

**Minutes of Meeting  
of the Board of Directors of  
The Tower Ranch Community Association (TRCA)  
BOD-27**

**Date:** Wednesday, 14 February 2018  
**Place:** Members Lounge, Tower Ranch Clubhouse  
**In Attendance:** Directors: Don Spruston, Glen Wood, Maureen Watt  
Committee Members: Jon Durkin

**Welcome and Introductions**

The meeting was called to order at 7:00 PM with members selecting Don Spruston to act as Chairperson.

**Minutes of BOD 26 and TRCA Emergency Meeting**

Minutes of BOD meeting 26 are not yet available and will be reviewed at the next BOD meeting.

The Minutes of the TRCA Emergency Meeting held on January 24 were discussed and approved as written.

**Committee Updates/Reports**

Strata & Clubhouse Operations Committee – Jon Durkin, Chair

Jon advised of proposals for lounge bookings. A request has been received for a member to hold a regular meeting every Tuesday afternoon, involving health related sessions, with representatives being both residents and guests. Jon is researching insurance issues before approval. Some other booking arrangements were discussed.

The meeting was advised of expenditure requirements for the repair of blinds in the exercise room. This work is going ahead. Regarding the repairs to the treadmill as approved at the BOD #25 meeting, one quote has been received and awaiting the second before awarding the contract.

Jon has been in discussion with the golf course regarding relationships and procedures. And he has developed a summary if members wish to review it.

Landscaping Committee – Glen Wood, Chair.

Glen advised that arrangements were being made to remove the garden feature at the corner of Split Rail and TR Boulevard (as discussed at a previous meetng). He also advised that the electrical wire to the irrigation control box at the bottom of the boulevard is to be installed before March.

### Communications and Social Committee – Maureen Watt, Chair

Maureen provided the meeting with a draft agenda for a TRCA community safety and security information meeting. Some discussion followed with respect to the conduct of the meeting, invitees, speakers, and the mandate of the TRCA. A motion was presented by Jon Durkin, seconded by Glen Wood and unanimously agreed as follows.

- **The TRCA is to function as a facilitator in holding a meeting regarding safety issues in the community as outlined in the draft submitted by the chair of the communications committee (Attachment 1).**

It was agreed that the TRCA role on security would be to provide communication and facilitation assistance. Future discussion may be held regarding additional responsibilities if the Board considers this to be a benefit to the community.

Discussion continued on the status of the membership list. The membership list was updated following the December AGM and the updated list was transmitted to Members at the time of change to the new communications committee. The committee chair advised that she was planning to update the information regarding the Board of Directors on the website. An initial draft is attached to these minutes (**Attachment 2**).

Maureen requested advice on the role of the communications committee regarding collection of fees. It was agreed that the communications committee is responsible for developing material to be sent to selling and purchasing real estate agents and a brochure or flyer to be provided to new homeowners that explains the TRCA and the process for completion of PADs and/or submitting monthly cheques. The Finance Committee is responsible for collecting funds and inserting PADs.

.Legal and Membership – Craig Fowler, Chair - Defer to next meeting.

Finance Committee – Jennifer Bridarolli, Chair - Defer to next meeting

The Chair advised that Jennifer would provide an update at the next meeting but also pointed out that required action by the bookkeeping service is still not being completed. A meeting of the Finance Committee has been organized and following development of Protocols, a meeting with the bookkeeper will be arranged. Glen Wood expressed concern that we don't know the status of the accounts for those who received letters of delinquent accounts.

By-Law Renewal Team – Don Spruston, Lead

Don advised that one run through of the By-Laws was complete. At this time it is likely that he will recommend staying with the Not for Profit Corporations Act since there seems to be little advantage to making a change and there would be costs involved to change. There are a few issues that will need discussion and these will be summarized and presented within a few weeks.

## **Parkbridge Petition**

The chairman summarized the status of the Parkbridge Petition to the courts for the removal of the Statutory Right of Way, Covenant and easements. Don Folstad has submitted a 'response to petition' under his name specifying the most significant omission, that being the omission of reference to Lots A and B in the relevant Order for discharge of the SRW and easements. The chair advised that, on return from holiday, he also submitted a 'response to petition' under his own name, which expanded on the fact that the Petition had no reference to a written approval by the TRCA as required by the Reciprocal Easement Agreement.

The chair further briefed the meeting on the rationale for a letter to be submitted by the TRCA Board to Pushor Mitchell. The letter expands on the Petition omissions, disregard of TRCA rights and the complete lack of communication by Parkbridge. He advised that the letter was finalized and signed and will be sent the following day.

The meeting discussed the need to seek advice from a lawyer. Following discussion, Jon Durkin presented the following motion, seconded by Glen Wood and unanimously approved.

- **Don Spruston be authorized to choose a legal office and seek a response to the question of “what rights does the TRCA have in regards to the PLC Petition before the Courts given that the Association was not named as a Respondent when it legally should have been included?”**

## **Insurance Update**

Maureen Watt presented a report from the team leader, Don Folstad. Coverage limits for bodily injury and property damage and personal and advertising injury have been increased to five million dollars. There remains a need to determine if the golf course insurance policy has an impact on TRCA property. Further analysis is also required regarding the use of alcohol in the lounge

## **Other Agenda Items - Invoices for Payment**

Jon Durkin presented a motion on two invoices for approval.

1. KBM Janitorial for \$124.95
2. Jon Durkin for gift to Neil Schmidt - \$69.09

Seconded by Glen Wood. Unanimously approved.

## **Adjournment**

The meeting adjourned at 8:30 P.M. The next meeting is proposed for Wednesday, 28 February.

# Attachment 1

## TRCA Community Safety and Security Information Meeting

*Our Community is integral to our lives. We need to better understand how to design safer neighbourhoods that allow us to better protect our homes, families and property and keep crime out.*

DATE: TBA 7:00-9:30 p.m.

### PROPOSED AGENDA

1. Panel Introductions: M.E. Watt, TRCA Communications  
RCMP Community Policing; Developers; CPTED Planning City of Kelowna; Developers; Carrington; TRCA Membership Representatives.
2. Crime Awareness/Prevention Strategies and Partnerships
  - a. CTPED Concerns (New Park Development, Lighting, Access Management)
  - b. Home & Property Safety
  - c. Cooperative Policing & Surveillance
  - d. Personal & Family Safety (Tips & Tools)
  - e. Community Membership (Communication Tips & Tools)
3. Crime Prevention Through Environmental Design (CPTED) RCMP; City of Kelowna
  - a. Access Control
  - b. Surveillance
  - c. Territorial Reinforcement
  - d. Maintenance
4. Security Exhibits (Optional: various Security providers)

## ATTACHMENT 2

# BOARD OF DIRECTORS

TRCA Board of Directors

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### TRCA Board of Directors

The December 3<sup>rd</sup>, 2016 **Annual General Meeting** of Members elected five Directors to the Board: **Donald Spruston** (The Ranch), **Jennifer Bridarolli** (Northpoint on 18) **Craig Fowler** (Solstice), **Maureen Watt** and **Glen Wood** (The Ranch).

### TRCA Directors

Don Spruston	donspruston@gmail.com
Jennifer Bridarolli	npointe6@gmail.com
Craig Fowler	kroozer57@gmail.com
Glen Wood	wood60@shaw.ca
Maureen Watt	mewSR1846@telus.net

Each Director is responsible for managing one or more Committees, as follows:

### *Committee Chairs*

<b>Board Chair</b>	Don Spruston	<a href="mailto:donspruston@gmail.com">donspruston@gmail.com</a>
<b>Landscaping</b>	Glen Wood	<a href="mailto:wood60@shaw.ca">wood60@shaw.ca</a>
<b>Communications/Membership</b>	Maureen Watt	<a href="mailto:mewSR1846@telus.net">mewSR1846@telus.net</a>
<b>Finance</b>	Jennifer Bridarolli	<a href="mailto:npointe@gmail.com">npointe@gmail.com</a>
<b>Legal</b>	Craig Fowler	<a href="mailto:kroozer57@gmail.com">kroozer57@gmail.com</a>

### *Other:*

<b>Clubhouse Operations</b>	Jon Durkin	<a href="mailto:jonpdurkin@gmail.com">jonpdurkin@gmail.com</a>
<b>Insurance</b>	Don Folstad	<a href="mailto:dfolstad@shaw.ca">dfolstad@shaw.ca</a>
<b>Web Site/WordPress</b>	Alex Pavlovic	<a href="mailto:alex.pavlovic@khronowerx.com">alex.pavlovic@khronowerx.com</a>

### Committee Members

Danny Funk	d-dfunk@outlook.com
Jim Roe	jimroe007@icloud.com
Rick Watt	rwatt31526@gmail.com
Lorne Gerber	ljgerber@telus.net

Several volunteers continue to work with the Directors on these Committees, helping us to complete the transition from a developer managed Association to a homeowner Association. From time to time, additional Committees may be formed and additional community membership volunteers will be sought. Please contact any of our Directors if

you have an interest in serving. New Committees under development include: **Security** and **Social**.

The Board and Committees have been meeting regularly. Meeting Minutes are published and available to homeowners by pressing the following buttons.

The May 2, 2017 Special General Meeting of Members elected the first TRCA Board of Directors: are Donald Spruston (The Ranch), Jennifer Bridarolli (Northpoint on 18) and Craig Fowler (Solstice) who were re-elected at the December 3, 2017 AGM.