

PINE MEADOWS HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 18, 2018 AT 1:15

IN THE COMMUNITY CENTRE BOARD ROOM

1. CALL TO ORDER: The meeting was called to order by the President, John McKenna at 1:35 after a brief discussion with Don Vallery, Jayne MacKenzie and Jesse Vallery.

The purpose of this pre-meeting visit was to discuss the recent ice/snow/sleet storm of the week end of April 14th and 15th. There were many phone calls whereby residents expressed their concerns regarding the clearing of the snow during this storm. The board was assured that the maintenance staff responded to the best of their abilities, considering the nature of the storm. For those who had medical appointments and/or meetings, their driveways were cleared as quickly and efficiently as possible.

The normal cleanup was not possible nor was it cost effective to try to clear **ALL** driveways. Plus there was a concern of damage to driveways while clearing away the many layers of ice, snow and sleet, so the decision was made to do what HAD to be done, and be on the ready when the weather improved and the snow softened enough to clear it from the remainder of the driveways without any damage.

The streets were cleared and maintained well, the driveways were cleared when the weather allowed, and the situation was resolved. The board was satisfied by the rationale of the difficulty to clean the driveways, the explanations expressed and the effort put forward.

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

BOARD MEMBERS REGRETS: There were no regrets.

GUESTS: There were no guests.

3. ESTABLISHMENT OF QUORUM: The minimum requirement of 50% + 1 = 6 was fulfilled.

4. CONFLICT OF INTEREST DISCLOSURE: There was no conflict of interest.

5. ADDITIONS/CHANGES TO AGENDA. It was noted that the Netflash telephone commencing with **#226** does not go directly to the 911 call centre. Clarification is required. Joe Piercey will follow up with this discussion and will report his findings at the next meeting.

6. APPROVAL OF AGENDA: – April 18, 2018. The typo of the date of the December meeting was rectified (the 20th not the 15th). The correction was made and John Campbell made the motion to accept the agenda of April 18 and Keith Solomon, seconded. All in favour - motion carried.

7. APPROVAL OF BOARD MEETING MINUTES OF: – December 20, 2017 Joe Piercey motioned for acceptance and Shon Sorensen seconded. All in favour – motion carried.

8. BUSINESS ARISING FROM THE BOARD MINUTES OF: - December 20, 2017

(A) - UPDATE ON PINE MEADOWS WEBSITE - Perry Adams attended a meeting with the website committee during which Gary Helmer provided additional information concerning the setup, etc. It was discussed that a **team** be set up to make any necessary changes to the website which may include redesigning the website as a whole...Perry will re-connect with Gary in the next few weeks and will have more information by the next board meeting.

The **team** approach is a good idea. Perry will reach out to the Pine Meadows community to see if there are residents who would like to be on the website committee. An announcement at Koffee Klatch could be made to determine if there are any interested parties. Shon Sorensen has offered to assist Perry with this endeavour. Any modifications to the website need to be addressed and brought forward to the website **team**. Further discussions will follow at the next board meeting.

Questions concerning cancelling Channel 5 and/or 4 were addressed. Sue Anderson expressed her concerns about cancelling channel 4, as some of our residents are not computer savvy and will not be able to access YouTube. At the moment, channel 4 is being phased out. Channel 5 runs a slide show, displays posters and activities, times and dates, etc repetitively. The same slide presentation is available on the website. Perry Adams will look further into this situation, and consult with Gary Helmer about the complexities/possibilities of keeping both channels. A **team** will be organized (consisting of Joe Piercey, Shon Sorensen, and Perry Adams - with Perry Adams being in charge) to approach this matter and report back to us at the next board meeting.

(B) - UPDATE ON PINE MEADOWS RESIDENTS' CONTACT NETWORK (SHON SORENSEN)

Shon Sorensen presented his Vice President's report which summarized the latest recommendations/decisions regarding the Pine Meadows Resident's Contact Network. There have been positive discussions. The network is up and running and this past week end the system was put to use – and it worked. A report has been prepared and will be distributed to residents after the board meeting. The marshals will get together to debrief and Shon will discuss any new information with rest of the team members and will advise the board members of those discussions at the next board meeting.

(C) - FURTHER DISCUSSION ON SIGNAGE ON BILLIARD ROOM DOOR SAYING “NO VISITORS BEYOND THIS POINT WITHOUT A RESIDENT”. (JOE PIERCEY) This matter was deferred to the next board meeting so that Joe can have further discussions with Jayne MacKenzie.

(D) - CIRCULATION OF LETTER IN THE SUMMER TO RESIDENTS RE: POOL AREA DOORS TO THE OUTSIDE TO REMAIN CLOSED AT ALL TIMES. (JOE PIERCEY) This matter was deferred to the next board meeting so that Joe can follow up with Jayne Mackenzie on this item.

(E) - FURTHER DISCUSSION RE: PLACING A LOCK ON THE LARGER REFRIGERATOR DOOR IN THE GRAND HALL KITCHEN. That problem has been resolved. No food is to be left over night - food in - food out. No further discussion required.

(F) - RESIDENTS’ RIGHTS AND RESPONSIBILITIES UPDATE – HOW TO HANDLE THE NEXT STEP(S) IN THE REVIEW PROCESS. (SUE ANDERSON, PERRY ADAMS, & SHON SORENSEN)

Suggested revisions have been completed and sent by email to all board members. Sue Anderson announced that there are a few changes to the update. (Sue will check and make a few more tweaks). The board members not on the committee will review the update and respond with suggestions. A separate board meeting will be arranged to discuss the revisions.

Keith Solomon has offered, if required, to help with ‘line’ formatting the document. This ‘line’ formatting will assist in identification of revisions (i.e. Page 1, Line 2, 3 and 4). The approved PMHA version is to be forwarded to PMRC. There will be further discussion of the update at the next board meeting.

(G) - PURCHASE OF FLAG POLES AND BASES FOR THE GRAND HALL. (JOHN CAMPBELL)

John Campbell will check with Don Vallery re the purchase of above. He will also check with the legion for supply and pricing and will provide more information at the next board meeting.

(H) - HYDRO POWER OUTAGES. (MIKE HATCH)

Mike had a meeting with Don Vallery. His report is attached.

(I) - UPDATE ON BENCH IN MEMORY OF PETER AND ILSE SNAITH. (JOHN CAMPBELL)

There are two benches in consideration.

1 - For \$997 + shipping and taxes. This bench never needs maintenance. No rusting. Cast aluminium frames.

2 – For \$697 + shipping and taxes. This bench will require maintenance.

John will advise at next meeting the bench that was chosen. The location is yet to be determined, but it is hoped that this will be finalized during the upcoming summer.

(J) - UPDATE ON KEYS (WHO IS IN POSSESSION OF KEYS AND WHO SHOULD BE IN POSSESSION OF KEYS). (MIKE HATCH)

It should be established that when a coordinator/committee member finishes his/her position, they hand in their keys to the person who is taking their place. Since this does not seem to have been done in the past, Mike will ask Jayne MacKenzie if a master key can be cut. This matter will be re-addressed at the next board meeting.

(K) – UPDATE ON EXERCISE ROOM SANITATION “FIX” AND WEIGHT MACHINE REPAIR. (SUE ANDERSON) Sue Anderson has taken care of these matters as follows: Randy Cook is to be authorized to supply cleanser. The rules concerning sanitation of the equipment are posted in the exercise room. Mike Hatch advised that Jayne MacKenzie will have the cleaning staff clean around the exercise equipment. Further discussion will follow at the next board meeting.

(L) – REVIEW BY BOARD MEMBERS OF PMRC RECREATION AND SHOP REPORT. (JOHN CAMPBELL) John Campbell will email the report to all board members and ask for comments by a certain date. Board input is requested and therefore this item is being deferred to the next meeting.

(M) – UPDATE ON “DO NOT DISTURB” SIGNAGE (FOR CERTAIN EVENTS) FOR GRAND HALL ENTRANCE. (SUE ANDERSON) Sue Anderson reported that this request is working out very well. No further discussion is required.

(N) – UPDATE OF PMHA INVESTMENTS. (JOHN CAMPBELL)

John Campbell presented his investment report. Perry Adams made the motion to accept this report and Mike Hatch seconded. All in favour – motion carried.

(O) – UPDATE ON GRAND HALL RESERVATIONS. (SHON SORENSON)

Shon Sorensen presented his report (attached) which addresses this item. Further to Shon's report it was noted that the reservation form has been revised. Many of the concerns of and for the Reservation and Kitchen committee (RKC) are listed in the Residents' Rights and Responsibilities Update.

A 6-month schedule for kitchen reservations will be completed and posted on the bulletin board outside the Grand Hall.

(P) – UPDATE ON HEARING ENHANCEMENT PROGRAM FOR THE GRAND HALL. (KEITH SOLOMON) Keith Solomon's hearing enhancement program report was included in the April Pine Line for all residents to read. Approval from the board was given to purchase this 'loop' and was presented to Don Vallery. The cost will slightly exceed \$1,000. There was an offer from the sponsorship group to fund the program. Three people who are responsible for funds will commit to this purchase. They are Linda Webster, Paul Lingen and Gary Helmer. Keith will present updates at the next board meeting.

(Q) - UPDATE ON ONTARIO HEALTH PROTECTION AND PROMOTION ACT, R.R.O. 1990, REGULATION 562, FOOD PREMISES AND POSTERS ON HEALTH PROMOTION IN THE KITCHEN.

(KEITH SOLOMON) This act governs the use of the kitchen and the health conditions required. This act is due to expire on the 30th of June, 2018. Keith will place up-to-date posters and other information in the kitchen. At this time, the kitchen is in compliance with the above Act, i.e. how to wash hands, how to use sinks, etc. Further discussion is required at the next board meeting.

(R) - MCRC REPORT. (JOE PIERCEY) Joe presented his report to the board. In summary, the report shows a favourable position (before the ice storm this past week end). Summer crews are in the process of being hired. The minimum wage is in effect. The committee will be have a better idea of the forecast by mid-summer.

The RBC is in need of major rebuild. There is a holdback for now with a possible start in the fall but probably spring. Ken Busch made the motion to accept Joe's report. John Campbell seconded. All in favour – motion carried.

The treadmill in the exercise room is in need of repairs or replacement. Joe will secure estimates on a replacement but first will make sure that it actually needs to be replaced or would re-conditioning be okay. However, it was agreed that both treadmills need to be cleaned – in particular the handles. Joe will get back to us at the board meeting in May.

(S) - UPGRADE TO WASHROOMS IN COMMUNITY CENTRE. (JOE PIERCEY) Joe will ask Don Vallery if the toilets need to be changed/modified to assist community's usage. It was agreed that there should be mats on the floor outside the shower areas. Further discussions are required at the next meeting.

9. CORRESPONDENCE: There was no correspondence.

10. NEW BUSINESS:

(A) - ESTABLISH WRITTEN PROCEDURES REGARDING FLAG LOWERING (DUE TO TRAGIC ACCIDENT IN SASKATCHEWAN). (BOARD) Deferred to next meeting.

(B) - KOFFEE KLATCH SURVEY OF MEMBERS – RATIONALE? (SUE ANDERSON)

Attempts have been made to get as many people out as possible to the Koffee Klatch get together. A survey was distributed to all residents which basically requested feedback on the current nature of the speakers/format of Koffee Klatch and requesting suggestions for any changes/recommendations. Any changes will be recommended to the board. Therefore, further discussion is required at the next board meeting.

(C) - RESERVATION AND KITCHEN COMMITTEE (NEW) – REVISED COMMITTEE AND NEW CHECKLIST. Shon Sorensen, John Campbell and Sue Anderson will advise the board of any

changes/recommendations at the next board meeting. It was suggested that there was a need for written reports and approval of those reports. This will be addressed as a “New Agenda” item at the next board meeting.

(D) - NETFLASH – SLOW RESPONSE TO SERVICE REQUEST. ACTION AS A COMMUNITY REQUIRED? (SHON SORENSEN) Shon Sorensen presented his problems with ‘slow service’ response from Netflash. This item is being deferred to the next board meeting so that an assessment can be compiled to see if there are any other residents who have problems. Residents will be requested to document any problems they may have in relation to this matter. Joe Piercey will arrange a meeting with Netflash to discuss this situation and we will discuss this at the next board meeting.

(E) BATTERY FOR ADF MACHINE REPLACED FOR 3 YRS – MIKE HATCH. New list for contact placed on machine

(F) SOUND SYSTEM FOR POOL. (SUE ANDERSON). Sue reported that the new system is working really well and no further discussion is required.

11. - DATE OF NEXT BOARD MEETING:

The next Board Meeting will be held on – Wednesday, May 16, 2018 at 1:15 p.m.

12 - MOTION TO ADJOURN: Motion to adjourn was requested by John Campbell and seconded by Sue Anderson. All in favour – motion carried.