

**Minutes of Meeting  
Of The Board of Directors of  
The Tower Ranch Community Association (TRCA)  
BOD 61**

**Date:** Monday November 4 2019

**Place:** TRCA Lounge

**In Attendance:** Directors: Jon Durkin (JD),  
Craig Fowler (CF), 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-60**

JD reviewed and checked the status of the action items from BOD60.

JD MOVED the minutes of BOD 59 be approved, seconded by CF and **Motion BOD61-1** carried.

**COMMITTEE REPORTS**

**Landscaping & TRB Maintenance (GW)**

- The irrigation system along TRB was successfully blown out Oct 15
- Final TRB clean up conducted
- Final invoices have been submitted

- *Action 1:* GW /CF to walk the area and mark needed trees on aerial photo (from BOD 60)

### **Trails Committee (LB)**

- LB met with Andrew Hunsberger (Civic Operations), Amy Nyhof (Infrastructure Delivery) and Melanie Stepphun (Parks & Landscape Planner). The condition of the Tower Ranch Mountain Park (TRMP) trail system and the status of the development portion of the trail from Solstice were discussed. Parkbridge is weeks away from installing a bridge and fencing along the cul de sac in Phase #3. Parkbridge is also responsible for some minor touch ups to the TRMP trail system such as compaction. City staff explained that there will be trail head signs installed at various locations as per the Development Permit requirements. Parkbridge will build the signs and the city will provide the graphics. The city is open to installing some directional & distance signs along the trail as well. This work will not be taking place until next spring. Not required are signs near the clubhouse where the trail begins along Phase #1 of Solstice or the entrance Parkbridge created in Phase #2. However, LB will approach Parkbridge to see if they would donate those signs and again the city can provide the graphics at a very reasonable cost. The TRMP trails are not officially open nor advertised until completed but they are accessible from the city access (in Phase #3 – Solstice), not through the Solstice development. They mentioned that usually trails are open in the winter but not maintained.
- Once all items are completed as per the agreement with Parkbridge there will be an inspection by the city and then it will be officially turned over to Parkbridge/Strata Corporation. The Strata Corporation and the TRCA should then enter into an agreement in which the TRCA would agree to operate and maintain the trail system, and would comply with the terms of the Construction, Maintenance and Operations Agreement attached to the City SRWs.
- LB will next meet with Adrian Shura (Senior Project manager) from WSP to confirm these points and get a more detailed summary of the schedule of events, a timeline and any updated maps along with proposed sign locations.

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

#### Legal

- Lawyer meeting re: EAC postponed by him to Thursday Nov 7/19.- CF and JD to attend
- May require a Special BOD or other vote re; actions and/or expenses involved in executing the collection
- CF will review Carrington and our position on Strata fees owed re; Nov 20/19 tri-party meeting

### Actions arising from:

- *Action 2:* GW to request from Bookkeeping that a new bill be sent to EAC (copied to CF) which includes accumulated interest.

### Bylaws

- CF met with Bylaw Committee on Oct 23/19 who confirmed that they were in opposition to any substantial changes to the draft bylaws they presented.
  - *Action 3:* CF to communicate the TRCA position to Mark Bourree- we are moving ahead with plans to table our revised bylaws to the AGM in May 2020.
  - *Action 4:* CF to advise the bylaw committee to provide the bylaws and explanation to homeowners via TRCA mailchimp service.

### Developer Relations (JR)

- Arrears invoicing was sent to EAC over a month ago. To date, there has been no response. CF will be determining our course of action in consultation with our lawyer, on November 7th.
- A new subdivision has been developed which will trigger new rent charge fees on each new lot. JR will check to determine the date of registration of the subdivision.
- The TRCA provided no formal response to EAC regarding legal suites.

### Finance (GW/CF)

- No report

### Communication/ Membership (JD)

- Membership list has been updated to Oct 31 2019
- The TRCA newsletter was opened by 198 (84%) of the 237 emails sent; of these 140 (60%) of the links were accessed (or 70% of those emails opened)

## Amenities Report

- New dumbbells and exercise mats bought and installed in the gym: cost \$657.44 (paid by JD who will ask Board for reimbursement).
- A mop/pail was purchased and placed into the Lounge : cost \$30.18 (paid by JD who will ask Board for reimbursement)

### Actions arising from:

- GW moved that JD be reimbursed \$657.44 for his payment of the gym equipment; seconded by JR and motion **BOD61-2** carried
- JR moved that JD be reimbursed \$30.15 for his payment of Lounge supplies; seconded by CF and motion **BOD61-3** carried
- The continuing issue with consistent acceptable cleaning of the gym has been addressed. KBM Janitorial owner told that unless the current person responsible for our amenities is immediately replaced, the TRCA will hire alternative services. KBM complied and initial cleaning has been top notch- this constitutes the new baseline moving forward!!
- JD met with KDT Enterprises (who has been contracted by PLC for Solstice snow removal services) and subsequently received quotes for 3 different options for clearing snow from sidewalks. Discussion of these quotes and other possible options/scenarios to be on the agenda for the Nov 4 BOD meeting.
- Canada Post has been contacted re installing a TRCA Community mail box
- A meeting with fire dept. personnel was held about who do we need to contact about establishing the maximum number of people permitted in the Lounge (if such is indeed required)
  - *Action 5:* JD to contact fire dept. to determine the maximum number of people allowed in the Lounge
- Apparently, the pro-shop at the clubhouse will be open and manned all winter season

## Insurance Committee (DF)

No report

## Other Items

### Snow removal options from TR sidewalks

- The BOD has decided to obtain quotes for three possible options re snow removal from community sidewalks. The most relevant and the one favored by the BOD is to plow the entire east side of TRB from the clubhouse to the waterfall. This stretch is the main thorough fare for many residents during the winter months and the persistent issue that sections along TRB adjacent to the back yards of Split Rail homes (20% of total) are not shovelled makes large sections along the boulevard icy and potentially dangerous.
- JD has received a quote from Company A with an estimated cost per event of \$325. The cost would be shared between the TRCA (60%) and the Golf Course (40%) based upon specific responsibilities.
- The BOD felt that this cost was excessive and:
  - *Action 6:* JD to explore other possible companies or individuals and report to next BOD meeting

### **Adjourn and Next Meeting**

JD moved that the meeting adjourn at 8:40, JCF seconded and motion carried. Next meeting (BOD-62) on Tuesday November 19, 2019 (with next meeting on Dec 9, 2019)