

**Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD# 49**

Date: Monday March 11 2019

Place: Jon Durkin's residence

In Attendance: Directors: Jon Durkin (JD), Jim Roe (JR), Glen Wood (GW)

Welcome and Introductions

The meeting was called to order at 7:05 with JD as Chairman

Minutes of BOD-48

JD MOVED the minutes be approved, seconded by JR and **Motion BOD49-1** was carried.

AGM Preparation (all)

It was agreed that all Committees would submit its draft budget to Craig Fowler (CF) prior to the next BOD meet, as well as a list of items that the Chairs feel should be addressed at the AGM (a simple flow chart would suffice at this point). These data would form the basis of a comprehensive discussion at the next BOD or at an alternative meeting set up by the AGM Chair (CF).

Action 1:

All Committee Chairs to submit budget and discussion points to CF prior to next BOD

EAC Update (JR)

JR MOVED that the final version of the Emil Anderson Arrears Letter be accepted by the Board and that it be sent to Emil Anderson Construction Ltd. under signature of the four TRCA Directors; seconded by JD and **Motion 49-2** carried.

GW MOVED that the TRCA hire the accountant at WSP Canada to prepare the spreadsheet re EAC arrears using its current database of registered EAC lots; seconded by JR and **Motion 49-3** was carried.

Action 2:

JD to secure CF's signature (upon his return) and return letter to JR

Action 3:

JR to send EAC the letter once all Directors have signed it and follow that up with the invoice/ spreadsheet once prepared.

Clubhouse restoration (JD)

Action 3:

JD and CF will meet with the designer hired by the Cronk Group (Nicole DeGrand- Fast) to go over the design and materials proposed for the restoration of the Lounge, and if deemed appropriate and within the insurance budget to give Cronk and Total Restoration TRCA approval to proceed.

JD and CF will meet with the Jorden's Flooring representative to choose the rubberized material to be used as flooring in the Gym, and if deemed appropriate and within the insurance budget to give the Cronk Group and Total Restoration TRCA approval to proceed.

Service Contract with Carrington (JD)

A draft 2019 Service Agreement budget was sent to the Cronk Group from the TRCA on February 27, 2019. We await comment from the Cronk team.

Action 4:

JD to set up a file containing all correspondence and data related to the Service Agreement issue. In addition, JR will do the same for the EAC rent charge initiative, and CF for the bylaw initiative. JD to assume custody of these files until the filing cabinet is returned to the Lounge upon restoration

COMMITTEE REPORTS

Landscaping (and related) (GW)

The City has responded to JD's request that the TRCA hire Mainstream and Soil to Sod to repair damaged sod and potentially the irrigation system caused by the City in late December and have these companies directly invoice the City. The City responded with the following:

If it is your wish to repair the irrigation and turf yourself that's fine the only snag may be the City paying as we aren't really set up to do that unless your contractor accepts Mastercard and we can pay them direct that way. If that works for you then let me know when you plan on the repairs and I can meet you out there and we will pay for the irrigation and turf that the plow damaged. If not then our crew will do the repairs as soon as the weather allows and the frost is out of the ground and also meet with your irrigation crew to turn things on to make sure all is good.

Any questions just give me a call.

Thanks,

Kim Johnson

Roadways Foreman | City of Kelowna
250-469-8922 | kjohnson@kelowna.ca
Connect with the City | kelowna.ca

Action 5:

GW to contact Mainstream and Soil to Sod to see if they can be paid as the City has requested

Legal and Bylaws (CF)

BYLAWS

Barring any errors or omissions, we have a final set of Bylaws! The next stage of protocol will be to submit to our lawyer for review. If acceptable, these will be sent out as an attachment to the announcement of the AGM. It is suggested that a covering letter of explanation be sent with this.

With the ability to separate the mailing lists by district, a covering letter of explanation will be sent to Solstice residents regarding the PLC proxy and rationale covering the exclusions.

LEGAL

Since we have consulted our lawyer on several occasions including the recent EAC letter, and have never received a bill, CF to write the lawyer to ask that we get a billing.

AGM Committee (CF)

CF to begin work on compiling the 2019 operating budget based on recently received 2018 operating costs by caption. Individual BOD and committee members will be requested to provide input as we progress. Stage 2 will be to examine 2018 Revenues and provide 2019 estimates. As well, any 2019 Capital Costs will need to be separately identified and budgeted.

Clubhouse Amenities (JD)

The flooring in the Lounge has been completely removed. We are working with the Cronk Group and their interior design consultant (Begrant-Fast Design) to determine the materials and styles to be used for restoration. The recommendation is to replace the previous carpet/ hardwood with a durable vinyl compound simulating dark hardwood. This material will be installed throughout the clubhouse, pending confirmation that it falls within budget. Members of the TRCA plan on meeting the design team to view the plans first hand prior to its decision on restoration specifics.

It was determined that all of the gym equipment needed to be removed and stored since much of the ceiling and walls needed restoration. This has been done. It was also determined that the carpet was compromised and needed to be removed, which has been also done. We have recommenced to Total Restoration that an interlocking rubber

compound (used in most commercial gyms) be installed instead of carpeting as it is more functional and hygienic. We have yet to hear from the insurance company on this proposal.

There appears to be a renewed interest at Carrington, via the Cronk Group, to establish a workable Service Agreement with the TRCA vis a vis shared expenses at the clubhouse. We have taken the first step in this process by drafting and forwarding a 2019 budget for shared expenses to the Cronk Group. We expect a response from the Cronk team shortly.

Communication/ Membership (JD)

Working with GW and our bookkeeping service, JD is attempting to identify and correct any errors and/or omissions in the Master Membership List. This is critical since it forms the backbone of the revenue side of our finances.

We have asked our IT provider, Devradius, to update the Mailchimp list from the current Master Membership List. Moreover in order to be more selective and responsive in our email communication, we have decided to create separate lists for the community. Specifically, lists for the following will be created:

- Tower Ranch Blvd
- Tallgrass/ Foxtail
- Split Rail
- North Pointe
- Solstice
- Golf Club management
- Developer representatives (Home sales)

Developer Relations (JR)

See Above

Finance (GW)

Twenty-two requests for payment have been mailed to homeowners whose accounts are in arrears as of 3/21/2019

JD MOVED that \$37.20 be paid to GW for stationary needed by the Finance Committee, JD seconded and **Motion 49-4** carried.

Insurance Committee (DF)

No Report

Other Items

JD summarized a discussion he had with Craig Fowler wrt Craig accepting the position of Interim Director TRCA. Craig responded he would accept if the Board offered the position

JD MOVED that the Board appoint Craig Fowler as interim Director effective immediately, JR seconded and **Motion 49-5** carried.

Adjourn and Next Meeting

Moved by JD that the meeting adjourn at 8:25pm, JR seconded and motion carried. Next meeting (BOD-49) on Monday March 11 2019.