

Minutes of the Tower Ranch Community Association (TRCA) Board of Directors Meeting BOD 133

Date: Monday, November 03, 2025
Place: Tower Ranch Clubhouse - Lounge
In attendance: Joe Danchuk (JDa), Mark Blanchard (MB), Jane Hicks (JH), Heidi Enns (HE), Brittany Burpee (BB)
Teleconferenced: Maridula Maridula (MM)
Regrets: Kelly Hamond (KH)

1. Welcome and Introductions

The meeting was called to order at 6:07pm with JDa as Chair.

2. Review action lists and minutes of BOD-132.

JDa MOVED that the minutes of the BOD 132 be approved as distributed on October 10, 2025; seconded by MB and **Motion 133-1** carried.

3. In Camera Meeting

No items for discussion.

4. Monthly Financials

BB presented and summarized the monthly financial statement and provided an overview. HE Moved approval of the financial statement as presented; seconded by JH and **Motion 133-2** carried.

BB MOVED that the current term deposits are rolled over for an 18-month period cashable at the rate of the day; seconded by MB and **Motion 133-3** carried.

BB and MB will present the various line items included in the forecasted budget for Director input during the December and January Board meetings.

BB and MB will review the draft Standard Operating Procedure reflective of the BC Societies Act requirements with the goal 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: Directors to review the SOP document and comments upon distribution.

5. Update from Directors regarding funding partners on Motion 128-5.

JDa reviewed that the motion pertains to the entrance feature located on Tower Ranch Golf Course property, with the goal of securing equal funding from Parkbridge, TRGC, and TRCA. MM confirmed Parkbridge will not contribute funding. JDa reported positive discussions with the golf course regarding plantings in spring 2026. MB recommended obtaining a quote from Okanagan Yard Masters as a fallback option.

Action 2: HE to draft follow up letter to the Tower Ranch Golf Course requesting confirmation and a timeline for the entrance way plantings in 2026 for the Chair.

Action 3: MB to secure a quote for enhancements to the Tower Ranch Entrance feature as a backup option for discussion.

6. Fortis Update

JH reviewed the recent correspondence sent to Fortis requesting an update. JH advised that, contrary to information previously provided by Fortis indicating they were working with the Parks Department, this appears to be inaccurate.

Action 4: JH to follow up with Fortis to confirm accurate information.

7. Committee Reports

Landscaping: MB reported that 13 sprinkler heads were damaged during the spring/summer season and will discuss with Mainstream possible relocation and protective measures moving forward.

Concerns were raised regarding the additional concrete layers added to height of the drainage cylinder adjacent to Tower Ranch Boulevard, which was constructed to accommodate increased water drainage from the Parkbridge construction site. The structure was noted as an unsightly visual distraction to the entrance of our community.

The Parkbridge storage and debris site located across from the Clubhouse remains an unsightly area despite numerous requests to Parkbridge for remediation.

Action 5: MB to discuss preventative sprinkler head protection measures along Tower Ranch Boulevard with Mainstream.

Action 6: MM to review whether Parkbridge will address and beautify the concrete tower to reduce visual impact.

Action 7: JH will follow up with the Bylaws regarding Parkridge's' unsightly premise.

Legal/ Strata Related: JDa MOVED that the draft letter to Durali requesting a meeting to form the Strata be approved; seconded by HE and **Motion 133-4** carried.

Action 8: HE to provide draft correspondence to Durali to the TRCA Administrator.

Bylaws and Policies: HE raised a concern regarding vehicles parked for extended periods of time along Tower Ranch Boulevard during the winter season, impeding road maintenance and posing a safety risk.

JH noted additional concerns regarding trailers parked on driveways contrary to the TRCA Bylaws which also reduces available parking and creates an unsightly appearance within the community.

Action 9: HE to provide supplemental correspondence to properties along Tower Ranch Boulevard requesting their assistance this winter.

Action 10: JH to review locations of trailers parked contrary to TRCA Bylaws and draft correspondence for distribution to affected homeowners.

Communications: HE stated that additional signage has been posted in the Clubhouse identifying alarmed doors and additional communication has been sent to homeowners. An update to the Communications Policy and SOP reflective of BC Societies Act will be distributed to the Directors. The Board will invite the Tower Ranch community to a meet and greet and tree decorating after the December Board meeting and provide a non-alcoholic yule beverage.

The need to enhance our abilities as a board to effectively and efficiently record and communicate and document was discussed. BB MOVED that TRCA subscribe to 700M Pro at \$17.00 month effective immediately be approved; seconded by HE and **Motion 133-5** carried.

Action 11: HE to provide Meet and Greet invite to TRCA Administrator for distribution.

Action 12: BB to provide details for 700M Pro for implementation and orientation for Board members.

Clubhouse Amenities: JDa stated that the Lounge has been refurbished with the appropriate dishes, glasses and cutlery. The part for the elliptical machine is still in transit.

10. Adjournment and next meeting.

Meeting adjourned at 7:25pm.

Next meeting is scheduled for Monday, December 01, 2025, at 6pm in the TRCA Clubhouse Lounge.