

Minutes of the 2026 Annual General Meeting (AGM) of the Tower Ranch Community Association (TRCA)

Date: Thursday, June 4th, 2026

Location: Trinity Church, Kelowna, BC

1. Welcome & Introductions

Joe Danchuk MOVED that Brittany Burpee be appointed as Chair of the 2026 Annual General Meeting; seconded by Ross Kennedy and **Motion 2026 AGM-1** carried.

A quorum for the AGM was confirmed by the TRCA Office Administrator (379 homes – quorum 38). The 2026 AGM of the TRCA was attended by 110 households (32 of which were proxies). Brittany Burpee MOVED that was accepted that a quorum was present; seconded by Sandi MacArthur and **Motion 2026 AGM-2** carried.

2. Opening Remarks

The Chair introduced the other Board of Directors (BOD): Joe Danchuk, Heidi Enns, Jane Hicks, Maridula Maridula, Kelly Hammond and Mark Blanchard.

An overview of the mandate and responsibilities of the TRCA and residential makeup and neighbourhoods was presented by Brittany Burpee. In addition, she introduced the TRCA staff and contractors, and their roles and responsibilities within the management of the TRCA.

3. Review of 2025 AGM Minutes

Heidi Enns moved that the minutes of the 2025 AGM as presented in the May 17, 2026 AGM Supporting Document Package be approved; seconded by Kim Hewitt and **Motion 2026 AGM-3** carried.

4. Directors Reports

Membership & Communications

Brittany Burpee presented an overview of the Tower Ranch community.

Landscaping and Boulevard Maintenance (Mark Blanchard)

Mark Blanchard reported significant progress on landscaping improvements throughout the community:

- Tower Ranch Golf Course has undertaken and funded upgrades to the entrance feature at its own expense. Work is currently underway.

- Parkbridge completed remediation of the concrete catch basin near the entrance and hydro-seeded the adjacent berms.
- FortisBC completed re-landscaping work adjacent to Tower Ranch Boulevard and Tower Ranch Drive and continues to address deficiencies as identified.

The Board reviewed the Median and Boulevard Maintenance Agreement with the City of Kelowna and suggested that current landscaping services exceeded the Association's contractual obligations. The Board presented a proposal to discontinue Association-funded boulevard landscaping services for private properties and golf course frontage areas along Tower Ranch Boulevard effective June 30th, 2026, while continuing maintenance obligations required under the City agreement.

Mark Blanchard MOVED that the Tower Ranch Community Association discontinue Association-funded boulevard landscaping services effective June 30th, 2026, for private properties and golf course frontage areas along Tower Ranch Boulevard, with maintenance responsibilities reverting to applicable property owners in accordance with City of Kelowna bylaws. This Motion (**AGM 2026-4**) was seconded by Glen Penner.

Members raised several concerns regarding this MOTION, including:

- Whether a separate Statutory Right-of-Way Agreement and Rent Charge registered on title may impose obligations beyond those identified by the City.
- Whether legal counsel had reviewed the interpretation of the relevant agreements.
- The potential legal implications of changing long-standing maintenance practices.
- The value of boulevard maintenance as a community-wide benefit rather than a benefit limited to adjacent homeowners.
- The precedent established through nearly a decade of Association-funded maintenance.

Several members recommended obtaining formal legal review before proceeding, and following member discussion, a subsequent Motion (**AGM-2026-5**) was made by Craig Fowler and seconded by Lynn Kwasnica to withdraw the landscaping Motion **AGM 2026-4** and seek further legal clarification. **Motion AGM 2026-4** was withdrawn, and **Motion 2026 AGM-5** was carried.

Action Item: Board to obtain additional legal review and clarification regarding the Association's obligations before bringing the matter back to the membership.

Clubhouse Amenities Report (Joe Danchuk)

Gym Usage

- 4,144 gym visits recorded during the reporting period by 222 registered users, with approximately 80 regular users.

- It was acknowledged that gym equipment is aging and that maintenance challenges have increased, including delays in obtaining replacement parts. Members discussed equipment repairs and potential future replacement planning.

Lounge Usage

- It was reported that the lounge was used 246 of 365 days in the previous year, with 392 individual events.
- Maintenance of the lounge included replacement of the refrigerator, and purchasing of new cutlery, cups, and dinnerware for members use.

Building Scheme and Bylaw Matters (Joe Danchuk)

It was reported that routine inquiries were most commonly related to fences, hot tubs/pools, & architectural restrictions. Issues and concerns related to parking, particularly along Tower Ranch Boulevard, were raised.

Insurance Report (Brittany Burpee)

It was reported that the Directors and Officers Liability Insurance remains in place and the annual premium remained relatively stable year-over-year. In addition, the insurer reviewed Board actions relating to the ongoing strata dispute, and concluded directors acted appropriately and within their responsibilities. As a result, no significant impact on insurance coverage resulted from the review.

KAS3569 Clubhouse Strata Update (Mark Blanchard)

Litigation and Proposed Settlement

A historical overview of the Clubhouse Strata (KAS3569) was presented, with registration of the strata in 2007 and the TRCA inheriting responsibility from the Tower Ranch Holding Corporation in 2017. Multiple attempts were made between 2017 and 2023 to establish a functioning strata as required by BC Strata Law, but with no success in bringing Carrington (the co-owners) to participate and reach compliance. In 2025, litigation advanced, requiring activation of the strata corporation and legal representation.

The Board reported:

- Over 300 volunteer hours had been devoted to addressing the matter.
- Separate legal counsel was retained for the Strata Corporation.
- Current legal expenses have exceeded \$76,000 and continue to increase.
- Settlement discussions produced a proposed settlement amount of \$169,594.

Mark Blanchard MOVED that the members of the Tower Ranch Community Association approve the proposed settlement agreement relating to Strata KAS3569 in the amount of \$169,594 and authorize the Board of Directors to finalize and execute all necessary documents associated with the settlement on behalf of the Association. This MOTION was seconded by Mario Leblanc.

Discussion by members then included historical analysis of operating costs, allocation percentages between the golf course and TRCA, concerns regarding future cost-sharing obligations, existing contingency reserves, potential legal costs if litigation continues, and risks associated with ongoing court proceedings. Several former directors and committee members provided historical context regarding prior negotiations and financial analyses. A number of members expressed support for settling the matter to avoid escalating legal costs and prolonged litigation.

A secret ballot vote was conducted, with 107 in favour and 3 against. **Motion 2026 AGM-6** was carried.

5. General Governance and Administrative Matters (Mark Blanchard)

The Board reported:

- Development of formal financial operating procedures.
- Additional Standard Operating Procedures under development, including landscaping and communications.
- Ongoing efforts to improve governance documentation.
- Transition to online financial processing and document storage.

The Board invited interested residents to participate in future governance and bylaw review working groups.

Appointment of Bookkeeper

Mark Blanchard MOVED that King's Bookkeeping Services be appointed to provide bookkeeping and accounting services for 2026. This was seconded by Doug Collins and **Motion 2026 AGM-7** was carried.

Appointment of Financial Statement Provider

Mark Blanchard MOVED that Myers Norris Penny (MNP) be appointed to provide compiled financial information and fund accounting consultation services for 2026. This was seconded by Brent Dorion and **Motion 2026 AGM-8** was carried.

Approval of 2025 Financial Statements

Mark Blanchard MOVED that the 2025 Financial Statements as provided in the May 17, 2026 AGM Supporting Document Package be approved; seconded by Brent Dorion. **Motion 2026 AGM-9** was carried.

2026 Budget Presentation

The Board presented the proposed 2026 operating budget. Highlights included the total operating budget of approximately \$120,000, inclusion of Clubhouse Strata operating costs, continued funding for community events, gym operations, and lounge maintenance, reserve funds totaling approximately \$253,000, and cash reserves of approximately \$306,000.

The Board proposed increasing Association fees from **\$20 per month to \$35 per month effective July 1, 2026**, largely due to Clubhouse Strata operating obligations.

Mark Blanchard MOVED that the proposed 2026 Budget be approved and it was seconded by Dave Hughes. **Motion 2026 AGM-10** was carried.

Discussion followed regarding budget transparency, strata operating costs, and strata reserve fund structure & future contingency requirements.

Appointment of Legal Council

Mark Blanchard MOVED that Kelly A. Cairns be appointed as legal council; seconded by Mario Leblanc and **Motion 2026 AGM-11** carried.

Election of Board of Directors

Mark Blanchard MOVED Maridula Maridula be re-appointed as representative for Parkbridge on the TRCA Board of Directors; seconded by Mario Leblanc and **Motion 2026 AGM-12** carried.

Doug Collins MOVED that Brittany Burpee, March Blanchard, Heidi Enns, Joe Danchuk, and Kelly Hammond be re-elected as members of the Board of Directors; seconded by Mario Leblanc and **Motion 2026 AGM-13** carried.

Kelly Hammond MOVED that Barry Markin be elected as a new member of the Board of Directors; seconded by Zolt Ketesdi and **Motion 2026 AGM-14** carried.

6. Adjournment

Kelly Hammond MOVED that the 2026 AGM meeting be adjourned; seconded by Gord Derouin, and **MOTION 2026 AGM-15** carried.