

PINE MEADOWS HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

WEDNESDAY, JULY 18, 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 1:20 p.m.

2. **BOARD MEMBERS PRESENT**: John Campbell, Perry Adams, Sue Anderson, Mike Hatch, Shon Sorensen, Keith Solomon and Sue Langille.

REGRETS: Ken Busch and Joe Piercey. (Because Joe is unable to attend this meeting he has forwarded, via Dropbox, his reports for the various topics, including the MCRC monthly report.)

GUESTS: Ken Chapman.

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

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

5. **ADDITIONS/CHANGES TO AGENDA**: Shon Sorensen prepared handouts for each board member (copies of: June 20th Board Meeting; July 18th Agenda; Notice - PMHA 2018/2019 Board Elections sample notice for Pine Line, website, posters in Recreation Centre and Channel 5; Nomination Form for 2018/2019; the Emergency Contact Network Report; and Agenda Items for July 2018 Board Meeting).

6. **APPROVAL OF AGENDA**: – JULY 18, 2018. Motion to approve agenda: John Campbell, seconded by Keith Solomon. All in favour – carried.

7. **APPROVAL OF BOARD MEETING MINUTES OF**: – JUNE 20, 2018: Shon Sorensen suggested a change to Item N (Treasurer's Report) of the previous June 20th minutes.

In part, it originally stated "Photocopying costs have increased because of the printing required to publish the updated Residents' Rights and Responsibilities which was a huge endeavour."

Since the Rights and Responsibilities documents have yet to be printed, it should read: "Photocopying costs have increased because of the printing required to publish the updated

PMHA 2017 Constitution (6 pages)

PMHA 2017 Bylaws (7 pages)

PMHA 2017 Bylaws Attachment A (1 page)

PMHA 2017 Policy Number One (1 page)

PMHA 2017 Policy Number Two (1 page)

PMHA 2017 Policy Number Three (1 page)

PMHA Residents' Contact Network (14 pages)

Total 31pages X 220 = 6820 copies

John Campbell suggested doubled sided copying be used in the future to reduce costs.

Motion to approve minutes: Keith Solomon, seconded by Sue Anderson. All in favour – carried.

8. BUSINESS ARISING FROM THE BOARD MEETING MINUTES OF: - JUNE 20, 2018

(A) – UPDATE ON PINE MEADOWS WEBSITE. (PERRY ADAMS): Perry Adams and Gary Helmer had a meeting to go over significant updates to the website. They also plan to discuss what has been purchased, what needs to be purchased, passwords, etc. Perry would like to look into updating the software and contacting the host company.

The website needs to be scaled down by removing some sections that are out of date, not maintained adequately and/or not useful. Perry has spoken to Gayla Mehling about downloading some of her many pictures onto the website, to accompany some of the events that have taken place.

Peter Manning has expressed interest in helping with the website.

Perry would like a comment added to the Welcome Committee binder asking that if any new resident would like to become involved in maintaining the website, to contact him.

(B) – UPDATE ON PINE MEADOWS RESIDENTS' CONTACT NETWORK. (SHON SORENSEN): Follow up to meeting of Coordinator and Marshals on June 28th. Shon's report is attached which was reviewed with the board. In summary - **First Level**: we need a marshal to replace Adrienne Green. Linda Webster and Sue Anderson should be added to the **Second Level** (email distribution).

Shon requested that since Mike Hatch is still keeping a lookout for Walkie-Talkies at Groves Hospital New to You Store that an amount of \$100 be added to the 2018-2019 budget to cover those purchases. Instead John Campbell as Treasurer would like to have each Director present a budget for projected purchases such as these for the 2018-2019 budget. In this case, the Vice President to request an additional \$100.00 to his/her budget.

(C) – FURTHER DISCUSSION ON SIGNAGE ON BILLIARD ROOM DOOR SAYING "NO VISITORS BEYOND THIS POINT WITHOUT A RESIDENT". (JOE PIERCEY): Jayne MacKenzie is having this sign made up and will install it as soon as it is ready. No further discussion required at this time.

(D) – RESIDENTS' RIGHTS AND RESPONSIBILITIES – HOW TO HANDLE THE NEXT STEP(S) IN THE REVIEW PROCESS. (SUE ANDERSON, PERRY ADAMS, & SHON SORENSEN): Shon circulated a copy of the revised document that Jayne MacKenzie of PMRC has received for review. There are no major comments coming back, no deletions or additions, no content changes. 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.

(E) – UPDATE ON EXERCISE ROOM SANITATION “FIX” AND WEIGHT MACHINE REPAIR. (JOE PIERCEY):

(a) All rollers on the exercise equipment are to be replaced. Jayne MacKenzie has requested pricing from Legge Fitness Store and will advise. This will be followed up at the August meeting.

(b) Motion activated light in pool hallway. Jayne MacKenzie will probably not have a motion activated light installed but will instead install illuminated light switches. This will be followed up at the August meeting.

(F) – UPDATE ON HEARING ENCHANCEMENT PROGRAM FOR THE GRAND HALL. (KEITH SOLOMON):

The equipment was installed with the assistance of Joe Piercey, Ken Chalmers and Shon Sorensen and will be available for use soon. Once it meets the interconnect requirements of the Grand Hall Sound System, it will be permanently connected. A notice will be posted announcing that the loop is installed and operational. The loop was cheaper than expected because there was no HST because it is considered to be medical equipment.

(G) – TREADMILL REPLACEMENT/REPAIR. (JOE PIERCEY):

Jayne MacKenzie is working with Kathy Munro to determine an agreeable time to make this switch. No further discussion is required.

(H) – REPORT ON UPGRADE TO WASHROOMS IN COMMUNITY CENTRE. (JOE PIERCEY):

All the upgrades have been completed except the replacement of the shower stall dividers for both men's and women's washrooms. 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. She will continue to monitor our community expenses to determine if this task can be completed within budget. Further discussion at the August meeting is required.

(I) – NETFLASH SERVICE. (JOE PIERCEY):

Jayne MacKenzie has been in contact with Netflash and relayed our concerns over the level of service experienced by residents last winter. Netflash have reacted more quickly since her discussion with them. She also reported that PMRC is currently working on a renewal contract with Netflash. When the new contract has been agreed upon, she will be able to update us on the contracted service levels we should expect.

It was suggested that Joe contact Jayne MacKenzie to request that the Board be presented with the new contract before it is signed. Residents need clarification as to what should be expected in terms of service, especially the TV portion of the Netflash system. Also, is there going to be a price increase?

Wightman is coming to the Belwood area. Question: Is Wightman a viable alternative to Netflash? The board strongly recommends that Andrew, from Netflash, meet with the board to discuss some of these scenarios. Perry Adams will follow up with Joe Piercey concerning the above matters.

(J) – EXPENSE REPORT (MCRC REPORT) FOR JUNE 2018. (JOE PIERCEY): The MCRC report is attached. Question: Why are we paying for new trees for some residents, with the understanding that the trees were being provided free. John Campbell will ask Joe Piercey for clarification.

Sue Anderson made the motion that the MCRC report with the exception of clarification of disposition of trees be accepted, seconded by Mike Hatch. All in favour – carried.

(K) – TREASURER’S REPORT. (JOHN CAMPBELL): The Treasurer’s report is available for viewing on Dropbox but also, a copy is attached.

The bottom line is that the PMHA is financially doing well. We are sitting at \$7,537 in the bank. There are many reasons for that position which are outlined in the Treasurer’s Report. Motion to accept the Treasurer’s Report was made by John Campbell and seconded by Perry Adams. All in favour – carried.

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

A search committee has been established as follows: Sue Anderson will approach Linda Bell, Nicole Bernou, and Joanne and Reg Black while Perry Adams will contact Ted Muehlbacher and Dave Ellis. Ted has already expressed an interest in being a member – position to be determined.

2018-2019 Names for PMHA Board Nominations

PMHA Bd Position	2017-18	2018-2019	Reassignment	New Candidates
President	John McKenna	Open	Keith Solomon	
Vice President	Shon Sorensen	Open	Joe Piercey	VP or MCRC?
Secretary	Susan Langille	Susan Langille	Susan Langille	
Treasurer	John Campbell	John Campbell	John Campbell	
Activities	Sue Anderson	Open	TBA	Nicole Bernou? Linda Bell? JoAnne Black?
Buildings/Facilities	Mike Hatch	Mike Hatch	Mike Hatch	
Communications	Perry Adams	Perry Adams	Perry Adams	
MCRC	Joe Piercey	Joe Piercey	TBA	VP or MCRC?
Government	Keith Solomon	Keith Solomon	TBA	
Member at Large	Ken Busch	Open	David Ellis	
			Ken Chapman	
			Ted Muehlbacher	

(M) – 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	Letter to go with minutes to be prepared by Susan & Shon
Previous AGM Minutes Wednesday September 20, 2017 Print and distribute via internal mail Date required	Locate and print out one for each household (200 copies) - Susan & Shon – PMRC for printing
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	Perry and Susan to work on Pine Line newsletter and website and postings.
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 for supervision, Ken Busch, Joe Piercey, Ken Chalmers, Ken Lindsay, Paul Lingen and Shon for

	AV system. Required: Tuesday at 2 pm. Susan to book hall for Tuesday & AGM Wed
Sign-In Tables Number, Location Signage (House Numbers, Memberships) 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, 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
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) Motion from the Residents Community Issues Board of Directors for 2018-2019 Announcements from the Floor Date of next Annual General Meeting Motion to Adjourn	Susan and Shon Written Reports: Maintenance Cost Review Committee (Joe Piercey) Reservation & Kitchen Committee (Ann Hurst).

(N) – ZUMBA – NEW ACTIVITY (SUE ANDERSON): No further discussion required.

(O) – CARE OF FLOWER GARDENS AROUND THE STREET SIGNS AND RANDOM FLOWER BEDS AS WELL AS THE HEIGHT OF SOME OF THESE FLOWERS.

(ALL): Shon to contact Jayne MacKenzie regarding the height of some of these plants in front of street signs and the safety factor involved. It is the belief of the board that the flower gardens will be looked after as there is extra time for staff to concentrate on other areas of maintenance because of the heat and the fact that they will not be cutting grass, so their time will be used in 'garden maintenance' rather than 'lawn care maintenance'.

(P) – CORRESPONDENCE: Letter from Bristlecone Court resident (Sandra Solomon). See discussion under New Business.

10. – NEW BUSINESS:

- **Follow up of lawn damage not being repaired.** The board believes that this problem will be rectified in due course. There will be a follow up discussion at the August Board meeting. However, recent observations have noted these areas are now being watered.
- **Don Vallery is to be advised by John Campbell of the positioning of new Snaith memorial bench.** John Campbell will follow up with this item. He hasn't had a chance to discuss this matter with Don Vallery to date. Further discussion required at the August meeting.
- **Watering of annuals on islands on Bristlecone, Meadow Lane and Lace Bark Lane & White Bark Way.** There will be a follow up discussion at the August meeting.

11. – DATE OF NEXT BOARD MEETING: The next Board Meeting will be held on – Wednesday, August 15, 2018 at 1:15 p.m.

12. – MOTION TO ADJOURN: Sue Anderson made the motion to adjourn, Mike Hatch seconded. All in favour – carried.

President:
John McKenna

Secretary:
Susan Langille
