

**Tower Ranch Community Association  
Board of Directors – Regular Meeting Minutes (BOD-134)**

Date: Monday, December 01, 2025

Time: 6:00 PM

Location: Lounge

Present: Brittany Burpee (BB), Mark Blanchard (MB), Kelly Hammond (KH), Jane Hicks (JH), Joe Danchuk (JDa), Heidi Enns (HE)

Regrets: Maridula Maridula (MM)

**Agenda & Proceedings**

**1. Welcome and introductions.**

MOTION The meeting was called to order at 6:00pm by BB seconded by MB; and **Motion 134-1** carried.

**2. Review action list and minutes of BOD-133**

The Board reviewed and approved the minutes of the previous meeting (BOD-133) and confirmed outstanding action items by MB; seconded by JH and **Motion 134-2** carried.

**3. In Camera Meeting**

The Board moved in camera by Jda; seconded by JH and **Motion 134-3** carried.

**4. Monthly financials (BB)**

Brittany Burpee Moved that the monthly financial update be approved as presented, noting year-end recordings and a draft budget will be ready for the January meeting, seconded by MD and **Motion 134-5** carried.

The Board intends to engage MNP (Aaron Myers) for the year-end audit; formal motion to be tabled at the next meeting.

HE Moved that office expenses for name tags and general office supplies be approved at a cost not to exceed \$32.00 with expenses charged to the appropriate administrative budget, seconded by BB and **Motion 134-6** carried.

*Action 9:* Board/Finance to prepare the draft budget for January and review line items for adjustments. MB and BB to provide prior years' budget/expense records to the new budget preparer for reference.

*Action 10:* Board will review insurance coverage in February when the policy rolls over.

*Action 11:* Board to consider discontinuing cheque payments and notify legacy payers to switch to PAD (pre-authorized debit) for 2025.

*Action 12:* TRCA Administrator and HE to research and provide cost estimates for digitizing/scanning all remaining paper records, including options for professional scanning and secure cloud storage; coordination with implementation contacts to be confirmed.

*Action 13:* Board to consider sending future strata/legal correspondence via registered mail (to be discussed at next meeting).

## **5. Update from Chair re Entrance Feature funding partnership**

The Board discussed the entranceway project. TRCA's Golf Course has confirmed that they will perform the project; a quote from Okanagan Yard Masters was deferred. Diagrams for irrigation and Fortis electrical layout will be forwarded to the project lead as needed.

## **6. Fortis update (JH)**

Fortis electrical layout details are being coordinated alongside property lines and irrigation schematics to support the entranceway work.

## **7. Fire Smart Committee Update**

Fire Smart initiatives were reviewed, including a grant request for chipping in 2026 and coordination with the Parks Department on fire mitigation and canopy lifting on Black Mountain.

## **8. Director Reports**

- Landscaping: Related boulevard maintenance matters were handled in camera.
- Legal / Strata Related: Follow-ups with legal/strata are planned for January; registered mail will be considered for key correspondence.
- Developer Relations: No additional updates recorded.

- Bylaws and Policies: Work continues Policy and SOP numbering for consistency in the New Year. Address policy and SOP updates will include communication protocols for draft responses and CCs; a supplemental meeting in January may be scheduled if needed.
- Finance Committee (BB): Covered under Item 4.
- Fortis relations (JH): Covered under Item 6.
- Communications, Membership (HE): The draft Communications Policy and SOP (distributed at BOD-133) were reviewed. The Board agreed to shorten the December/Christmas communication to holiday wishes only.
- Clubhouse Amenities: A janitor sink leak at the clubhouse was noted. A new belt is required for equipment; response from the contact is pending.
- Insurance: Coverage review planned for February.

## **9. Adjournment**

Jda Moved that the meeting be adjourned at 6:52pm seconded by BB and **Motion 134- 7** carried.

Next meeting: Monday, January 05, 2026, at 6:00 PM.