

PINE MEADOWS HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

WEDNESDAY, December 20, 2017

1. CALL TO ORDER:

The meeting was called to order by the President, John McKenna at 1:15 p.m.

2. BOARD MEMBERS PRESENT:

Sue Anderson, Perry Adams, John Campbell, Mike Hatch, Susan Langille, John McKenna, Keith Solomon, and Shon Sorensen.

BOARD MEMBERS REGRETS: Ken Busch and Joe Piercey expressed their regrets.

GUESTS: No guests.

3. ESTABLISHMENT OF QUORUM:

The minimum requirement of 50% + 1 = 6, was fulfilled)

4. CONFLICT OF INTEREST DISCLOSURE:

Shon Sorensen declared a conflict of interest on item #9. The Belwood Lions Club, of which Shon is a member, sets up benches on trails and memorial forest areas. The decision to purchase a bench may be made through the Belwood Lions Club and therefore could present a conflict of interest in choosing a provider of the memorial bench for the Snaith family.

5. ADDITIONS/CHANGES TO AGENDA:

None.

6. APPROVAL OF AGENDA - December 20, 2017

Mike Hatch motioned for approval of the agenda of December 20. Keith Solomon seconded. All in favour. Motion carried.

7. APPROVAL OF BOARD MEETING MINUTES OF - November 15, 2017

John Campbell motioned for acceptance of the minutes of November 15. Perry Adams seconded. All in favour. Motion carried.

8. BUSINESS ARISING FROM THE BOARD MINUTES OF: November 15, 2017

(A) - FURTHER DISCUSSION OF PINE MEADOWS WEBSITE

A brief discussion of the Pine Meadows website was presented by Perry Adams. There is still some information to be pursued and further training with Gary Helmer is required. It is a slow

process because there are a lot of aspects to be considered, particularly the privacy issue of Pine Meadows residents. Some privacy issues have been addressed and corrected. Further discussion of SSL (**Secure Socket Layer**) is also required. This item will be discussed at the next board meeting which will be Wednesday, April 18, 2018.

(B) - UPDATE ON PINE MEADOWS RESIDENTS' CONTACT NETWORK (MEETING HELD DECEMBER 14, 2017 – SHON SORENSEN)

Shon Sorensen presented a report concerning the December 14 Residents' Emergency Contact Network Meeting. Report is attached for your perusal.

Don Vallery advised that the concept of a gathering spot was put in place during the ice storm in December 2013. This informal gathering spot is for residents to gather, get warm, have a coffee and receive information about what the nature of the emergency is and how long it might last. It could also serve as a command centre for the Emergency Network and Response Team, if that is required.

A recommendation was made by John Campbell that each home has an emergency supply kit (candles, flashlights, blankets, etc) readily available for emergency situations.

Further discussion of the Contact Network and Response Team requirements/responsibilities, etc will be discussed at the April meeting.

(C) - FURTHER DISCUSSION ON SIGNAGE SAYING "NO VISITORS BEYOND THIS POINT, WITHOUT A RESIDENT" TO BE POSTED IN SPECIFIC AREAS. (JOE PIERCEY)

Joe Piercey was unable to attend this meeting but provided us with his report concerning the above and other matters that he was assigned.

- 1) Jayne MacKenzie is looking into having a sign placed on the billiard room door: **"No visitors beyond this point without a resident"**. Jayne will look into the cost and get back to Joe with further information and pricing.
- 2) Don Vallery does not want to have **"Emergency Exit"** signs placed on the pool doors. A letter may be circulated to all residents in the summer to state that all doors in the pool area should be closed at all times.
- 3) The suggestion of placing a lock on the door of the larger refrigerator in the Grand Hall Kitchen was presented to Don Vallery. He does not object to this idea if the PMHA think it is warranted. Jayne looked into a few types of locks and will discuss this with Joe in more detail.

Keith Solomon made the motion to accept this report. Seconded by John Campbell. All in favour. Motion carried

(D) - RESIDENTS' RIGHTS AND RESPONSIBILITIES UPDATE (SUE ANDERSON AND SHON SORENSEN)

Sue Anderson and Shon Sorensen advised that most of the Residents' Rights and Responsibilities have been reviewed and are currently in the hands of Jim Taylor for final editing. The next steps are to present them to the PMHA Board for approval and then to PMRC.

Sue Anderson requested that a cleaning solution should be made available in the exercise room, not only for health reasons but for sanitary purposes as well. Sue will oversee the purchase of a sanitizing solution and made the motion to move forward with this matter. Seconded by Shon Sorensen. All in favour. Motion carried.

Jayne MacKenzie is to be informed of the deterioration of the foam on the weight machine.

There was a discussion concerning having a "Do Not Disturb" sign at the entry to the Grand Hall during private functions, programs, lessons, etc. particularly during Yoga, choir practice, Comedy Club practice, and SMART exercises. The question was asked as to whether there should be a note in Pine Line noting times and days when the hall will be closed to residents during these activities.

Shon Sorensen had a meeting with the Reservation and Kitchen Committee (RKC) regarding Grand Hall bookings. Discussions centred on revising/updating the design, content and special conditions outlined in the Reservation Agreement forms used by the RKC. It has since come to light that the payment method used to book the hall needs further study and revision to meet the requirements of modern day banking. A procedural recommendation was made that PMRC should receive and handle payment for bookings from PMHA along with the reservations.

Board members went on to discuss that regular booked activities should not be bumped by special functions. Priority should be given to activities of members of the community. The motion that the hall be reserved for scheduled PMHA events/activities and not be bumped for occasional activities without permission of the Vice President was made by Keith Solomon. Seconded by Shon Sorensen. All in favour. Carried.

(E) - PRIVACY ISSUE OF NAMES, ADDRESSES AND TELEPHONE NUMBERS OF RESIDENTS AVAILABLE ON THE INTERNET (SUE ANDERSON AND PERRY ADAMS)

This item was addressed in Item # 1.

(F) - FLAGS FOR THE GRAND HALL – STATUS OF PURCHASE OF FLAGS

Terry Filce purchased two flags. John Campbell will approach Don Vallery concerning the purchase/supply of flag poles and bases.

(G) - HYDRO POWER OUTAGES (MIKE HATCH)

Mike Hatch to pursue this situation further and provide information for discussion at the April meeting.

(H) - TREASURER'S REPORT (JOHN CAMPBELL AND SUE ANDERSON TO LOOK AT MEMBERSHIP LIST)

There are a few members who have not paid their membership fees. John Campbell will follow up with these members.

A motion was brought forward by John Campbell that approval for expenditures be increased to \$3,000. This motion must be approved by the membership and will be discussed at the September AGM. Perry Adams Seconded. All in favour. Motion carried.

John Campbell presented the Treasurer's Report. There were comments concerning the Balance Sheet regarding investments. A motion was made by Sue Anderson, to have John Campbell, Treasurer, renew the investments at the best rate possible, using his discretion. Seconded by Perry Adams. All in favour. Motion carried.

A few other items were discussed:

- Eight tennis court keys have been returned, 11 are still outstanding.
- One Hundred and Fifty-five dollars was received for wreaths and poppies, all of which was used for the poppy fund.
- The First Aid Course and the Yoga classes were well received and partially subsidized, with the balance owing, being paid by class participants.

Motion to accept Treasurer's Report made by Shon Sorensen. Seconded by Keith Solomon. All in favour. Motion carried.

(I) - CONTINUATION OF DISCUSSION CONCERNING BENCH IN MEMORY OF PETER AND ILSE SNAITH (JOHN CAMPBELL)

After further discussion concerning the bench as to what type of bench, where it will be located, etc. it was agreed that the PMRC look after the installation and location of the bench. There is a large range of costs i.e. "no-maintenance" benches, wooden benches, etc. John Campbell will continue his research of pricing and types of benches and will advise at the next board meeting.

(J) - HEARING ENHANCEMENT FOR THE GRAND HALL (KEITH SOLOMON)

Keith presented his report re above. Don Vallery was approached about this matter and he is in favour of this hearing enhancement idea. Keith will research further and will advise his findings

at the AGM meeting in September. Motion to accept report, Keith Solomon. Seconded by John Campbell. All in favour. Motion carried.

**(K) - KEYS (WHO IS IN POSSESSION OF KEYS AND WHO SHOULD BE IN POSSESSION OF KEYS)
(MIKE HATCH)**

This matter was discussed at length and it was agreed that we would defer making any decisions until there is a discussion with Don Vallery.

**(L) - DROPBOX DISCUSSION – SENDING REPORTS AND MEETING INFORMATION TO
DROPBOX TO “SUBMIT TO SECRETARY” (SUSAN LANGILLE)**

This situation is being resolved with the assistance of members submitting their reports to “Submit to Secretary” in the Dropbox. No further discussion is necessary.

**(M) - OUTSTANDING FROM OCTOBER MINUTES, REVIEW BY BOARD MEMBERS OF PMRC
RECREATION AND SHOP REPORT (JOHN CAMPBELL)**

We agreed that the list should be reviewed by all PMHA board members as presented by John Campbell at the October board meeting, and re-visited at the meeting in April.

(N) - CORRESPONDENCE: No correspondence was presented.

(O) - NEW BUSINESS:

As Government Liaison, Keith Solomon will post his report in Dropbox concerning municipal information, etc.

(P) - DATE OF NEXT BOARD MEETING:

The next Board Meeting will be held on – Wednesday, April 18, 2018 at 1:15 p.m.

(Q) - MOTION TO ADJOURN: Motion to adjourn at 4:45 p.m. was made by Perry Adams. Seconded by Susan Langille. All in favour. Motion carried.