

## Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 89

**Date:** Weds, December 22, 2021

**Place:** TRCA Lounge

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

### 1. Welcome and Introductions

The meeting was called to order at 6:05 with JD as Chairman.

### 2. Minutes of BOD-87 and BOD -88

JD reviewed and checked the status of the action items from BOD-87 and BOD-88. JD MOVED the minutes of BOD-87 be accepted, seconded by LB and **Motion BOD89-1** carried. JD MOVED the minutes of BOD-88 be accepted, seconded by CF and **Motion BOD89-2** carried.

#### Actions arising from:

*Action 1:* JD to forward the Appendix 1 (*Revised Procedures for Initiating Rent Charges for New Home Owners*) from the minutes of BOD-88 for review and table the document for approval at the next BOD meeting

*Action 2:* (from BOD 88) Kim Hewitt to scan the Carrington document file that CF has placed into the filing cabinet and store the electronic data in the website password protected data vault.

### 3. Review TRCA position on supporting the Building Scheme

Following discussion on what role, if any, the TRCA should play in homeowner questions and/ or complaints re the Building Guidelines (on website and in HO closing documents, it was determined that:

*Action 3:* JR/CF to have out lawyer (DT) review the 2007 Building Guideline document and advise us on its relevance, enforceability, who is in fact the

Administrator. If deemed we have a role to play, have DT help with appropriate draft letters in response to enquires (trailers in driveways or on road for example)

*Action 4:* JD to ask KH to remove the 2015 Parkbridge Design Guidelines for the website

#### **4. TRCA response to McCurdy “solar panel”**

Following discussion, it was decided to send out a community wide survey to ascertain the degree to which the community wishes the structure to be removed. Depending on the results the TRCA may approach City Council for appropriate actions.

*Action 5:* JD to inform Kim to draft a survey for BOD comment

*Action 6:* GW to call Gary Zimmerman at the ALC to determine if they have a position on the solar tower

#### **5. Update on 2022 budget process**

As per the actions noted in BOD-89, the financial exposures for the TRCA have been identified as follows:

- Gym equipment replacement is approx. \$25,000
- Clubhouse roof replacement (TRCA portion) is approx. \$15,000
- Clubhouse HVACV replacement (TRCA portion) is approx. \$100,000

Based on this, our reserve funds need to be built up to the amount of \$140,000

#### **6. Update on Clubhouse security system**

JD and CF led the discussion concerning replacing the aged and inadequate security system at the Clubhouse. James Cronk stated at the Dec 15 meeting with Best Security that he had enough funds approved in his 2022 budget to proceed with the quote provided. JD stated that the most important item for the TRCA was to update the FOB system so that we know who is in the building at all times, that we are able to take over (from the Club) FOB programming and distribution for new homeowners, and that we can inactivate FOBs if and

when warranted. In addition, a “panic button” in the gym connected to 24-hr monitoring would be a priority moving forward.

Total cost would be on the order of \$10,000. CF pointed out that since the security system was never capitalized that any replacement would be regarded as a capital expense requiring AGM (or SGM) approval.

*Action 7: JD to determine if the system could be installed now without the FOB system and if the FOB system be layered on once we have AGM approval.*

## **7. COMMITTEE REPORTS**

### **Landscaping & TRB Maintenance (GW)**

- A contact for snow removal on the east sidewalk along TRB has been given to James Cronk for signature along with a declaration of liability document.
- Any cleanup of the waterfall “pond area” will be put into the 2022 budget
- Installation of the waterfall lights will be delayed until Spring

### **Legal (CF)**

Nothing to report

### **Bylaws and Policies (JR)**

Bylaws and Policies -Two inquiries were received over the past month:

- RV parking in driveway (complaint by a neighbour)
- Solar panel installation

Our bigger discussion needs to be whether we should have any role in these matters.

### **Finance (GW/CF)**

CF MOVED that \$65,000 be put into a 30-day rollover term deposit, seconded by LB, **Motion BOD89-3** carried

### **Communication and Membership (JD)**

- Five new HOs were visited by JD since last meeting
- Four new FOB applications were processed
- Sent out following e-blasts to homeowners:
  - Nov. 3: Carrington Dec menu for residents
  - Dec 12: Letter to 10 SR residents re snow removal obligations on TRB
  - Dec 17: Christmas carollers

### **Trail Committee (LB)**

Nothing to report

### **Amenities and Strata (JD)**

JD and CF met with James Cronk (JC) and Tony deMontigny, the owner of Best Security, on Dec 14 to discuss clubhouse security upgrades. JC reported that he has been given a green light to proceed within the requested budget. JD will brief the Board on details of the discussion and seek to obtain approval to move forward.

Given the COVID restriction placed on BC effective Weds Dec 22 at midnight, we may have to close and seal the gym effective Thursday. A decision needs to take place at the Dec 22 BOD meet

JD drafted a snow removal contract that was vetted by CF and forwarded to JC for signing on behalf of the Club. We have yet to receive the signed document for countersigning by the TRCA

### **Insurance Committee (JR)**

No update

## **8. Other items**

None

## **9. Adjourn and Next Meeting**

The meeting was adjourned at 8:35 pm. BOD meeting for 2022 will take place the last Monday of the month. Next meeting will be at 6:00 on January 24.