

**Tower Ranch Community Association  
Board of Directors – Regular Meeting Minutes (BOD-135)**

Date: Monday, January 05, 2026

Time: 6:00 PM

Location: Lounge

Present: Brittany Burpee (BB), Mark Blanchard (MB), Jane Hicks (JH), Joe Danchuk (JDa), Heidi Enns (HE) By Zoom : Maridula Maridula (MM)

Regrets: Kelly Hammond (KH)

**Agenda & Proceedings**

**1. Welcome and introductions.**

MOTION The meeting was called to order at 6:00pm by JDa seconded by HE; and **Motion 135-1** carried.

**2. Review action list and minutes of BOD-134**

The Board reviewed and approved the minutes of the previous meeting (BOD-134) and confirmed outstanding action items by JDa; seconded by JH and **Motion 135-2** carried.

**3. In Camera Meeting**

The Board moved in camera by JDa; seconded by JH and **Motion 135-3** carried.

**4. Monthly financials (BB)**

BB Moved that the monthly financial update for December is not available at this time nor year end financials; seconded by MD and **Motion 135-5** carried. BB presented and summarized the draft 2026 budget, including a review of prior-year actuals and proposed adjustments. The Board reviewed and discussed multiple budget line items including landscaping, utilities, legal/strata costs, clubhouse operations, gym, and lounge expenditures. The gym budget was reduced, and funds were reallocated to the lounge to support potential updates.

BB and the Board confirmed that any material increases to landscaping or irrigation scope outside the approved budget will require membership approval at the AGM.

JDa Moved that a \$1,000 budget for neighborhood social events in 2026, seconded by MB and **Motion 135-6** carried. MM confirmed that Parkbridge will continue to fund the Canada Day event for the Solstice Strata owners.

*Action 9:* Accountant and BB to address the transition of remaining cheque payees to the PAVT system

*Action 10:* BB to research digital document storage options and present findings to the Board.

*Action 11:* BB to confirm the acceptability of electronic signatures for liability waivers with legal counsel.

*Action 12:* BB to verify accounting and audit rates for the 2026 budget.

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

*Action 13:* JH will prepare communication to Fortis ready for issuance in February if required.

## **6. Director Reports**

- Landscaping and snow removal (MB): The Board confirmed that residents will receive both an email and mailed notice outlining responsibilities.
  - Action 14:* MB to coordinate TRB irrigation blowout and head inspection in February.
  - Action 15:* MB to confirm options for landscaping budget and scope of service with current provider.
- Communication and membership (HE): The Board agreed to limit owner communications to one non-urgent email per month, except where urgent or legally required, to reduce administrative burden. There are currently 15 homes for sale within the community.
- Legal / Strata Related (JDa): Follow-ups with legal/strata are planned for January; registered mail will be sent to Durali.
  - Action 16:* JDa to confirm gym dispenser restocking responsibilities and update task lists if required.
- Developer Relations (JDa): No additional updates recorded.
- Bylaws and Policies (JDa): Policy and will include finance, communication, landscaping and gifts/recognition.
- Finance Committee (BB): Covered under Item 4.
- Fortis Relations (JH): Covered under Item 5.

## **7. Other**

MB will serve as Board Chair for the February meeting

*Action 17:* JDa to provide MB with lead Golf Course contact information in the event of a false alarm notification during JDa absence.

## **8. Adjournment**

HE Moved that the meeting be adjourned at 7:35pm seconded by MB and **Motion 135-7** carried.

Next meeting: Monday, February 2nd, 2026, at 6:00 PM.