

**Minutes of Meeting  
Of The Board of Directors of  
The Tower Ranch Community Association (TRCA)  
BOD# 50**

**Date:** Monday March 25 2019

**Place:** Glen Wood's residence

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

Committee Chair: Don Folstad (DF)

**Welcome and Introductions**

The meeting was called to order at 7:03 with JD as Chairman

**Minutes of BOD-50**

JD MOVED the minutes be approved, seconded by CF and **Motion BOD50-1** was carried.

**AGM Preparation (all)**

Draft 2019 committee budgets have been given to and analysed by CF. Based on the 2019 draft budget and our overall financial position, CF MOVED that the 2019 budget reflect that effective July 1, the monthly TRCA fees be reduced from the current \$45/mth to \$30/mth; seconded by JR and **Motion BOD50- 2** was carried.

*Action 1:*

JD to contact the Cronk Group re their response to the draft shared services budget the BOD forwarded to them on Feb XXX.

CF MOVED that the BOD adopt as final the TRCA bylaws prepared by the law firm of Pushor Mitchell in consultation with both the TRCA and Parkbridge Lifestyles Communities (PLC), and that these bylaws be presented for a vote by the membership at the TRCA Annual General meeting on May 7 2019; seconded by GW and **Motion BOD50- 3** was carried.

CF MOVED an amendment to **Motion BOD50- 3** to modify Section 10 of the bylaws to read that effective January 1 2020, all residents shall pay their monthly fees by pre-authorized debit only; seconded by JD and the **Amendment to Motion BOD50-3** was carried

JD provided CF with a outline of items re Amenities and Membership that could be addressed at the AGM.

### **Insurance Issues (CF and DF)**

GW MOVED that the TRCA move all pertinent insurance to Capri Insurance commencing May 24, 2019; seconded by JR and **Motion BOD50-4** was carried

#### *Action 2:*

DF to send a letter to our current insurance company informing them of this BOD decision

### **Finance- dealing with arrears (GW)**

CF MOVED that the account in arrears for the one TRCA homeowner in the community who has refused to pay the monthly fee, and has paid none to date, be moved to collections; seconded by GW and **Motion BOD50-5** was carried

#### *Action 3:*

CF to pursue this issue with appropriate collection agencies and report back to the BOD

## **Bylaws (CF)**

This item was dealt with under *Item 3: AGM Preparation*, as Motion BOD50-3 and the Amendment to Motion BOD50-3A.

## **COMMITTEE REPORTS**

### **Landscaping (GW)**

On March 24, JD emailed Kim Campbell (Roadways Foreman | City of Kelowna) to inform him that Main Stream Irrigation has no problem with being paid by Mastercard, but that Soil to Sod cannot be paid by that route. We suggested that the TRCA pays them directly and the City reimburse us by cheque for the sod repair. No response as yet on this issue.

GW, at our bookkeeper's suggestion, has emailed Mainstream and asked that they provide evidence that the TRCA is a named insured under their liability policy.

### **Legal and Bylaws (CF)**

#### 1. Legal

CF requested and received billing from our lawyer for work performed from June 2018 to date. CF MOVED that David Towell be paid \$3472.00 for legal fees mainly pertaining to the EAC rent charge issue; seconded by GW and **Motion BOD50-6** was carried

#### 2. Bylaw

Letter received from Mark Bourree for inclusion in our material at/prior to AGM. Letter to be forwarded to Directors for comment.

### **Developer Relations (JR)**

Arrears letter and invoices have been sent to EAC. They have acknowledged receipt and have forwarded the letter to their lawyer for review. We are awaiting a response.

Legal suites - JR has advised EAC that we will defer any discussions about legal suites until after our AGM.

## **Finance (GW)**

CF has agreed to take on the finance committee responsibilities from GW. GW believes that this makes sense at this time as CF has agreed to steer the AGM and a major portion of that is financial. GW will lead the transition wrt introducing CF to our bookkeeping services. At the meeting we should also consider immediate actions against the handful of residents with accounts in serious arrears.

## **Communication/ Membership (JD)**

JD has found several errors and/or omissions in the Master Membership List, arising mainly from private resales that were not properly documented which led to orientations/welcome visits never occurring. Identifying and correcting such deficiencies is critical since it forms the backbone of the revenue side of our finances as well as the primary means of community communication.

## **Clubhouse Amenities (JD)**

The flooring in the Lounge has been completely removed and will be replaced by the same commercial grade vinyl that will be used throughout the entire upper floor of the clubhouse. CF and JD visited the interior design consultant (Begrant-Fast Design) to see the material first hand and we concurred that the material would be fine for the Lounge as long as it fell within the insurance budget. James Cronk has confirmed

JD and CF visited Jorden Flooring (the company from which all the flooring has been ordered) and chose the specific interlocking rubber material to be used for the gym floor. We have yet to be informed that the insurance company considers this flooring within its prescribed budget.

Timing for the grand reopening of the clubhouse is unclear, although course management has sent out invitations for a wine and cheese reception for April 16, so that likely should be considered the latest date for completion of the main floor (which is the Cronk priority). The basement, including the gym, will likely come on line hopefully within a week of two following completion of the main floor.

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 yet to hear from the Cronk Group regarding the draft a 2019 budget for shared expenses at the clubhouse.

## **Insurance Committee (DF)**

GW arranged a meeting with Debbie Tuddenham, Capri CMW to review our present insurance coverage with the Co-operators. Present were GW, CF, JR & DF.

Discussion was as follows:

- DT confirmed that they are a Broker and with regard to providing us with a proposal, would obtain quotes from several underwriters.
- DT to provide written report as to their recommendation with respect to our present coverage.
- Capri proposal with respect to future coverage would be received in a several weeks time.
- DT was unaware that our present coverage provides for a Liability Limit of \$5,000 and the HUB insurance provides Property Coverage of Every description of \$7,030,000.
- Our Committee was unaware that we are now a named insured on the HUB policy. This was requested and rejected approximately one year ago by HUB.

Recommendation:

Whereas the Co-operators do not comply with the Committee's opinion of a true Broker, the Committee recommends that the Directors consider retaining Capri CMW as our Broker to obtain a quote for our future insurance requirements.

## **Other Items**

Following discussion it was decided that:

### *Action 4:*

JD to look into obtaining a fire extinguisher for the Lounge and Gym (or determining that such is immediately adjacent to the rooms and visible) as well as determine the location and availability of a AED, and the cost if we need to purchase one.

## **Adjourn and Next Meeting**

Moved by JD that the meeting adjourn at 8:25pm, JR seconded and motion carried.  
Next meeting (BOD-51) on Monday April 8 2019.



