

Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD – 37

Date: Wednesday, July 18 2018
Place: Members Lounge, Tower Ranch Clubhouse
In Attendance: Directors: Glen Wood (GW), Maureen Watt (MW), Jon Durkin (JD), Jim Roe (JR)
Committee Members: Don Folstad (DF)

Welcome and Introductions

The meeting was called to order at 7:02pm with JD as Chairman

Minutes of BOD–36

JD MOVED the minutes be approved, seconded by MW and **Motion BOD36-1** was carried.

Upcoming AGM

1. It was agreed that the most important priorities leading up to the next AGM are: 1) closure on the proposed bylaw changes, and 2) ensuring our financials are fully in order.

The consensus was that that we do not confirm a date for the AGM until we have resolution of the two issues above.

Concerning our present financials

Action 1: MW to check with A. Pavlovic to see if he has successfully checked notification dates on-line, and if so how we may do so for other lots under EAC. If not, MW will contact Land Titles Office in Kamloops for this information and report back to the Board. JR to assist MW in this endeavor if asked

Action 2: GW to work with Chris Kerr to resolve present deficiencies in the latest A/R list and report to the Board next meeting

Action 3: GW to contact various households on the A/R list in the attempt to collect on and reconcile accounts in arrears.

Action 4: JR and CF to meet with lawyer to determine options regarding A/R accounts particularly with respect to Developers

2. The Board's ability to appoint interim Directors and the issuance of voting authorities was discussed

Action 5: Craig Fowler (CF) to have the Bylaw Committee determine if the revised Bylaw document requires changes to clarify the Boards abilities related to the above. CF to report finding to next meeting

3. JD suggested that at next meeting the Board discuss the possibility of adding new initiatives and responsibilities to the Boards mandate so as to enhance the TRCA's relevance to Community needs and issues. Discussion to involve whether doing so would require further changes to the Bylaws

Committee Reports

Landscaping (and related) (GW)

Action 6: GW to arrange for weed control of boulevard greenery

Action 7: GW to talk to Tiger Boyz re taking care of underbrush under fences particularly on properties backing onto TRB

Action 8: JD to contact City re watering of trees on the west side of TRB- from waterfall to Clubhouse

Action 9: GW to provide JR with Building Scheme and Landscape plans

Legal and Bylaw (CF)

1. Composed and distributed letter for listing Realtors advising of obligations re: rent payments. Maureen to send to Realtors.
2. Cheque mailed to Doak Sherriff per amended and resolved billing dispute.
3. Email to our Lawyer re moving our files and checking that AGM files have been sent to BC Societies.
4. Incomplete:

- a) Letter to residents re 30-60 day arrears
- b) Letter to residents re 90 day arrears
- c) Draft on voting rights re BOD and Committee Chairs
- d) Bylaw review return from Parkbridge

Communication, Membership and Social (MW)

1. Action Items Completed: BOD-36-04/07/18 arising:

- **Action Item #7:** Orientation Packages to Residents
 - Contacted four residents as requested.
 - Orientation packages provided.
 - Appointments set for completion of PADs or processing of fees/arrears
- **Action Item #9:** Distribution of TRCA Letter to Realtors
 - Distributed CF letter notifying Realtors of potential liability or lien on properties which may accrue to home purchasers if seller fails to bring TRCA fees up-to-date;
 - Reminds Realtors of need to notify clients of potential for accrued rent charge delinquency prior to purchase;
 - Continue to monitor private home sales to ensure we are on top of notification in future;
 - Continue to notify Bookkeeper of listings as they arise so arrears can be calculated in advance of sales.

2. Action Items In-progress/Pending:

- **Action Item #8:** WebEx Teleconference re: Alert System for Residents
 - Video and Case Study available for review
 - Day-time slot for meeting required as office is in Florida (3 hour time difference)
 - Proposal including projected costs to be provided at presentation.
- **Requested Action Item for Finance:**
 - Date of Property Development approvals for TallGrass Ridge from City of Kelowna (IP);

Finance (GW)

Finance report and actions arising were discussed in the Agenda item "Upcoming AGM" as detailed above

Clubhouse Amenities (JD):

- We have had 34 booking in the Lounge during May, June and July (to date)
- Greg Norman has directly paid JD \$200 for use of Lounge July 18 and 19 (e-transfer to JD account). JD has issued a cheque to TRCA for that amount (tabled at July 18 Board meeting).
- JD has not yet written Carrington re new security system (action arising from July 4 Board meeting). However he has recently met with Neil S. on this issue. Neil will support the need for the upgrade with some form of cost sharing (to be negotiated) if asked by his superiors at Carrington.

Action 10: JD to draft letter for next meeting

- Jim Roe has kindly provided a lockable filing cabinet for TRCA documents which is housed in the Lounge

Other and New Business

JD MOVED that MW be reimbursed \$52.77 for Presentation Package materials; seconded by GW, **Motion 37-2** carried

Adjourn and Next Meeting

Moved by JD that the meeting adjourn at 8:20pm. MW seconded and Motion carried. Next meeting (BOD-38) on Wednesday, August 21 2018.