

**Minutes of Meeting  
Of The Board of Directors of  
The Tower Ranch Community Association (TRCA)  
BOD 63**

**Date:** Monday December 9 2019

**Place:** TR Clubhouse

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

### **Welcome and Introductions**

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

### **Minutes of BOD–62**

JD reviewed and checked the status of the action items from BOD62.

JD MOVED the minutes of BOD 62 be approved, seconded by LB and **Motion BOD63-1** carried.

### **BOD Organization**

JD MOVED that the Board form a Strata KAS3569 committee and that Larry Bray, given his long term experience with strata issues, chair the committee and be named as the board's liaison to the vice-president of the strata council; seconded by CF and **Motion BOD63-2** carried.

CF MOVED that Gilles Chaput (TR homeowner), given his long term experience with strata issues and related finance, be named the TRCA's representative to serve as vice-president on the Strata KAS3569 council; seconded by JR and **Motion BOD63-3** carried.

Actions arising from:

- *Action 1:* CF to forward strata bylaws to LB
- *Action 2:* JD to inform Gilles Chaput re the appointment of LB as board's liaison to the vice-president of the strata.

- *Action 3:* LB to discuss with Gilles Chaput that he (GC) communicate with Carrington (Dan Slaven) re his appointment.
- *Action 4:* LB to advise Gilles Chaput that from the BOD's perspective his priority is to develop a 2020 strata budget.
- *Action 5:* JD to advise James Cronk (The Cronk Group) that the TRCA BOD has retracted its proposed 2019 budget as of January 1 2020.

## **COMMITTEE REPORTS**

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

#### **Snow removal along TR main sidewalk**

- JD tabled Eric Noble's insurance document indicating that he has adequate 3<sup>rd</sup> party liability associated with his licenced ATV to be used to clear snow.
- Discussion ensued on the need for Workers Compensation Insurance to protect the TRCA
  - *Action 6:* JD to contact Workplace BC re establishing such insurance for this activity
  - *Action 7:* GW /CF to walk the area and mark needed trees on aerial photo (from BOD 60)

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

NO Report

Actions arising from

- *Action 8:* (from BOD 61): 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

- Lawyer advises that action against EAC is expected to be filed in BC Small Claims Court by Dec 13/19
- Lawyer has been supplied with up-to-date accurate accounting statements as sent to EAC
- Lawyer advises if successful with this claim we can issue a subsequent claim for Receivable outstanding in excess of the maximum Small Claims Court payout of \$35K.

### STRATA

- Carrington was advised of our Nominee for Vice-president position on Strata Council on Nov 28/19 in accordance with the agreement that both parties would respond with their nominee within one week following the meeting of Nov 20/19
- To the time of this memo, no response has been received from Carrington on this mutually agreed important matter.

### BYLAW

- As agreed, no action planned until the New Year.
- To be tabled for decisions on definitive action steps for the first BOD meeting in January.

### Actions arising from:

- *Action 9:* LB to provide CF with document re removal of rent charge on road allowance for EAC

## **Developer Relations (JR)**

No report

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

- GW reported that the AR's are currently at \$1956, down from the \$12000 reported Dec31 2018.
- GW to split interest income associated with EAC from other interest sources

- Cheques have been processed for \$856 to MNP and \$3858.00 to Boris Enterprises (bookkeeping service )
- GW MOVED that JD be reimbursed \$167.88 for the purchase he made for two vacuum cleaners to be used to clean the gym and lounge (see Amenities Report); seconded by LB and **Motion BOD63-4** carried
- Actions arising from:
  - *Action 10*: GW to contact bookkeeping to insure that the Nov 1 and Dec 1 invoices to EAC included interest, and to copy the invoices sent to GW/CF

### **Communication and membership (JD)**

- A newsletter that addresses several issues related to the winter season, including snow removal along TRB, has been forwarded to DevRadius Inc for distribution to all residents ASAP

### **Amenities Report**

- After consultation, we have decided to end our contract with KBM Janitorial services effective Dec 31 2019 and to accept the services (pursuant to adequately addressing potential 3<sup>rd</sup> party and WC insurance issues) offered by homeowners who have volunteered to service the Lounge and Gym as required effective Jan 1 2020. The TRCA has purchased two vacuum cleaners (cost \$158) for use by these homeowners on our behalf
- Actions arising from:
  - *Action 11*: JD to contact Capri Insurance re the possibility of having the homeowners conducting the cleaning added to our existing insurance policy. JD to contact Workplace BC re WC insurance.
- The TRCA has been issued a Community Mail Box by Canada Post. 2-1855 TRB remains our valid mailing address. The box is located in North Pointe
- Fortis BC has requested that the TRCA provide the Lounge on Jan 22 2020 from 6-9 pm to have an open house for TR residents to discuss proposed changes to the electrical substation at the foot of TRB

### **Insurance Committee (DF)**

No report

- Actions arising from:
  - *Action 12: (FROM BOD 62)* 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)

### **Adjourn and Next Meeting**

JD moved that the meeting adjourn at 8:40, CF seconded and motion carried. Next meeting (BOD-64) on Monday January 13 2020