

**Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD 59**

Date: Monday September 23 2019

Place: TRCA Lounge

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

Dept. Chairs: Don Folstad

Welcome and Introductions

The meeting was called to order at 7:02 with JD as Chairman.

Minutes of BOD–58

JD reviewed and checked the status of the action items from BOD58.

JD MOVED the minutes of BOD 58 be approved, seconded by CF and **Motion BOD59-1** carried.

COMMITTEE REPORTS

Landscaping (GW)

- We had to replace controller #3 at significant cost (invoice not yet received); GW believes we shall still be within budget
- Our irrigation system will be blown out Oct 15
- The need to establish criteria and terms by which the TRCA will assume future increased maintenance responsibilities was discussed. Specifically, new responsibilities for boulevard maintenance along Tallgrass Trail and new walking trails being developed by

PLC we discussed. We agreed to discuss the subject at a future BOD meet as these activities are closer to completion.

Trails Committee (LB)

- There will be approximately 4 km of trails
 - 3km already constructed and maintained by the City of Kelowna
 - Parkbridge to construct 1 km of trails to connect to existing system – only part to be turned over to the TRCA – see map – points #1-#7

- As per Parkbridge's Development Permit
 - They are to create 3 access points for users
 - Phase #2 – at the end of Spring Lane – closed till bridge is constructed – approximately 1 month to complete then should be ready for turnover
 - Phase #3 - Summer Crescent by the cul de sac – *closed until access is no longer in construction zone – approximately end of 2020*
 - Phase #3 – near lower entrance (south) where the city of Kelowna property meets Solstice - *closed until access is no longer in construction zone – approximately end of 2020*

- TRCA Portion will be the part of the trail that runs from the golf course parking lot along the back of Phase #1 and the irrigation pond, along winter and spring lane down to the access area.

- LB attempting to meet with Melanie Steppuhn, the City's Parks and Landscape Planner once she gets back from holidays in October.
 - To see if there are any existing trail maps
 - To see if we need to put up trail head signs
 - What is their maintenance program and how often
 - Are the trails to be open in the winter

Legal and Bylaws (CF)

LEGAL

- No activities since last report
- Pending: EAC past due Rent Charge action

- Results: Collections as a result of lawyer letters to past due residents will be reported under Finance
- Issues arising from:
 - *Action 1:* CF will table an MDA for BOD members at the next meeting in October

BYLAWS

- Communication from PLC re: further amendments to Bylaws
 - Information communicated to Bylaw Committee
 - Bylaw Committee responded noting concerns with PLC dominance in TRCA affairs
 - Communicated with PLC - suggested that communication without facts was unproductive. Suggested that PLC have a draft of their actual bylaws prepared and sent to TRCA to act as a "talking document".
 - Mark Bourree will have this done and will send to CF once completed.
- Issue's arising from:
 - A letter from the bylaw committee chair was tabled and discussed

Developer Relations (JR)

- JR has updated the EAC arrears spreadsheet, current to September 2019. JR will modify the spreadsheets to include "sold since March 2019" once this information is available. Once the applicable spreadsheets have been further updated, JR will provide them to our bookkeeper for formalization. CF and JR will then follow up with the TRCA lawyer to advance the issue through to ultimate collection of arrears from EAC.
- Issues arising from:
 - *Action 2:* An invoice will be prepared by our bookkeeping service and sent to EAC (attn: Greg Asling) for arrears payment up to August 31 2019

Finance (GW/CF)

- GW stated that the A/R has been rescued from \$12000 (12/31/18) to \$3800 as of August 31 2019
- See attached monthly financials

Communication/ Membership (JD)

- SOP established between JD, GW and Bookkeeper re linking realtors into the arrears process on homes for sale.
- A mailchimp message regarding “specials at the clubhouse restaurant for September” was sent to all residents. The restaurant director says the response has been very positive with a clearly noticeable increase in resident patronage.
- “Fall newsletter” has been added to the agenda for the October BOD meet. BOD members are asked to come to the meeting with thoughts of what the newsletter should be discussing
- Issues arising from:
 - *Action 3:* JD will circulate an outline of headings and talking points to BOD members regarding the fall newsletter within a week for comments. Plan is to have the newsletter sent to the TR community by Sept 19

Amenities Report

- Decision by BOD on purchasing new free weights and mats for gym needed
- \$300 in revenue from rental of the Lounge in Aug/Sept to date with an additional \$200 for rental the week of Sept 22
- Issues arising from:
 - *Action 4:* JD will talk to Eric T (manager Golf Club) on issues related to the winter season, including- winter rules for use of amenities, security SOPs, options for snow removal, and the issuing of FOBs during the winter season.

Insurance Committee (DF)

No report

Other Items

none

Adjourn and Next Meeting

JD moved that the meeting adjourn at 8:22, JR seconded and motion carried. Next meeting (BOD-60) on Monday October 21 2019.