

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 132

Date: Monday, October 06, 2025
Place: Tower Ranch Clubhouse - Lounge
In attendance: Joe Danchuk (JDa), Mark Blanchard (MB), Kelly Hammond (KH), Jane Hicks (JH), Heidi Enns (HE),
Teleconferenced: Brittany Burpee (BB), Maridula Maridula (MM)

1. Welcome and Introductions

The meeting was called to order at 6:06pm with JDa as Chair.

2. Review action lists and minutes of BOD -131.

JDa MOVED that the minutes of the BOD 131 be approved as distributed on October 06, 2025; seconded by HE and **Motion 132-1** carried.

3. In Camera Meeting

No items were required to move into an in-camera discussion.

4. Monthly Financials

BB presented and summarized the TRCA Interim Financial Report of August 2025 and provided an overview. JH Moved approval of the financial statement as presented; seconded by MB and **Motion 132-2** carried.

JDa reviewed the emergency replacement required for the Clubhouse Lounge fridge, noting the Board had previously been notified by email. JH Moved approval of the purchase of a fridge with costs to be funded from the budget line-item Maintenance and Repairs; seconded by MB and **Motion 132-3** carried.

BB and MB reviewed the draft Standard Operating Procedure. The goal is to align with the 2020 TRCA Financial Policies and have accessible a high-level document for homeowners with structure, transparency, and accountability for how the TRCA manages the finances.

Action 1: BB and MB to review comments received from Directors and draft the SOP document for the November 2025 BOD meeting

JDa requested that the Board purchase a Christmas Tree for the Clubhouse Lounge. KH Moved approval of the Christmas Tree, based on the best of three quotes, with costs to be funded from the Operating Budget; seconded by BB and **Motion 132-4** carried.

Action 2: JDa to request the TRCA Administrator to research and purchase Christmas Tree.

Action 3: HE to decorate Lounge for the Holiday Season.

5. Roles of Directors, communication and responsibilities

The following are the Directors roles on the TRCA BOD

- Landscaping: MB, KH
- Legal/ Strata Related: JDa, MB and KH
- Developer Relations: JH, MM, KH
- Bylaws and Policies: JDa, MM
- Finance: BB, MB
- Fortis Relations: JH
- Communications, Membership: HE
- Clubhouse Amenities: JDa, HE
- Insurance: BB

Action 4: HE to request the TRCA Administrator to update the website with the current Board Directors and their respective portfolios.

6. Update from Directors regarding funding partners for Motion 128-5.

JDa and MB reviewed the current state of the entrance to Tower Ranch feature including but not limited to UV deterioration of exposed irrigation lines and partnership with the golf course on remediation.

Action 5: JDa to contact Jason from the golf course to pursue possible fall plantings in feature entrance.

7. Traffic Control along Tower Ranch Boulevard

This item will be removed as a standing agenda item as traffic control measures have been implemented by the City of Kelowna.

8. Fortis Update

JH reviewed that there has been no response from the City of Kelowna to the September 11, 2025, correspondence; whereby we requested assistance in the landscaping improvements issues and sighting of a painted turtle.

Action 6: JH to forward the September 11, 2025, correspondence to the City Manager.

Action 7: JDa to request the Golf Course to consider installing a log in the pond at Hole 2.

9. Committee Reports

Landscaping: MB noted that on October 16 Tower Ranch Boulevard irrigation blow out will occur.

Action 8: MB and KH will pursue quotes for irrigation and landscaping maintenance contracts for the upcoming year.

Action 9: HE to draft email for Board review, regarding sidewalk snow removal responsibilities of homeowners along TRB, and Tallgrass Trail.

Action 10: JDa to contact Golf Course regarding no snow removal in front/behind east side residences on TRB sidewalks.

Action 11: MM to have the debris and tarp structure on Parkbridge property across from the Clubhouse removed.

Action 12: MM to review the Invasive Weed Control Bylaw from the Regional District of Central Okanagan for the Parkbridge Strata lands.

Legal / Strata Related: JDa reviewed correspondence received from Matt Fischer, TRCA's legal counsel, regarding drainage issues affecting the golf course as a result of the Parkbridge development. As TRCA and Durali have yet to establish a Strata, the Association is not involved in this matter.

Action 13: JDa to email Durali requesting a meeting to establish the Strata.

Membership and Communication: HE reported that as of September 28 there were 17 units for sale. Since the last BOD meeting there have been 2 communication email bulletins, and the website now contains pertinent

communication information for residents. The draft communication policy and SOP will follow the template established by the Finance team.

Clubhouse Amenities: HE reviewed the Lounge dish, cutlery, bulletin board summary notified by email. JH Moved approval of the purchase of supplies including supplemental dishes, cutlery, bulletin board and related items, not to exceed \$650.00 to enhance the functionality and enjoyment of the communal spaces; seconded by MB and **Motion 132-5** carried.

JDa reported that the elliptical belt will be removed, and a replacement will need to be custom fabricated.

10. Adjournment and next meeting.

JH MOVED that the BOD 132 Meeting be adjourned at 7:33pm; seconded by MB and **Motion 132-6** carried.

Next meeting is scheduled for Monday, November 3, 2025, at 6pm in the TRCA Clubhouse Lounge.