

**PINE MEADOWS HOMEOWNERS ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**WEDNESDAY, JUNE 20, 2018**

**1. CALL TO ORDER:** John McKenna, President called the meeting to order at 1:25 p.m.

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

**BOARD MEMBERS REGRETS:** Mike Hatch and Perry Adams were unable to attend.

**GUESTS:** No guests present.

**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:** The memory bench for Ilse and Peter Snaith is here and ready to be placed on site. This topic will be addressed later in the meeting.

**6. APPROVAL OF AGENDA: – JUNE 20, 2018.** Motion to approve was made by John Campbell and seconded by Keith Solomon. All in favour – carried.

**7. APPROVAL OF BOARD MEETING MINUTES OF: – MAY 16, 2018** Motion to approve was made by Shon Sorensen and seconded by Keith Solomon. All in favour – carried.

**8. BUSINESS ARISING FROM THE BOARD MINUTES OF: - MAY 16, 2018**

**(A) - UPDATE ON PINE MEADOWS WEBSITE. (PERRY ADAMS)** Perry Adams was unable to attend the meeting, however, some discussion took place. It was agreed that operation of the website as it is set up now is a very time consuming endeavour and updates and changes are required. Perry had agreed at the last meeting to set up a working group to administer the website. We will discuss this in further detail at the July meeting. As discussed in our May meeting, Perry felt it was necessary to set up a committee to look after the website so that one person does not have the arduous task of editing and organizing the website. We need volunteers to assist with this task.

Relative to that, Joe Piercey addressed the 'problem' of our shortage for volunteers for the various activities, such as security, volunteers to make coffee and to set up tables and chairs for Koffee Klatch (just a few examples). It was suggested, that a submission in the July Pine Line requesting the urgency for volunteers, especially for security, is a very important proponent for Pine Meadows. Without volunteers, security will be 'farmed out' to the expense of us all.

**(B) - UPDATE ON PINE MEADOWS RESIDENTS' CONTACT NETWORK. (SHON SORENSEN)** No meeting has taken place since the PMHA Board Meeting in May, therefore, there is nothing to report. However, a meeting is scheduled for the 28<sup>th</sup> of June between Marshals and coordinators. Results of that meeting will be discussed at the PMHA board meeting in July.

**(C) - FURTHER DISCUSSION ON SIGNAGE ON BILLIARD ROOM DOOR SAYING "NO VISITORS BEYOND THIS POINT WITHOUT A RESIDENT". (JOE PIERCEY)** Don Vallery has agreed to look into this and Joe advise the outcome at the July meeting.

**(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 situation has been resolved and followed through and no further discussion at this time, is required.

**(E) - RESIDENTS' RIGHTS AND RESPONSIBILITIES UPDATE – HOW TO HANDLE THE NEXT STEP(S) IN THE REVIEW PROCESS. (SUE ANDERSON, PERRY ADAMS, & SHON SORENSEN)** A A huge thank you to Keith Solomon for his assistance, suggestions and feedback. The Draft update is finally at the stage where it can be presented to the PMRC for their perusal and approval. A letter will be prepared to accompany the draft report, which will be forwarded to PMRC. The PMHA board agreed that a response from PMRC be requested by the end of July so residents can receive a copy of the update to peruse well before the AGM meeting in September. Shon Sorensen made the motion that we forward the 'draft' to PMRC and John Campbell seconded. All in favour – carried.

**(F) - PURCHASE OF FLAG POLES AND BASES FOR THE GRAND HALL. (JOHN CAMPBELL AND SUE ANDERSON)** John Campbell showed us the new flag poles, which we all agreed were very acceptable. John also informed us that he approached Al Sansford (woodworking) to manufacture a stand for the flag poles. Al made two 'flag pole stands' that the board unanimously accepted. John will look after the purchase of the flags in the next week or so to complete this project. The motion from John Campbell to pay Al \$50 for fabrication of the 'stands' for the flags was made and seconded by Joe Piercey. All in favour - carried.

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

- Cleaning of exercise equipment by cleaning staff. This action was arranged and no further action is required.
- All rollers on the exercise equipment will be replaced. This situation has not been totally resolved, so we will bring it forward for further discussion at the July meeting.
- Motion sensor activation light switch requested. This matter is in the works and requires further discussion at the July meeting.

- Mat or other means to correct the slippery floor in the pool/exercise room hallway. This matter has been resolved. No further discussion required.

**(H) – UPDATE ON HEARING ENCHANCEMENT PROGRAM FOR THE GRAND HALL. (KEITH SOLOMON)** All the equipment is here. A test run is going to be done Thurs evening (the 21<sup>st</sup>) at 7 pm. If everything works according to plan, then the system will be installed on Saturday morning. Ken Chalmers has offered to assist where required. The audio system will have to be connected to the loop. Therefore, the assistance of Paul Lingen, Rick Rock, Shon Sorensen or Avon Giddings will be required.

**(I) - TREADMILL REPLACEMENT/REPAIR (JOE PIERCEY)** The planned sale of the old treadmill at the June 2<sup>nd</sup> garage sale did not take place. Because the treadmill is a very heavy piece of equipment, it was not able to be moved from the exercise room and put up for sale in the garage sale as planned. Since it truly belongs to Don Vallery, we assume that it will be removed from the exercise room and Don will deal with the disposal of it.

Kathy Munroe will give us her treadmill after the old treadmill is dismantled and removed. This situation will be discussed further at the PMHA Board meeting in July.

**(J) - REPORT ON UPGRADE TO WASHROOMS IN COMMUNITY CENTRE. (JOE PIERCEY)**

- (1) Six - regular toilets will be changed from 16" high to 18" high. This has taken place. No further discussion required.

- (2) Three - wheelchair toilets will be changed to the regulation height. This has taken place. No further discussion required.

- (3) The sink and shower taps will be replaced in both men's and women's washrooms in the rec centre and by the pool. This has taken place. No further discussion required.

- (4) Replacement of shower stall dividers for both men's and women's washrooms. This has not been done. The dividers will be installed by PMRC, and we will bring forward to next meeting.

**(K) – PURCHASE OF LARGER FLAG FOR THE OUTDOOR FLAGPOLE IN FRONT OF THE COMMUNITY CENTRE (JOHN CAMPBELL).** A larger flag will be purchased and will be up and flying by Canada Day.

**(L) - NETFLASH – SLOW RESPONSE TO SERVICE REQUEST. ACTION AS A COMMUNITY REQUIRED? (JOE PIERCEY)** Further discussion will follow with Netflash and Jayne MacKenzie. The board believes that these conversations need to be documented so that analysis can take place and further action taken. The board also believes that there should be a written service contract between Pine Meadows and Netflash.

- **(a) 911 service, recently experienced by a resident:** The owner would not acknowledge that there is any difference between access to Netflash and 911, and Bell and 911. But, as per their service agreement with Pine Meadows, there is a 'call centre' that answers the 911 call and then passes the call on to 911. That is NOT the same as calling from a Bell or Rogers phone for 911 assistance. John McKenna feels that the board has a responsibility to its members regarding the 911 service.

Further conversations and investigations are required and will be brought forward at the July meeting.

- **(b)** The results of discussions with Don Vallery and Netflash concerning some of the problem areas with Netflash. There has been no response from Netflash as yet. Therefore, follow up at next meeting in July is required.

**(M) – EXPENSE REPORT FOR MAY 2018 (JOE PIERCEY) JC accepted Ken busch seconded.....carried.**

**(N) – TREASURER'S REPORT – (JOHN CAMPBELL)** John Campbell submitted his report with the following results: The Yoga classes have been very popular and have looked after all expenses. The defibulator was an extra expense and not accounted for in the budget. The estimated cost for the tennis table(s) (\$750) which were budgeted for were not required. There was \$300 set aside for darts, but no expenses were submitted, so therefore, no expenditure required.

Photocopying costs have increased because of the printing required to publish the Rights and Responsibilities Update which is a huge endeavour. The garage sale costs were in the plus side, because of the minimal expenses involved i.e. advertising etc. All proceeds from the garage sale at the Solomon's residence, in the amount of \$204 were set aside for the Groves Hospital Foundation Fund. Keith Solomon made the motion to accept the Treasurer's report. Sue Anderson seconded. All in favour - carried

**(N) - COMMITTEE TO COMMENCE SEARCH FOR NEW/REPLACEMENT BOARD MEMBERS.**

**(BOARD)** At the May PMHA Board Meeting Perry Adams suggested that he felt a committee should be set up to organize the residents who would like to take the positions of the board members who have reached their service entitlement with the board and must resign. A notice in the Pine Line appeared in the June edition and it was agreed by the board, that a request for volunteers to join the PMHA board should be included in the July edition. We will continue this discussion at the July PMHA board meeting.

**(O) – ZUMBA – NEW ACTIVITY (SUE ANDERSON)** Sue has investigated water Zumba and has set up a free session for September. Tai Chi is to continue through the summer. Yoga is to resume in September.

**(P) PHOTO BOOKLETS – COST (JOHN CAMPBELL)** The last time the booklet was done was 2015. There was no cost for the individual photos, with the hope that orders would be requested. The booklets are revised every 5 years. It was agreed that we leave it for another 2 years (i.e. 2020), which would be the usual anniversary date for publication of this booklet.

**9. CORRESPONDENCE:** No correspondence.

**10. NEW BUSINESS:**

(a) There have been many complaints which were directed to John McKenna of lawn damage not being repaired. This situation will be monitored and will be discussed at the July meeting.

(b) There was a discussion regarding the colours chosen when painting our siding. It was agreed that approval is required to keep the aesthetics of Pine Meadows with the hope that Don Vallery will use his original vision in keeping our community uniform.

(c) The new Snaith bench has arrived. Thank you to John Campbell for his involvement with this situation and his association with Rotary. The bench is assembled and will be placed on the pathway behind #112 WBW. A plaque will be applied: "In Memory of Peter and Isle Snaith". John Campbell will advise Don Vallery of the positioning of the bench.

(d) The watering buggy is broken and is too expensive to fix. Therefore, it is planned that the annuals will be taken out of areas where watering is vital but difficult to access, i.e. Bristlecourt, Meadow Lane and Lace Bark Lane. The perennials in those areas will remain, and where possible, residents with long hoses will assist with the watering.

(e) It has been discovered that certain dog owners 'Poop and scoop' but leave their doggie bags behind. A notice will be submitted to the July Pine Line requesting that dog owners not only 'scoop' after their dogs, but dispose of the 'scoops' in their own garbage.

(f) Problems with the sprinkler system at the front entrance are evident. The supplier of the sprinkler system has been notified and hopefully will rectify the situation.

**11. - DATE OF NEXT BOARD MEETING:**

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

**12 - MOTION TO ADJOURN:** John Campbell motioned for adjournment, and Keith Solomon seconded. All in favour – carried.

President:  
John McKenna

Secretary:  
Susan Langille

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