

**PINE MEADOWS HOMEOWNERS ASSOCIATION
FOR BOARD OF DIRECTORS MEETING
WEDNESDAY, AUGUST 15, 2018**

1. **CALL TO ORDER**: Shon Sorensen, who was asked by John McKenna to fill in for him in his absence, called the meeting to order at 1:15 p.m.

2. **BOARD MEMBERS PRESENT**: Susan Langille, Mike Hatch, Ken Busch, Joe Piercey, Shon Sorsensen, Perry Adams, John Campbell and Sue Anderson.

REGRETS: Keith Solomon and John McKenna.

GUESTS: Nicole Bernou, 56 Pine Ridge Road.

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

4. **CONFLICT OF INTEREST DISCLOSURE**: No conflict of interest.

5. **ADDITIONS/CHANGES TO AGENDA**: Liability insurance coverage for our driveways.

6. **APPROVAL OF AGENDA**: – **AUGUST 15, 2018**. Motion to approve agenda: Joe Piercey, seconded by Ken Busch. All in favour – carried.

7. **APPROVAL OF BOARD MEETING MINUTES OF: – JULY 18, 2018**: Motion to approve minutes: Ken Busch, seconded by Perry Adams. All in favour – carried.

8. **BUSINESS ARISING FROM THE BOARD MEETING MINUTES OF: - JULY 18, 2018**

(A) – **UPDATE ON PINE MEADOWS WEBSITE. (PERRY ADAMS)**: Tabled.

(B) – **RESIDENTS' RIGHTS AND RESPONSIBILITIES – UPDATE ON PROGRESS (SUE ANDERSON, PERRY ADAMS, & SHON SORENSEN)**: Once the cover letter that accompanied the update, (which has a signature line for Don Vallery) is returned, the entire document will be ready for printing. The Board would like to have printing and distribution completed by the end of August.

The printing has been completed. Shon presented 2 copies at the meeting for our perusal. The letter requiring Don Vallery's signature still hasn't been signed, but Don, (who is on vacation) gave the go ahead for printing. 225 copies were printed – extra copies for insertion in the Welcome Committee's binders. As soon as the letter gets signed off, the update will be distributed.

(C) – **UPDATE ON EXERCISE ROOM SANITATION "FIX" AND WEIGHT MACHINE REPAIR. (JOE PIERCEY)**: Tabled

(a) Further discussion of replacement of all rollers on the exercise equipment, which Jayne MacKenzie has requested pricing for from Legge Fitness Store.

(b) The motion activated light in pool hallway will probably not be installed, but instead Jayn MacKenzie is considering installing illuminated light switches.

(D) – UPDATE ON HEARING ENCHANCEMENT PROGRAM FOR THE GRAND HALL. (KEITH SOLOMON): Shon Sorensen presented a report from Keith Solomon. Report attached.

(E) – REPORT ON REPLACEMENT OF SHOWER STALL DIVIDERS FOR BOTH MEN’S AND WOMEN’S WASHROOMS IN COMMUNITY CENTRE. (JOE PIERCEY): Tabled.

Jayne MacKenzie is sourcing pricing to have this completed. If it is an expensive fix, it may have to be put over until next year. Jayne will continue to monitor our community expenses to determine if this task can be completed within budget.

(F) – NETFLASH NEW CONTRACT. (JOE PIERCEY): Tabled. However, Shon has a concern with the interaction between Netflash and NetFlix. Joe will clarify this situation and other concerns about Netflash, and report back at the next meeting.

(G) – EXPENSE REPORT (MCRC REPORT) FOR JUNE 2018. (JOE PIERCEY): The question was asked at the July meeting as to why we are paying for new trees for some residents, with the understanding that the trees were being provided free. John Campbell will pursue this matter with Joe Piercey. Joe confirmed that this is an expense of all residents.

Tabled – This item has been tabled, but as a point of interest, Joe presented the following statements. The MCRC report is not available for this meeting, as the monthly report coming from PMRC has not been received. When the report is completed, it will go directly to dropbox.

A member of the MCRC has resigned and because of members’ positions expiring at the end of this year, MCRC will be down to four members as of 2019. **Question:** Can the MCRC receive assistance from the PMHA board for possible nominees? The suggestion was made to bring this up at the AGM.

It was also suggested that a request for new members for MCRC be mentioned in the September Pine Line.

(H) – TREASURER’S REPORT. (JOHN CAMPBELL): John Campbell talked about the income statement. Membership has increased this year.

Expenditures: Hearing loop system. PMHA’s portion was \$515.84. The balance was paid by the sponsorship group and Don Vallery.

Activities’ expenses by committees have been allotted for.

Elections committee paid \$1,800+ for the use of the Grand Hall for the Provincial election. Since there was no record of a precedent available as to what the distribution should be, it was decided that the split would be 50/50 PMHA and PMRC. John Campbell made the motion to accept the Treasurer’s Report. Joe Piercey, seconded. All in favour – carried.

(I) – COMMITTEE TO COMMENCE SEARCH FOR NEW/REPLACEMENT BOARD MEMBERS. (ALL)

A search committee has been established as follows: Sue Anderson and Perry Adams. The names and nominations were presented at the July meeting (as follows), to be followed up at the August 15 meeting.

2018-2019 Names for PMHA Board Nominations

PMHA Bd Position	2017-18	2018-2019	Reassignment	New Candidates
President	John McKenna	<i>Open</i>	<i>Keith Solomon</i>	
Vice President	Shon Sorensen	<i>Open</i>	<i>Joe Piercey</i>	
Secretary	Susan Langille	Susan Langille	Susan Langille	
Treasurer	John Campbell	John Campbell	John Campbell	
Activities	Sue Anderson	Open	Nicole Bernou	
Buildings/Facilities	Mike Hatch	Mike Hatch	Mike Hatch	
Communications	Perry Adams	Perry Adams	Perry Adams	
MCRC	Joe Piercey	<i>Open</i>	<i>TBA</i>	<i>Joyce Giddings?</i> <i>Avon Giddings?</i>
Government	Keith Solomon	<i>Open</i>	<i>Ken Chapman</i>	
Member at Large	Ken Busch	<i>Open</i>	<i>David Ellis</i>	

(J) – Check List for PMHA Annual General Meeting September 18th 2018 10am. - (ALL)

ITEMS	ACTIONS
PMHA Annual General Meeting Letter/Agenda Print and distribute via internal mail Date required: As soon as possible.	Letter to go with minutes to be prepared by Susan & Shon
Previous AGM Minutes Wednesday September 20, 2017 Print and distribute via internal mail	Locate and print out one for each household (200 copies) - Susan & Shon – R&R for printing

Date required	
The general PMHA membership to be advised of the AGM Date, Time and Location via: a) Pine Line Notice (August Issue) b) Pine Meadows Notice on Website, c) Bulletin Board Postings in the Grand Hall Date required	Missed August Pine Line. Perry has notice for website and postings on Bulletin boards & internal mail slots.
The general PMHA membership to be advised of vacant PMHA Board Positions and the Nomination process via a) Pine Line Notice (August Issue) b) Pine Meadows Notice on Website, c) Bulletin Board Postings in the Grand Hall, Date required	As above
Initiate PMHA Board Nomination Process Identify vacant PMHA Board Positions Nomination Closing Date Nomination Documents a) Review List of Candidates b) Nomination Papers c) PMHA Board Positions 2018-2019 d) Slate of Candidates Date Required	Nominations close August 22nd
Set Up Grand Hall for AGM Podium, Floor Chairs and Sign-In Tables Stage Chairs and Tables AV system, Portable Microphones, Floor Microphones Date Required	John Campbell, Mike Hatch, Keith (supervision) Ken Busch, Joe Piercey, Ken Chalmers, Ken Lindsay, Paul Lingen and Shon (AV system). Tuesday, Sept 18, 2 pm. Susan to book hall for Tuesday & AGM Wed
Sign-In Tables Number, Location Signage (House Numbers, Memberships). Memberships can be paid at the AGM. John Campbell is available for receiving membership fees. Attendance, Quorum (at 10 Susan Langille has to have quorum # 25%) Date Required	4 tables - 2 at each table. Mary Drew, Susan Langille, Perry Adams, Ken Busch, Sue Anderson, Keith Solomon, Margaret & Ken Chapman, Joe Piercey, John Campbell. (helping) Establish quorum

Refreshments Coffee/tea/timbis/cookies Cream, milk, sugar Date required	Julia & Perry Adams in charge of picking up refreshments. Board to supply coffee, milk and sugar. Judy Busch, Sylvie Wesley & Julia Adams to be asked to make coffee & tea John Campbell to check amount of money required. September 19, 2018
PMHA Annual General Meeting Agenda Call to order/Opening Remarks Verification of Quorum Approval Agenda Approval of Previous AGM minutes Business arising from Previous AGM Minutes Report from the President Report from the Treasurer Presentation of 2018-2019 Budget Appointment of Auditor 2018-2019 Reports of PMHA Standing Committees Maintenance Cost Review Committee Reservation & Kitchen Committee Motion from the Board (Review of Constitution, By Laws) Motion from the Residents Community Issues Board of Directors for 2018-2019 Announcements from the Floor – Date of next Annual General Meeting: September 18, 2019 at a.m. Motion to Adjourn	John McKenna and Shon Susan Written Reports: John Mc - John Campbell - John Campbell - John Campbell MCRC (Joe Piercey) RKC (Ann Hurst).

(K) – CORRESPONDENCE: Letter to the PMHA Committee from Ken Chapman, #91 White Bark Way concerning traffic noise. (This will be discussed under New Business).

10. – NEW BUSINESS:

- Don Vallery is to be advised by John Campbell of the positioning of new Snaith memorial bench. John Campbell will have a plate made up with the names of Ilse and Peter Snaith in a week or so. No further discussion required.
- Watering of annuals on islands on Bristlecone, Meadow Lane and Lace Bark Lane & White Bark Way. This situation has been resolved, with a watering tank doing watering. No further discussion required.

- **Care of flower gardens around the street signs and random flower beds as well as the height of some of these flowers.** Problems have rectified - No further discussion required.
- **Comments to PMHA Committee from Ken Chapman, #91 White Bark Way, concerning traffic noise.** (Copy attached). The board discussed this matter and it was agreed that it be tabled until the next board meeting, i.e. September 19th, at 1:15 p.m.
- **Pool problems:** The pool has been closed for several days because of a breakdown in the system that emits the proper chemicals into the water. The part is on order and the pool will be re-opened when the part is installed and the water returns to the health regulatory requirements.
- **Overall malcontent with the care that has been given to our community.** This matter was discussed at length and it is being brought forward to the next regular meeting. Jayne is liaison for all such matters and will be advised on her return from vacation.
- **Who is liable when someone is injured on our driveways?** After much discussion and checking of the Lease Agreement, it was confirmed that each resident is liable for any injuries that occur. Our homeowner's insurance should cover this issue, but if in doubt, we should each check with our insurance company/broker.

11. – DATE OF NEXT BOARD MEETING – There will be an emergency board meeting on Tuesday, September 4th at 1:30. The AGM will be held on – Wednesday, September 19th, 2018 at 10:00 a.m. The next regular PMHA board meeting will be: Wednesday, September 19th, at 1:15 p.m. with the new board members attending.

12. – MOTION TO ADJOURN: John Campbell made the motion to adjourn, seconded by Ken Busch. All in favour – carried.