

**Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD 55**

Date: Monday June 3 2019

Place: TRCA Lounge

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

Welcome and Introductions

The meeting was called to order at 7:00 with JD as Chairman.

Minutes of BOD-54

JD MOVED the minutes of BOD 54 be approved, seconded by LB and **Motion BOD55-1** carried.

Follow up on the 2019 AGM

Action 1:

JD to post the AGM minutes on the website, including the schedules containing the approved 2018 financials and the 2019 budget.

Action 2:

JD to send out a Mailchimp letter to all homeowners regarding the reduction of the monthly fees from \$45 to \$35 effective July 1. The letter is attached to these minutes as **Schedule A**.

Community Bylaw Committee: Terms of Reference

The terms of reference to the External Bylaw Committee were sent to the members and were agreed to by the Committee's Chair, Don Spruston in an email sent to CF on May 16 2019. The terms are as follows:

1. Your BOD contact will be Jim Roe. His contact info is jimroe007@icloud.com and his cell is XX
2. Questions or information for either PLC or our legal council should be forwarded to Jim.
3. Each Committee member will be covered under the TRCA Insurance Policy covering Volunteers while engaged in the activities of the Committee.
4. From the standpoint of a timeline, it is the opinion of the Board that your proposal is required by July 2/19. This will provide time for review, comments, and will allow for a Community Review sometime in early September with a proposed SGM for the sole topic of Bylaws sometime the first 2 weeks of October.

Proposed June 24 meeting with Carrington, PLC and TRCA

Action 3:

CF to request an agenda and attendees list from PLC/ Carrington

COMMITTEE REPORTS

Landscaping (GW)

The problem with controller number two has been fixed. For some unknown reason it dropped its whole program out and it will bear watching.

Action 4:

JR to determine the property lines on the west side of TRB.

Action 5:

GW to contact City re developing a plan to improve the irrigation system and landscaping on the west side of TRB, down from Tallgrass and up to the clubhouse from North Pointe

Legal and Bylaws (CF)

1. Filed 2018 Financials with Interior Savings
2. Verbally responded to Kerr/ Collection agency demand letter.
3. Requested Dawn Hannah to compile Kerr's "correction expenses"
4. Issued written denial of responsibility to pay Kerr's demand
5. Discussed potential PLC/Carrington/TRCA meeting with Mark Bourree of PLC. Suggested date of June 24...Mark yet to reply.
6. Commented re: Bylaw Committee initial suggestions for additional changes.
7. JR has met the external bylaw committee. More information to follow in the coming days.

Developer Relations (JR)

CF will prepare a draft demand letter, to EAC, for Board review. We will proceed to the next steps for collection based on our lawyer's advice.

Action 6:

JR to contact EAC to request that they comply with the established Building Scheme and Landscaper Plans moving forward.

Finance (GW/CF)

All of the invoices that we had prior to the end of May have been paid and we continue to make progress on increasing the number of homes using the PAD for payment. It will probably be late June before we can transfer all our files to our own software and not use the cloud version any more. When that is done we will be able to update all homeowner accounts and aggressively pursue payment by whatever means is deemed appropriate.

JD MOVED that CF be added as a signatory for the TRCA, and that two of the three (JD, GW, CF) signatures will continue to be needed on all cheques; seconded by GW and **Motion 55-2** was carried.

Action 7:

JD to contact Catherine at Interior Savings to have CF added to our list

Communication/ Membership (JD)

Several corrections and additions were made to the Master Membership List as part of the AGM registration process. These have now been incorporated into the latest update. As well, JD via DevRadius has updated the Mailchimp list.

JD has drafted a message to all homeowners re the reduction of the monthly fees from \$45 to \$35 per month effective July 1, and that the change is automatic for PAD accounts. In that draft message, a plea to move from cheques to PAD was made. Also words to the effect that we will be invoicing non-PAD accounts for 2019 in the next few weeks.

Action 8:

JD to renew our domain name for the TRCA website ASAP with GoDaddy

Action 9:

JD to contact the six realtors with signs posted in the community regarding TRCA monthly fees and the amount owing by their clients to the end of June 2019

Amenities Report (June 3):

The gym is now open and a mailchimp message was sent to all homeowners on May 24. The waiver form was attached to the message so that those wishing a FOB would have a completed form to give to golf club staff, thereby easing the work they needed to perform to issue the FOB. Since that date 10 new FOBs have been issued!!!

The invoice from OEM for setting up the gym equipment (week of May12) has yet to be received (GW to confirm)

JD brought in the TV technician used by the clubhouse to rewire and set up the audiovisual equipment in the lounge. Invoice has not been received as yet (GW to confirm)

Kimco responded to a call that the AC unit was not working in the Lounge on May 31. It appears that the compressor on the AC unit has failed and needs to be replaced. A cost estimate is being prepared by Kimco.

A non-resident group booked and used the Lounge for a birthday event on May 25, and a cheque for \$150 has been handed over the GW.

Insurance Committee (DF)

Action 9 (from BOD 54)- still outstanding:

DF to supply the Board with a paper copy of all insurance policies to be placed in our Lounge filing cabinet, and to forward JD electronic copies of same for archiving.

Other Items

None

Adjourn and Next Meeting

Moved by JD that the meeting adjourn at 8:20, JR seconded and motion carried.
Next meeting (BOD-55) on Monday June 17 2019.