

PINE MEADOWS HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

WEDNESDAY, November 15, 2017

1. CALL TO ORDER – President - John McKenna called meeting to order at 1:18.

2. BOARD MEMBERS PRESENT: John McKenna, Joe Piercey, Shon Sorensen, Susan Langille, Sue Anderson, Mike Hatch, Keith Solomon, Ken Busch and Perry Adams.

BOARD MEMBERS REGRETS: John Campbell expressed his regrets.

GUESTS: No guests present at this meeting.

3. ESTABLISHMENT OF QUORUM: (50% of voting members + 1 = 6 was fulfilled).

4. CONFLICT OF INTEREST DISCLOSURE: No conflict of business

5. ADDITIONS/CHANGES TO AGENDA:

Stolen items from kitchen: There will be further discussion at the next board meeting about locking the large fridge in the kitchen and perhaps some drawers in the kitchen.

6. APPROVAL OF AGENDA: November 15, 2017. Motion to approve the agenda: Shon Sorensen, seconded by Keith Solomon, all in favour. Carried.

7. APPROVAL OF BOARD MEETING MINUTES OF: October 18, 2017. Motion to approve minutes: Joe Piercey, seconded by Shon Sorensen, all in favour. Carried.

8. BUSINESS ARISING FROM THE BOARD MINUTES OF: October 18, 2017

(1) – Pine Meadows website

Perry Adams had a discussion with Gary Helmer re: PMHA Website and the following is his report: - The software for the website is "Wordpress", which was out of date. Gary has updated Wordpress to the next higher release. This release offers more security within our environment.

John McKenna had suggested at a previous meeting that having additional website/technical support staff should be arranged. Perry Adams and Gary Helmer discussed this. Perry Adams will be available as a backup and hands on person.

Further discussion is required concerning our 'website host' which at the present time is "Go Daddy". SSL – Secure Socket Layer has a charge of \$99 but may be more suitable for Pine Meadows. Further tests for vulnerabilities in the system will be pursued.

It was suggested that names and addresses be taken off the PMHA website until a secure position is obtained. This will be discussed at the next board meeting. Motion to approve the report: Keith Solomon, seconded by Sue Anderson. All in favour. Carried.

(2) - Update on Pine Meadows Residents' Contact Network (meeting held October 25, 2017 – Shon Sorensen)

Shon Sorensen submitted Vice President report, which serves for this item as well. See attached report. Next meeting (at 1 pm in the Grand Hall on December 14th) will involve Captains and their roles. More information will be available after the December 14th meeting.

The conclusion is that we should stay in our homes rather than go to the gathering centre. Therefore, telephone contact and door to door contact will be the approach to follow.

John McKenna asked about the lime coloured notice/laminated card which is to be posted in the window of resident's homes when an emergency arises. Recently, some new residents did not receive this card. John McKenna asked: (1) if the Board is in favour of making new cards of a different colour and distributing them to all residents, with a notice explaining the purpose of the cards, or (2) determining which homes do not have the lime coloured card, and distribute one to those homes. Shon Sorensen and the Contact Network team will discuss and get back to us at the next board meeting.

John McKenna suggested that the priority in an emergency would be to call 911 (EMS) and the coloured card would remain as a backup/follow up. Perry Adams will contact Net Flash to see if they can identify any issues when dialling 911. He will ask Sylvie Wesley, who is on the Welcoming Committee, to include a coloured card in the welcome package (colour to be determined).

Sue Anderson suggested that all residents be reminded that in an emergency situation, we use our Fire #, then our house #. Sue also brought forward an issue that was discussed at the October 18 meeting concerning privacy issues of having resident's names, addresses and telephone numbers on the website. This topic will be carried forward to the December 20 meeting.

Motion to accept Shon's report: Perry Adams, seconded by Keith Solomon. All in favour. Carried.

(3) - "Emergency Exit Only" signage on two doors exiting to outside, in pool area.

Joe Piercey will look into this matter as well as a permanent sign saying **"No Visitors Beyond This Point, Without a Resident"** to be posted in specific areas.

(4) - Constitution, By-Laws - Updates (Sue Anderson, Shon Sorensen)

A special thank you to John Hurst, who was on last year's board and committee, for his assistance in the editing of this document, as well as Jim Taylor for his considerable guidance and assistance. Sue Anderson and Shon Sorensen were thanked by the Board for all their hard work in the organization and completion of these documents.

(5)- Residents' Rights and Responsibilities - Update (Sue Anderson & Shon Sorensen)

This document is about half way completed. The reservation/kitchen committee have a new/updated document which will be included in this document. Shon Sorensen suggested that all committees be included. This topic will be brought forward and there will be a further discussion at the next board meeting.

(6)- Privacy issue of names, addresses and telephone numbers of residents available on the internet (Sue Anderson)

Sue Anderson addressed this item in **(2)** above and Perry Adams will pursue further, with a report available at the next board meeting.

(7)- Issue of garbage pickup trucks exceeding speed limit (Mike Hatch)

After a brief discussion with all board members it was agreed that no further action is required.

(8)- Issue of placing additional speed limit signs in Pine Meadows (Mike Hatch)

After a brief discussion with all board members, it was agreed that no further action is required.

(9)- Additional table tennis purchase review (Sue Anderson)

No one is playing right now, so no additional table is necessary at this time. Sue Anderson will monitor this situation with Clyde Henry, and report back to the board when further action is required.

(10)- Flags for Grand Hall stage: Canada and Ontario

Sue Anderson went through the storage room and **no** flags were found. Many Pine Meadows residents have requested the return/replacement of these flags. With the Board's permission, an Ontario and Canada flag will be purchased. John McKenna reported that Terry Filce has found a source where he can purchase both flags for \$50. Shon Sorensen made the motion that \$50 be provided to Terry to purchase both an Ontario and Canada flag for The Grand Hall. Seconded by Ken Busch. All in favour. Carried.

(11)- Anonymous letter collection file

As this is very personal for each individual who has received one of these letters, the Board understands their reluctance to share the content, and agreed that no further action is to be taken.

(12)- Hydro Power outages (Mike Hatch)

Mike Hatch believes that Ontario Hydro needs to be approached about this, as he feels that some of the transformers are old and are dropping their loads. A portable meter can be placed at a certain spot to measure frequency and voltage to verify this. Mike will pursue this matter and report back to us at the next board meeting.

(13)- Treasurer's report – (John Campbell and Sue Anderson to look at membership list)

Deferred to next meeting.

(14)- Peter and Ilse Snaith's bench (John Campbell and Shon Sorensen)

Shon Sorensen advised that John Campbell had discussed with Don Vallery, about a bench in the memory of the Saniths, and it was suggested that the bench should be placed in a permanent location. This topic will be brought forward to the next board meeting.

10. CORRESPONDENCE: None.

11. NEW BUSINESS:

(a) Hearing Enhancement for the Grand Hall (Keith Solomon)

Keith Solomon presented a report regarding this topic and as a follow up to a meeting with a hearing specialist who came to Pine Meadows in September and met with Keith Solomon and Perry Adams. Keith's report outlines attributes to this addition to the Grand Hall and the simplicity of such a system. The minimal cost of approximately \$500 would be a huge asset to hearing impaired residents, who have modern hearing aids. They will be able to hear the microphones clearly. Keith will obtain firm numbers, and present these costs and other pertinent information to the board at the next meeting.

(b) Keys (Possession of Master Keys and Storage and/or Maintenance Rooms)

Mike Hatch, Building Facilitator will make a list of those residents who currently have keys, and those who should have keys and give the list to Sue Anderson who will follow up and report at the next meeting of the board. Mike will hand in any keys in his possession that do not fit any locks.

(c) Dreier Commemorative plaque

The Dreier family has requested that the commemorative plaque that they donated in memory of Mr Dreier be removed from the old sound system cabinet and be placed on the new cabinet. Motion to go forward with this exchange: Ken Busch, seconded by Mike Hatch. All in favour. Carried.

Ken Busch will find an appropriate home for the previous sound system cabinet.

(d) MCRC Report (Joe Piercey)

Joe Piercey presented an MCRC report which is attached. Motion to accept report: Joe Piercey, Shon Sorensen, seconded. All in favour. Carried.

12. DATE OF NEXT BOARD MEETING:

The next Board Meeting will be held on - Wednesday, December 20, 2017 at 1:15 p.m. This meeting will follow the Koffee Klatch meeting at which the Board will supply Christmas desserts and goodies.

13. MOTION TO ADJOURN: Perry Adams motioned for adjournment of the meeting at 4:45 pm, Keith Solomon seconded. All in favour. Carried.