildlife sightings; attempted break-ins; boil water advisory, etc. It was noted that Alex Pavlovic's work schedule is such that he may not always be available to post such alerts in desired timeframe

Action 1: MW and JD to be trained by Alex P. to use MailChimp as soon as possible. JD volunteered to take the lead role in sending out alerts as warranted.

The possibility of establishing a Community wide Text Alert App was discussed by residents would be notified by cell phone of an emergency Alert.

Action 2: MN to provide a BOD report on alternative approaches for Community-wide alerts

JD MOVED that MailChimp alerts and other important communications shall be posted at the concurrence of any two (2) Directors. Seconded by GW and **Motion BOD34-1** was carried unanimously.

2018 Annual General meeting

GW Moved that the Annual General Meeting be held October 23, 2018. Seconded by CF and **Motion BOD34-2** was carried unanimously.

Three major topics for the AGM will be: 1. Revised Bylaws; 2. Election of Directors; 3. 2019 Budget.

Action 3: GW to ensure that September financials be ready for the Board by October 15, 2018.

Emil Anderson Payments for Lots under Construction

Meetings with Greg Asling of EAC indicate they have obtained legal advice on their position in this matter. All agree it would be best to settle matter out of court, if possible. DS has obtained an Opinion from our Lawyer that strongly supports our position in this issue. Discussion ensued (*in camera*) on possible actions we could take

Action 4: DS to copy the Opinion to Board members attending the meeting for review. Possible actions arising will be discussed at next BOD meeting.

Delinquent Homeowners Accounts

GW Moved: Be it RESOLVED THAT the TRCA Board agrees that the following protocol be followed with respect to delinquent rent charge accounts commencing July 1, 2018:

- Over 60 days: Letter advising Delinquency
- Over 90 days: Letter indicating a turnover to Collections
- Over 120 Days: Letter from TRCA Legal Counsel
- The 60 & 90 day letters will be sent by TRCA Bookkeeping service & further that Bookkeeping protocols be changed to reflect above.

Motion Seconded by CF and **Motion BOD34-3** was carried unanimously

GW Moved: Be it RESOLVED THAT the interest charge not be included on 30 and 60 day invoices, but that it be included on any 90 day and later invoices, and that the charge be assessed from the date that the account becomes overdue.

Motion Seconded by DS and **Motion BOD34-4** was carried unanimously

GW Moved: Be it RESOLVED THAT a form letter be drafted and sent to any Realtor listing as property on the Tower Ranch Lands advising of the implications of the rent charge and the need to ensure that the rent charge is cleared upon title transfer.

Motion Seconded by DS and **Motion BOD34-5** was carried unanimously

Action 5: GW to notify Bookkeeper of new protocols.

Action 6: DS to draft a form letter to be sent to listing realtors

Committee Updates:

Clubhouse Amenities (JD):

Carrington/Golf Course has not paid outstanding Lounge rental invoices (\$700+ in arrears); Determined moving forward that Lounge rental fees be paid directly to TRCA for trade shows as a commercial activity.

Lounge booking as up significantly, with 30 events planned through the month of June, including proposed Fitness sessions.

Landscaping (and related) (GW)

Sprinklers: All sprinklers up & running except Zone 13 on west aide of Boulevard. Invoices to fix sprinklers will be presented to Dilworth as their contractors damaged them this winter. Charge to Dilworth for repairs: \$ 550 in sprinkler heads.

Split Rail Place Driver Safety Improvement: The garden on the corner of Tower Ranch Blvd. and Split Rail has been removed since it blocked the view of on-coming traffic for drivers.

TR Water Fixture: Pending

Safety - Light Standard Installation on TR Blvd: Request has been made to Parkbridge, as the developer is responsible.

Communication, Membership and Social

SOCIAL COMMITTEE ACTIVITIES:

Fitness Classes through RPM Fitness:

- Fitness Clinic/Meeting: Approved by the Board and meeting held with residents
- Survey Conducted with residents Results of session and survey: 3 classes proposed.
- Request for Registration sent to membership, using MailChimp;
- Nothing to start without BOD approval

JD MOVED that the Board of Directors approves the use of the Lounge during the month of June by TRC Homeowners enrolled in a fitness program supervised and conducted by Kailee Ryan of RPM Fitness. No Lounge rental fee will be levied on RPM Fitness for this activity since the initiative was undertaken by and for the health and enjoyment of TR residents.

This decision is contingent on the BOD confirmation, prior to the start of the program that our liability insurance or that of RPM Fitness adequately protects the TRCA from incidents that may arise from these activities

Seconded by GW and **BOD34-6** was carried unanimously

Action 6: MW to follow up with Don Folstad on insurance coverage for the proposed Fitness Classes

A discussion ensued on what social activities should be sanctioned TRCA activities. Any proposed activities should be presented to the Board for discussion and decision.

Discussion also ensued on what social activities should be deemed to fall outside of the TRCA mandate and scope and would better be served by a Community Committee (eg. Social Club) that did not report to the Board in any official capacity.

No decision was reached on specific social activities falling within or outside of the TRCA was determined.

Legal

No report tabled

Finance (GW)

See Motions BOD34- 3, 4 & 5

Bylaws

Bylaw amendments & revisions completed by Bylaw Committee

Other and New Business

None

Adjourn and Next Meeting

Moved by JR that the meeting adjourn at 9:42 pm. JD seconded and members unanimously carried the motion. Next meeting (BOD-35) on Wednesday, June 13, 2018.

