

**Minutes of Meeting  
Of The Board of Directors of  
The Tower Ranch Community Association (TRCA)  
BOD 60**

**Date:** Monday October 16 2019

**Place:** TRCA Lounge

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

Dept. Chairs: Don Folstad

### **Welcome and Introductions**

The meeting was called to order at 7:04 with JD as Chairman.

### **Minutes of BOD–59**

JD reviewed and checked the status of the action items from BOD59.

JD MOVED the minutes of BOD 59 be approved, seconded by CF and **Motion BOD60-1** carried.

### **COMMITTEE REPORTS**

#### **Landscaping & TRB Maintenance (GW)**

- The irrigation system along TRB will be blown out Oct 15

## **Re- landscaping trees along TRB**

- GW met with City park supervisor (Andrew) Oct. 9 and although there is no formal agreement as yet, the following outlines our discussion.
- GW broke down the trees into four categories:
  - 1-Missing trees
  - 2-Weak trees
  - 3- New trees
  - 4-Trees to be abandoned
- Andrew and GW agreed that on budget considerations this will be a two year process with 1 and 2 above being accomplished in the spring of 2020 and 3 and 4 the following year.
- It appears the city will supply the trees and the TRCA will pay to plant them. To that end, GW has contacted Soil to Sod to quote on same.
- In addition the city would like us to remove the grass from right around the trunks of the existing trees so as to prevent the weed eaters from de-barking the tree bases, which is what has ruined the first group of trees coming up the TRB. This was done before we took over the maintenance.
- JR has provided two aerial photos so that we may mark what needs to be replaced. This photo would be returned to the city parks after we determine what we want to replace and the city will provide us with recommendations as to species
  - *Action 1:* GW /CF to walk the area and mark needed trees on aerial photo
- **Snow Removal:**
  - *Action 2:* JD to obtain quotes for snow removal from sidewalks along the east side of TRB; for all of TRB, and for the entire TR community. JD to present these quotes to the board for final decision
  - *Action 3:* LB to forward JD the contact information for the contactor that PLC has hired for snow removal from Solstice (on the premise that if the contactor is already here on their behalf then the costs of doing TR sidewalks could be far cheaper than having someone travel to do our sidewalks only)

## **Trails Committee (LB)**

LB noted that some areas are still closed due to construction. The bridge may well be open within a month

## **Legal and Bylaws (CF)**

### **LEGAL**

- EAC rent charges will be due and payable as of Oct 26/19 (30 days)
- CF to set a meeting with David Towell in advance of this date to determine our options....warning of actions with deadline, proceed to liens, etc.
- As well, to determine costs associated with these actions.
- CF to provide Towell with documentation as sent to EAC.
  - *Action 4*: CF to determine from lawyer what actions are recommended wrt EAC account and to obtain a quote for his services for same

### **BYLAWS**

No report

## **Developer Relations (JR)**

No report

## **Finance (GW/CF)**

- GW tabled the monthly financial statement

## **Communication/ Membership (JD)**

- Fall Newsletter draft (**TRCA Fall 2019 Newsletter**) has been written and circulated and will, along with winter rules document (**Procedures for using the Lounge and Fitness Centre during the winter season (Nov1-March 31)**), be sent to Alex P for distribution to the entire community on or about Oct 19. The goal is to have the newsletter out before Oct 21.

## **Amenities Report**

- Decision by BOD on purchasing new free weights and mats for gym needed. JD described the proposed purchase needs and stated he has an excellent quote for the required equipment presently on sale at Rocky Mountain Fitness
- Issues arising from:
  - CF MOVED that the TRCA purchase a new set of dumbbells and exercise mats not to exceed \$900; seconded by JD and **Motion BOD 60-2** carried.
  - *Action 5:* JD to make the purchase

## **Insurance Committee (DF)**

Discussion led by DF determined that when the trails are handed over to the TRCA (no earlier than the Spring 2020) insurance coverage will be obtained

## **Other Items**

Confidentiality issues: CF tabled a NDA template and MOVED that current Board members, our bookkeeping service provider, and appropriate internal/external committee members (at the discretion of the Board) sign an NDA in order to protect TRCA Board confidentiality as warranted; seconded by LB and **Motion BOD60-3** carried

## **Adjourn and Next Meeting**

JD moved that the meeting adjourn at 8:50, JCF seconded and motion carried. Next meeting (BOD-61) on Monday Nov. 4, 2019 (with next meeting on Dec 9, 2019)