

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

BOD-24

Date: Wednesday January 3, 2018

Place: Members Lounge, Tower Ranch Clubhouse

In Attendance: Directors: Craig Fowler, Don Spruston, Glen Wood, Maureen Watt
Transition Committee: Jon Durkin, Alex Pavlovic, Don Folstad
Guests: Gilles Chaput, Tom Light

Welcome and Introductions

Don Spruston, Chairman called the meeting to order at 7:00 P.M.

Minutes of BOD 23

No errors or omissions noted
Moved by Don Spruston, Seconded by Craig Fowler to pass as published
Approved

Meeting with Legal Representative

Don Spruston and Craig Fowler met with Maris Holmes of Doak Shirriff (DS) on Dec 21/17 to review 2 items:

1. Filing of Minutes of AGM and advise of New Directors – both now completed
2. Review of DS preparation of Bylaw changes and why they were inconsistent with TRCA objectives. Subsequently, a letter to TRCA from Maris Holmes outlining the DS position, and the belief they were acting on TRCA direction. Don and Craig to review and reply.

TRCA 2018 Priorities – Review

1. **Societies Act** – DS advised it is not necessary for TRCA to transition to the Societies act. Suggested by Don Spruston that the outline of the Act better suits the TRCA operations and clarification will be sought from DS on this issue. Work be undertaken to complete this before November 2018.
2. **Bylaws – Revisions** – DS has been advised that TRCA will initiate the rewrite of the bylaws and submit to DS for review. Timetable of significant events in this project tabled.
3. **Solstice Voting Rights** – Correspondence on this topic received from Parkbridge. Initial reading was evaluated as being overly complex. Craig to compose a reply and send.
4. **TRCA BOD Meeting Schedule** – Agreed to move to Wednesdays and set for every 2 weeks at this time.

5. **Strata – Carrington** – Agreed that frequent follow-up with Carrington to maintain the TRCA position that the Strata need to be formalized with regard to the Strat Council formation, and agreed budgets was necessary. This to be calendarized and reminders sent to Carrington of an agreed monthly basis.
6. **Financial Committee** – Jennifer agreed to stay on this Committee on an interim basis. Maureen Watt and Gilles Chaput agreed to assist. Don Spruston will also remain on this committee. Priorities will be to establish a reporting protocol on key financial markers between Kerr and Company and the TRCA. A meeting between the parties is to be scheduled, and a written protocol is to be outlined in advance and discussed with Chris Kerr.
7. **Accounts in Arrears** – Agreed that a written protocol needs to be established and followed with regard to this important matter. The Finance Committee to head this up.
8. **Protocol for Rent Charges** – Agreed that some key points need to be established to ensure that pre-owned property sales and new development owners are aware of the TRCA, its policies, procedures and benefits. Jointly the Communications and Finance Committees to work this out and bring suggestions to a future BOD meeting.
9. **Meeting Room Bookings** – Agreed that a booking calendar will be established and published and updated on the TRCA Website.
10. **Insurance** – deferred pending final Insurance Committee Report
11. **Security** – Deferred
12. **Social** – Deferred
13. **Entrance Water Feature** -Deferred

Committee Reports

Bylaw Committee:

Planning for outlined changes reviewed and no additions or changes were noted.

Facility Committee:

Front door lock breached 24 Dec 17. Transgressor to be assessed \$100.00. Signage on this exit to be improved to assist in reducing future problems with TRCA members exiting this door.

Landscaping:

Snow removal on lots that back on to Tower Ranch Blvd is an ongoing problem. Decision to contact City of Kelowna bylaw office about this.

Insurance Review:

Don Folstad reports that the Underwriters now have a better understanding of our operations. The gym is covered under our Liability Policy without additional cost. Liquor Liability re: residents serving their own liquor and not selling it is still under review. When the room is rented to an outside party and the golf course is serving the liquor, the golf course liability coverage would be in effect.

SUGGESTION: A space rental/function **contract** between TRCA and the golf course should be created that will clarify this important liability issue.

Full Insurance report including BOD coverage to be presented next meeting.

Expenses and payments authorized by motion and voting:

Jon Durkin \$69.01 Reimbursement - Gift for Golf Course Manager
BAACA Auditors Invoice \$3750.00 Retainer for Audit
Don Spruston \$116.00 Reimbursement – AGM printing expenses
Maureen Watt \$11.64 Reimbursement AGM expenses

Adjournment: 8:38 pm

Next BOD Meeting: January 17, 2018, 7:00 pm., Members Lounge