

**Minutes of Meeting
Of The Board of Directors of
The Tower Ranch Community Association (TRCA)
BOD 62**

Date: Monday November 19 2019

Place: GW home

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 7:07 with JD as Chairman.

Minutes of BOD-61

JD reviewed and checked the status of the action items from BOD61.

JD MOVED the minutes of BOD 59 be approved, seconded by CF and **Motion BOD62-1** carried.

COMMITTEE REPORTS

Landscaping & TRB Maintenance (GW)

- JD has worked with the golf club management to share the costs of cleaning the TR Blvd sidewalk from the clubhouse to the waterfall. The TRCA will pay 60% of the cost based on its portion of responsibility. Eric Noble (clubhouse employee) has offered his services for a \$150 per event (\$90 for TRCA). This is certainly the best price of the three quotes we solicited. Moreover, it was agreed that the TRCA would be primarily responsible for

triggering a cleaning event since we pay the larger share. JD suggested we accept his offer pursuant to some clarifications re 3rd party liability

- *Action 1:* JD to confirm that Eric Noble has adequate 3rd party liability to take on the task of cleaning TRB sidewalk on our behalf
- Actions arising from:
 - *Action 2:* GW /CF to walk the area and mark needed trees on aerial photo (from BOD 60)

Trails Committee (LB)

Actions arising from

- *Action 3:* LB will next meet with Adrian Shura (Senior Project manager) from WSP to confirm specific points raised in LB's Nov 4 BOD report 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

- *In Camera* discussions took place re EAC arrears and our Clubhouse strata. TRCA strategy and expectations re the tri party meeting (TRCA, Carrington, PLC) to be held Nov. 20 were also discussed
 - CF MOVED that Tower Ranch Community Association (TRCA) provide Notice of Engagement to employ the legal services of David Towill, Partner, Thomas Butler LLP of Kelowna, BC to litigate against Emil Anderson Construction Inc. (EAC) under British Columbia Small Claims Act for the aggregate amount owing to TRCA for the registered Rent Charge on properties registered to EAC in the Tower Ranch subdivision.

The Board of Directors (BOD) of the TRCA understands the maximum amount payable in an award under this court filing is CDN\$35,000.00.

By this Notice of Engagement the TRCA commits to reimbursing David Towill for all fees including but not limited to legal fees, filing costs, delivery of notice costs, other court fees and all sundry and miscellaneous fees associated with this action. In presenting this motion, the BOD will further advise David Towill that it is their request that this action be filed as quickly as possible.

Motion seconded by LB; **Motion BOD62-2** carried

Bylaws

- It is suggested that we wait until after the meeting with PLC and Carrington on Nov 20 to work with the Committee to formulate any actions re Bylaws.

Developer Relations (JR)

No report

Finance (GW/CF)

No report

Amenities Report

- Marilyn Argue and Lauren Elliott are to be congratulated for the great job in decorating of the Lounge for the holiday season
 - JD MOVED that the TRCA provide up to \$250 to Lauren Elliott for the costs of buying Christmas decorations for the Lounge. She will be responsible for taking down and storing the items used during the first week of January 2020; seconded by LB and **Motion BOD62.3** carried
- The TRCA now has a Community Mail Box provided by Canada Post. The box is located in North Point. Our address as 2-1855 TRB is still active.
- Actions arising from:
 - *Action 4:* JD to contact fire dept. to determine the maximum number of people allowed in the Lounge (*from BOD 61*)

Insurance Committee (DF)

No report

- Actions arising from:
 - *Action 5*: DF to provide details related to the one million dollar liability insurance we hold re potential litigation costs (i.e. what does it cover and not cover)

Other Items

Bookkeeping upgrade: An email vote was held Nov 9 2019 (all five directors were polled and voted) in which the following motion was approved:

- CF MOVED that the TRCA incur an expenditure not to exceed \$900.00 to procure a software program to allow our accountant to accurately calculate interest charges on overdue Rent Charges; seconded by Glen Wood and **Motion BOD62-4** carried

Adjourn and Next Meeting

JD moved that the meeting adjourn at 8:40, CF seconded and motion carried. Next meeting (BOD-63) on Monday Dec 9