



Notice

The 25th Annual General Meeting of the
PINE MEADOWS HOMEOWNERS' ASSOCIATION
will take place on
Wednesday, September 18, 2019 at 9:30 a.m.

In the Grand Hall of the Community Centre

All Pine Meadows residents are invited to attend.
Please bring the attached documents with you.

Coffee, tea, and nibbles provided

Pine Meadows Homeowners' Association
Incorporated: August 16, 1996

Board of Directors: 2018- 2019

President	Keith Solomon
Vice President	Joe Piercey
Secretary	Susan Langille
Treasurer	John Campbell
Director of Activities	Nicole Bernou
Director of Communications	Perry Adams
Government Liaison	Ken Chapman
MCRC Rep Building Facilitator	Mike Hatch
Member at Large	David Ellis

Past Presidents

1994-1995	Basil Ritz
1995-1996	Peter Brophey
1996-1997	Ken Payne
1997-1998	Michael Rose
1998-2000	Ruth Green
2000-2002	Maurice Staley
2002-2003	George Flowers
2003-2004	Marie Woronchuk
2004-2005	George Flowers
2005-2008	Joan Brownlow
2008-2011	Linda Austin
2011-2014	Jim Taylor
2014-2015	Fred Dick
2015-2016	Glenn Bragg
2016-2018	John McKenna
2018-2019	Keith Solomon

**PINE MEADOWS HOMEOWNERS' ASSOCIATION
AGENDA FOR THE ANNUAL GENERAL MEETING
WEDNESDAY, SEPTEMBER 18, 2019, 9:30 A.M.**

Coffee, tea, and nibbles provided from 9:30 am. Meeting starts at 10:00 am

1. Call to order and opening remarks (President – Keith Solomon)
2. Verification of Quorum (Secretary – Susan Langille)
3. Approval of Agenda
4. Approval of the Minutes of the AGM of September 19, 2018
5. PMRC Presentation (Jayne MacKenzie)
6. Business arising from the Minutes of the AGM of September 19, 2018
7. Report from the President for 2018-2019 (Keith Solomon)
8. Report from the Treasurer for 2018-2019 (Keith Solomon PP John Campbell)
9. Presentation of the 2018-2019 Budget (Keith Solomon PP John Campbell)
10. Appointment of Auditor 2019-2020 (Keith Solomon PP John Campbell)
11. Reports of the Standing Committees of the PMHA
 - 11.1 Maintenance Cost Review Committee (MCRC) (Joe Piercey – Chair)
 - 11.2 Reservations & Kitchen Committee (RKC) (John and Ann Hurst – Chair)
12. Motions from the Board
13. Motions from the Members of the PMHA (Cut off date: Wednesday, August 14)
 - 13.1 PM donation target for Groves Hospital (Sue Anderson)
14. Community Issues
15. Board of Directors for 2019-2020
16. Announcements from the Floor
17. Date of next Annual General Meeting – September 16, 2020
18. Motion to Adjourn

Prepared by: Keith Solomon (President PMHA)

**PINE MEADOWS HOMEOWNERS' ASSOCIATION.
MINUTES OF ANNUAL GENERAL MEETING
WEDNESDAY, SEPTEMBER 19, 2018 AT 10:00 A.M.**

Before the meeting was called to order, Keith Solomon introduced and explained the new hearing loop to attendees. He announced that a session will be scheduled at a later date (note in Pine Line) to familiarize those who require hearing assistance. No questions.

1. CALL TO ORDER: The meeting was called to order by John McKenna at 10:10 a.m.

PRESENT: John McKenna, Susan Langille, Shon Sorensen, Mike Hatch, Ken Busch, John Campbell, Sue Anderson, Perry Adams, Keith Solomon, and Joe Piercey. John thanked all the members for a good year.

Regrets: There were no regrets.

Guests: Don Vallery.

Opening Remarks: John McKenna welcomed everyone to the meeting. He also acknowledged the sudden death of Diane and Gary Horniblow and requested a minute of silence.

John then explained the voting regulations and that in the event of a vote, the voting regulations are: 2 votes per household (even if a single person is in a household).

John then introduced the 2018 board members present (who were all in attendance - see above list).

John then asked any new residents in the audience to stand up and introduce themselves and welcomed them to the community. They are as follows: Jerome and Hope Lehman 7 PRR; Jean Ritchie #158 PRR; and Pat McKee 152 PRR.

2. VERIFICATION OF QUORUM: Secretary, Susan Langille advised the President that 73 Association members (households) were in attendance, which represents 40%. Therefore, in accordance with Clause 4.2 of the Bylaws of the Pine Meadows Homeowners' Association, a quorum has been reached and the business of the meeting can proceed.

3. ADDITIONS/CHANGES TO AGENDA: Don Vallery spoke about the weed problem. He has investigated a solution to this problem, but because the government has mandated that no weed sprays are allowed in Ontario, there is really nothing that can be done to control the weeds.

Don also commented on the maintenance increase which will be from \$465 to \$480 for the 2018-2019 year (commencing January 2019). There are a couple of circumstances that cause the increase, one of which was the April ice storm clean up, and the minimum wage increase. Letters will go out this week notifying residents of this increase.

Don also stressed that residents contact Jayne MacKenzie, either by phone or by email (admin @pinemeadows.ca) if there is an emergency situation and to address all issues concerning grass cutting, snow removal (basically all issues involving maintenance for the community) to her, and please, do not go to the shop when the staff is on breaks or on lunch break, with any of these problems. The maintenance staff takes pride on how the community looks and do their best to maintain our community.

The ice storm in April was an unexpected occurrence and the staff did their best in a difficult situation.

The driveways could not be cleared as they are in a normal snowfall because of the time involved in the clearing of the several layers of ice and snow and probable damage to resident's driveways.

Also mentioned by Don, was the request for residents to take care when changing the AC unit in the Grand Hall. If anyone wishes to change the thermostat, please adjust by only 2 degrees. Otherwise the unit will freeze and we will have to call for service.

There have been problems with skunks and grubs this summer with many residents. There is no product available for the grubs except to dig up the area affected and reseed. The skunks eat the grubs, but leave holes in our lawns. Again, please contact Jayne MacKenzie at the PMRC office with your concerns.

Don also spoke about a resident who brought his/her dog into the pool. Not only did they allow the dog in the pool, but there was a deposit left in the spa. It is well known that dogs are **not** allowed in the community centre for any reason. Therefore, if any of you see such a situation, please report to Jayne MacKenzie for follow up. Motion to accept modified agenda by Bud Davis #21 WBW. Seconded by Jackie Piercey #97 WBW. All in favour. Carried.

4. APPROVAL OF AGM MINUTES OF SEPTEMBER 20, 2017. –There were no changes or corrections noted: Moved by Ken Langdon #90 WBW to accept the minutes. Seconded by Peter Manning #85 WBW. All in favour. Carried.

5. BUSINESS ARISING FROM THE MINUTES OF SEPTEMBER 20, 2017. There was no business arising from the minutes; however, Mike Hatch spoke to the members about the Power Outage situation and questions arising therefrom.

Questions have been presented to Mike as to why power outages happen. Mike met with Don Vallery and discussed the different issues. i.e. There is some power in some areas and no power in others.

The following is the information which was gleaned from these conversations: When phase 1 was built, power was fed in by Orangeville and Grand Valley. When the second portion of the subdivision was built a second line of feed was brought in from Fergus and Elora. Therefore, when there is an Orangeville outage – power is lost in phase 1. When a Fergus power outage occurs, then phase 2 has an outage. It has been determined that this is an Ontario Hydro issue and will not be changed.

When there is a power outage, the wood shop does have power, so residents can go there to warm themselves up or possibly warm up some food. Mike also advised that our basements' ground temperature is 54 degrees year-round. So, it is a good alternative space to migrate to when a power outage occurs. However, Mike recommended that we do not use Bunsen burners, etc. indoors, but suggested that candles can be lit for a bit of warmth.

6. REPORT FROM THE PRESIDENT FOR 2017-2018 - John McKenna

A written report was given to every resident of Pine Meadows. (See attached report). A motion to approve the President's report was made by Bud Davis #21 WBW. Seconded by Suzanne Parker #132 BC. All in favour. Carried.

7. REPORT FROM THE TREASURER FOR 2017-2018 - John Campbell – (See attached report).

Jim Taylor # 79 WBW recommended not to close the project's reserve fund. The recommendation was made to re-examine at the end of the year and look at going forward with any changes if required.

Bryan Ross #47 PRR asked if we have plans for the investment money. John Campbell advised that nothing has been planned as we are sitting on a total of \$30,690 in liabilities and reserves. John advised that Ilse and Peter Snaith bequeathed money to Pine Meadow Homeowners' Association and a bench was purchased in their memory and was placed near the pathway behind #52 PRR.

John Campbell #119 WBW discussed the current year's net operating income and advised that photocopying costs are up from last year, which is a result of extra printing involved when the Constitution, By-Laws, Pine Meadows Residents' Emergency Contact Network, and the Pine Meadows Recreation Facilities and Activities Resident's Rights & Responsibilities were revised. The operating income also included the purchase of flags, flag poles, charge pack and defibrillator, walkie talkies and new speaker for pool activities.

John Campbell #119 WBW went over the Treasurer's report in great detail and indicated that the PMHA is doing very well. We are in a favourable position like last year.

Motion to approve Treasurer's report was made by report by Bryan Ross #47 PRR. Seconded by Bud Davis #21 WBW. All in favour. Carried.

8. PRESENTATION OF 2017-2018 BUDGET - John Campbell – (Report attached). John Campbell #119 reported among other things that 170 residents have paid as compared to 171 residents who paid last year, representing \$6,800 towards the net operating income. Jim Taylor #79 WBW made the motion to approve the budget as presented: Seconded by Lee Thorne #44 WBW. All in favour. Carried.

9. APPOINTMENT OF AUDITOR 2018-2019 - John Campbell

John Campbell #119 WBW thanked John Hodgson #71 WBW for doing a great job this past year. When asked by John Campbell to continue as Auditor, John Hodgson accepted. Therefore, the motion was made by Peter Manning #85 WBW to re-appoint John Hodgson as Auditor. Seconded by Sylvie Wesley # 111 WBW. All in favour. Carried.

10. REPORTS OF THE STANDING COMMITTEE OF THE PMHA MAINTENANCE COST REVIEW COMMITTEE (MCRC) – Joe Piercey - Joe Piercey #97 WBW – handout attached. Joe thanked Don Vallery and Jayne MacKenzie for their support. He also reiterated what Don said earlier that we contact Jayne with any maintenance problems/concerns.

MCRC had a busy year – supported by Don Vallery's group. The toilets were updated, concerns about Netflash (ongoing communication) are being looked into, and new signs were printed and installed where

needed. As of the end of July our Maintenance costs are within the budget set for 2018 and to the end of August, we are still on budget. A refund may be forthcoming.

Thank you to Stewart Bottomley #172 LBL and Jim Taylor #79 WBW for their service over the past two years. Don Peterson #140 WBW and Ted Muehlbacher #50 PRR are taking over their positions.

Joan Raynor #39 WBW – wondered about snow ploughing. John McKenna, Chair and President, requested that this issue be referred to Community Issues and advised that further discussion will follow. Sue Wylie Sewell #179 LBL - asked who looks after the community centre outdoors. Again, John McKenna suggested that this item be postponed for the Community Issues discussion.

Motion to accept the MCRC report was made by: Pearl Davis #21 WBW. Seconded by Sandra Solomon # 131 BC. All in favour. Carried.

The Reservation and Kitchen Committee report was presented by Ann Hurst #187 LBL. (Report attached). Sue Taylor # 79 WBW wanted it known that only 1 kitchen sink should be emptied at a time. She also wanted it noted that the drain on the floor in the kitchen by the sink should not be covered with the mat in case of a 'flood'. Jackie Piercey #97 WBW made the motion to accept the RKC report. Seconded by Sue Wylie Sewell #179 LBL. All in favour. Carried.

John McKenna thanked the Social Committee by applause for their wonderful work.

John McKenna also thanked Cathy McCabe who writes, directs and produces skits with the cast from the residents of Pine Meadows. Applause.

11. MOTION FROM THE BOARD. (See attached motion). Sue Anderson # 96 WBW made the motion to adopt the revised Pine Meadows Recreation Facilities and Activities: Resident's Rights and Responsibilities 2018. Seconded by Shon Sorensen #177 LBL. All in favour. Carried.

12. MOTIONS FROM THE RESIDENTS: There were no motions from residents.

13. COMMUNITY ISSUES:

Keith Solomon #131 BC suggested that he had nothing further to add concerning the hearing loop in the Grand Hall. Keith asked if anyone in the audience noticed a difference in hearing these proceedings. Sandra Solomon responded that she is using the system and was able to hear well.

Paul Lingen #100 WBW called attention to and expressed his concerns about residents who walk in the evening, particularly after dark. Our community is very dark at night and it is very hazardous for pedestrians and drivers. There are several items available that walkers can use. There are luminescent bands that bicycle riders wear; dog collar LED lights; lights that can be attached to leashes (luminescent); little lights for dog collars, leashes, jackets etc.; and luminescent stripes on vests for the walkers. Paul's concern is safety for the walker(s), dog(s) and drivers.

There was further comment from John McKenna, President, #72. WBW. He added that drivers should be careful driving after dark, as some cars park at the turn(s) on the street(s) and are difficult to see.

Perry Adams, #70 WBW, Director of Communications, advised that there are many ways to communicate within our Pine Meadows community: The Pine Line monthly newsletter, Bulletin Boards, Welcome Committee, Website, etc. The website is outdated but will be brought up to date. The website committee will take time to review current operations and challenges that exist in our current website environment. The goal is to keep the website pertinent and relevant to our community. Perry expressed his thanks to the communication team for their contributions but emphasized that there is always a need for more volunteers.

Perry also commented that the welcome committee is very busy with the turnover of homes this past year. Information has been added to the 'welcome booklet' and the information will continue to be brought up to date. The green telephone list is given to new residents with names and numbers of persons responsible to contact for information concerning the community.

The community received very sad news about the unexpected deaths of Gary and Diane Horniblow, #112 in a tragic traffic accident. The flag was lowered on their behalf and a notice about their passing was placed in the front lobby. In the event of a death of a Pine Meadows resident, permission is granted by family member(s) before the flag is lowered.

The board would also like to advise the community that when parliament lowers their flag for a tragic event/death, we will also lower our flag.

John McKenna added a thank-you to Gary Helmer for all his work over the past several years in Pine Meadows.

The Pine Meadows Residents' Contact Network package went out last April. It needed to be updated and a few changes were made. There are two levels to the network. The first: The Community Emergency Response (Level One – Telephone Network). Communications at this level will be carried out using telephones (cell and land lines) and supplemented by walkie talkie radio communication. Walkie talkies have been purchased from New to You thrift store in Fergus, for emergency communication and part of this response level.

The Pine Meadows Residents' Contact Network represents the 195 homes in the Pine Meadows community. There are 32 to 34 captains and above that structure are 4 marshals, a coordinator and a back up coordinator. Anyone with a cell phone will get an emergency notification. Because of this emergency network, information will be gotten out to residents as soon as possible. It is also important to have the network in place for the after affects of an emergency, i.e. tornado, power outage, etc.

The second level is the Awareness Level. This level is for information that is essential to the community, i.e. critter sightings such as coyotes or foxes, skunks or rabid animals. For the network to work we need volunteers (captains, marshals and coordinators).

Joan Raynor # 39 WBW expressed her concerns about the snow ploughing that is going down to the pavement level. Her understanding is that there will be no ploughing unless there is at least 2" of snow and that the ploughs would not go down to the pavement as per the original rules of protocol concerning snow ploughing. Her question: has protocol changed? Joe Piercey #97 WBW addressed this question. He will ask Jayne MacKenzie to add this to the letter that will be distributed in the fall. John McKenna, President thanked Joan for her question and Joe for his answer.

Sue Wylie-Sewell #179 LBL, expressed concern over the condition of the lawn and appearance of the community centre when coming into the building, particularly the spiders at the entrance and the many unattended weeds. Joe Piercey, #97 WBW said that this question should be answered by Mike Hatch, Building Facilitator, #193 PRR. However, a message will be passed on to Jayne MacKenzie and there will be a request for a work order.

Peter Manning #85 WBW enquired about the PBS television program. He has called Jayne MacKenzie concerning this matter and PBS returned but then disappeared. Perry Adams #70 WBW responded to Peter's question/concern and said that PBS is part of the original group that we have in our homes. Perry will look into this situation for Peter.

John McKenna, #72 WBW made a Koffee Klatch announcement, that any personal condolence cards to the Horniblow family can be placed in the mailbox of Judy and Ken Busch #106 WBW who will make sure that the cards are passed on to the family. Also, there is a card for signature for Joe and Anna de Boer #16 PRR who have been unwell for the past two or three weeks.

Ron Craddock #52 PRR expressed concerns about the residents who do not clean up after their dogs. This problem has previously been addressed in The Pine Line. Sandra Solomon # 131 BC mentioned that there are critters who run through the community and that she picks up critter poop and other dog poop while walking her dogs. Sue Taylor #79 WBW said that dog deposits should not be left anywhere but should be taken home with the dog walker(s). Kathy Dancey # 33 WBW suggested that there are disposable containers available that supply bags and a receptacle to dispose of dog waste and suggested that perhaps those could be purchased and placed around the community. Joe Piercey #97 WBW will bring these concerns to the attention of the board and hopefully the board can come up with a remedy.

Jim Taylor #79 WBW, suggested that if we see someone not picking up their dog's deposits, do something about it, or, if we notice anything that should not happen on the premises. i.e. someone in the pool without a resident then deal with it at the time.

14. BOARD OF DIRECTORS 2018-2019:

Keith Solomon, President, (Moving from Government Liaison); Joe Piercey, Vice President (Moving from MCRC Representative); Susan Langille, Secretary; John Campbell, Treasurer; Nicole Bernou, Director of Activities; Mike Hatch, Building Facilitator; Perry Adams, Communications; Ken Chapman, Government Liaison (New Director); MCRC Representative: TBA; David Ellis, Member at Large (New Director). Motion to accept the new Board of Directors by Ann Hurst #187 LBL. Seconded by Ross Parker #132 BC. All in favour. Carried.

15. ANNOUNCEMENTS FROM THE FLOOR.

Pearl Davis #21 WBW thanked the board for acknowledging the Social Committee and acknowledged the Social Committee members: Ken and Barbara Lindsay, Don and Joan Ferrier, Norm and Nancy Webb,

Rick and Elizabeth Rock, Don Sewell and Sue Wylie-Sewell, Clyde and Marni Henry, and Pearl Davis and Bud.

Pearl also reminded everyone of the Hallowe'en dance on the 27th of October and the New Year's Eve dance on December 31st. New Year's Eve tickets will be on sale soon. The Christmas tree lighting is scheduled for November 30th.

Pearl also announced the golf banquet on October 20th. Tickets are \$30 per person. Pearl also announced that volunteers are needed everywhere – including the golf committee.

Sylvie Wesley #111 WBW announced that Judy Busch #106 WBW has joined her on the Welcome Wagon.

Joe Piercey #97 WBW announced that everyone is welcome at Koffee Klatch on Wednesday mornings in the Grand Hall.

16. DATE OF NEXT ANNUAL GENERAL MEETING

Wednesday, September 18th, 2019 at 10:00 a.m.

17. MOTION TO ADJOURN:

Motion to adjourn by Margaret Chapman #91 WBW. Seconded by Bud Davis #21 WBW. All in favour. Carried.

A special mention was made by John McKenna, #72 WBW, President, to say thank you to all the visitors and prayers during the past couple of months before and after his surgery.

Jim Taylor #79 WBW thanked the board for all their hard work.

John McKenna, President

Susan Langille, Secretary

President's Report PMHA AGM September 18th, 2019

As President of the PMHA for the last year I have enjoyed the opportunity to serve on the board and the chance to interact with many residents (yes, even during the concert in August). I took on the role of president at a good time; a large amount of work had been completed by the Board under the direction of John McKenna in the previous two years. In addition, my job has been made easy by all the volunteers involved in the running of Pine Meadows and its activities and I thank all of you, but with some special mentions:

The Board. The members of the board have been very supportive and have truly contributed to the functions of the PMHA. Joe Piercey as VP and representative on the MCRC has been very proactive and anticipatory in his contributions and I thank him for all the detail work. He will be an excellent President. Stepping down as Secretary, Sue Langille who has been an absolute godsend with the minutes and her memory of past events. Mike Hatch as facilities coordinator has leaped into action when things needed to be done. We wish him a speedy recovery and thank Jerome Lehman for stepping into his role on the board. John Campbell has kept us on the financial straight and narrow and I thank him for all his hard work. Nicole Bernou has done an excellent job of overseeing the many activities here at PM; the Board and all the residents owe her a big thank-you. Perry Adams has done wonders with the new website and, while stepping down as Board representative for Communications, we are grateful that he will still be involved in related activities. Ken Chapman has rattled the chains of local government, kept us abreast of new issues, and I thank him for his support. David Ellis, as Member at large has stepped in to fill gaps and is a real jack of all trades – many thanks.

Standing and other Committees. These committees are key to the smooth running of Pine Meadows and our many activities. The Kitchen Committee (KC), under the very capable leadership of Ann Hurst has helped us schedule open and private functions and made sure that the equipment in the kitchen is up to standard. Rental of the Grand Hall is a source of income for the PMHA and helps offset other costs. Thanks to all members of the KC. The MCRC carries out the very important task of reviewing expenditures for maintenance at Pine Meadows. These fees are paid by homeowners and work of this committee helps make sure that we get the best value for money. Thanks to members of the MCRC. Although not a formal standing committee, the Website Team brings in advertising dollars that are used to maintain the website as well as contributing to updating AV equipment such as the hearing loop and the sound mixer. My thanks for these contributions, which reduce the costs of other activities to members of the PMHA. Although it is not formally a standing committee, the Social Committee is pivotal to the success of many of our activities, Thanks to Pearl Davis and the crew for the hard work.

Survey. This year, the Board conducted a survey of the residents of Pine Meadows. A summary report was published in the September Pine-Line and the full report is available on the PMHA website. This survey confirmed many of my feelings about PM and the “needs” data Table will be useful fodder for the Board in the 2019-2020 year. I hope that you agree with this.

Staff and management. Last, but not least, I thank the office staff, maintenance staff, Jayne Mackenzie, and Don Vallery for their help and advice during my tenure as President. They are always cheerful and eager to help; without them, PM would not be the wonderful place that it is. The open house with Don, Jayne, and Peter on Aug. 31, which was initiated by the Pierceys, was very helpful in explaining how PM is operated and was particularly useful for new residents. We plan to make this a biannual event, once in the spring and once in the fall.

Thanks to PM for the opportunity to serve in the Board and I look forward to continuing to serve in the Communications portfolio. Keith Solomon President PMHA

P.M.H.A.
A.G.M. 2019
TREASURER'S
REPORT

- A) Financial Statements & Auditor's Report 2018/2019**
- B) Notes to the Financial Statements**
- C) Budget & Notes 2019/2020**

PINE MEADOWS HOMEOWNERS ASSOCIATION

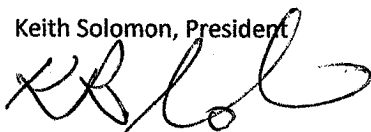
Balance Sheet

As at June 30, 2019

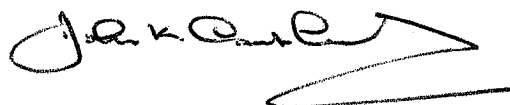
	<u>2019</u>	<u>2018</u>
<u>ASSETS</u>		
Operating Cash on Hand & Bank	\$ 10,019.00	\$ 7,637.32
Web Cash in Bank	<u>4,696.38</u>	<u>5,874.97</u>
Total Current Assets	\$ 14,715.38	\$ 13,512.29
<u>INVESTMENTS</u>		
TDCT Investment Certificates	<u>28,116.39</u>	<u>27,879.36</u>
Total Investments	\$ 28,116.39	\$ 27,879.36
<u>TOTAL ASSETS</u>	<u>\$ 42,831.77</u>	<u>\$ 41,391.65</u>
<u>LIABILITIES</u>		
<u>SHORT TERM LIABILITIES</u>		
Membership deposit	0.00	0.00
Key Deposit	1,500.00	1,400.00
Remembrance Wreath Fund	<u>0.00</u>	<u>0.00</u>
<u>TOTAL SHORT TERM LIABILITIES</u>	<u>\$ 1,500.00</u>	<u>\$ 1,400.00</u>
<u>RESERVES</u>		
Operating Account Fund	8,000.00	8,000.00
Professional Services Fund	15,000.00	15,000.00
Repair & Replacement Fund	6,000.00	6,000.00
Special Projects Fund	<u>0.00</u>	<u>290.00</u>
<u>TOTAL RESERVES</u>	<u>\$ 29,000.00</u>	<u>\$ 29,290.00</u>
<u>TOTAL LIABILITIES AND RESERVES</u>	<u>\$ 30,500.00</u>	<u>\$ 30,690.00</u>
<u>EQUITY</u>		
<u>NET WORTH</u>		
Opening Retained Earnings	\$ 10,701.65	\$ 7,741.33
Current Year Net Income- Operating	2,808.71	352.18
Current Year Net Income - Web Funding	<u>(1,178.59)</u>	<u>2,608.14</u>
<u>TOTAL NET WORTH</u>	<u>\$ 12,331.77</u>	<u>\$ 10,701.65</u>
<u>TOTAL LIABILITIES AND NET WORTH</u>	<u>\$ 42,831.77</u>	<u>\$ 41,391.65</u>

APPROVED ON BEHALF OF THE BOARD OF DIRECTORS

Keith Solomon, President



John Campbell, Treasurer



PINE MEADOWS HOMEOWNERS ASSOCIATION

STATEMENT OF REVENUE AND EXPENSES

FOR THE YEAR ENDED JUNE 30, 2019

	<u>2019</u>	<u>2018</u>
<u>REVENUE</u>		
Membership Fees	\$ 7,000.00	\$ 6,800.00
Donations	210.00	225.00
Interest Received	237.03	392.98
Unclaimed Refunds	60.00	220.00
Hall Rental - Election	925.75	0.00
Bequeath - Snaith Family	0.00	1,000.00
<u>TOTAL REVENUE</u>	<u>\$ 8,432.78</u>	<u>\$ 8,637.98</u>
<u>EXPENSE</u>		
Bank Charges	\$ 12.10	\$ 157.46
Community Relations	245.38	164.32
Insurance	756.00	756.00
Photocopy	1,467.18	1,342.55
Get Well/Bereavement	674.57	200.00
Miscellaneous Expenditure	589.04	391.22
Stationery & Admin. Supplies	413.95	344.82
Park Bench - In Memory of Snaith Family	-	992.30
<u>TOTAL PMHA ADMINISTRATION</u>	<u>\$ 4,158.22</u>	<u>\$ 4,348.67</u>
Activity Supplies & Support	\$ 485.76	\$ 985.62
Communications	165.23	188.66
Kitchen	503.23	590.25
Minor Maintenance & Repair	53.59	357.38
<u>TOTAL ACTIVITY EXPENSE</u>	<u>\$ 1,207.81</u>	<u>\$ 2,121.91</u>
<u>TOTAL EXPENSE</u>	<u>\$ 5,366.03</u>	<u>\$ 6,470.58</u>
<u>NET OPERATING INCOME</u>	<u>\$ 3,066.75</u>	<u>\$ 2,167.40</u>
<u>RESERVES</u>		
Operating Reserve	\$ -	\$ 1,140.36
Membership Fees to Rep. & Repl. Fund	\$ 258.04	\$ 674.86
<u>TOTAL RESERVES</u>	<u>\$ 258.04</u>	<u>\$ 1,815.22</u>
<u>NET INCOME AFTER RESERVES</u>	<u>\$ 2,808.71</u>	<u>\$ 352.18</u>
<u>WEB SITE</u>		
Web Site Income	\$ 3,400.00	\$ 4,000.00
Web Expense	4,578.59	1,391.86
<u>NET WEB FUNDING</u>	<u>-\$ 1,178.59</u>	<u>\$ 2,608.14</u>
<u>NET INCOME/LOSS</u>	<u>\$ 1,630.12</u>	<u>\$ 2,960.32</u>

TO THE MEMBERS OF THE PINE MEADOWS HOMEOWNERS ASSOCIATION:

I have reviewed the Financial Statements and supporting records of the PMHA for the year ended June 30, 2019 in accordance with generally accepted Accounting Standards. In my opinion, these financial statements fairly, in all material aspects, the financial position of the Association as at June 30, 2019 and the results of its operation for the year then ended.

John Hodgson

Auditor, Pine Meadows Homeowners Association

Belwood, Ontario

August, 2019

**PINE MEADOWS HOMEOWNER ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019**

Mandate of the Association:

To promote the interest of the residents living in Pine Meadows Retirement community located in the Township of Centre Wellington, Ontario. The Association has existed since 1993.

Bank (Cash)

The Association holds one bank account but for better clarification it is split between Operating funds (used for Association funding & expenses) and Web funds to be used at the discretion of the Web Group.

Investments

Investments are GIC's with varying duration terms and interest rates held at TD Canada Trust.

Short Term Liabilities

Funds held by the Association for refundable key deposits.

Reserves

Funds are set aside from current operations to provide for expenditures in future years as follows:

- a) Repair & Replacement Fund: 10% of annual membership fees.
- b) Professional Services: For future legal or other services which the Association might need to protect the interests of the PMHA members.
- c) Operating Account: For major non-forecasted expenditures that may occur in future years.

All reserves are at capped levels.

Notes on Revenue and Expense:

Revenue

- 1. **Membership Fees:** Number at its highest level in a number of years.....175 homes.
- 2. **Donations:** Received from residents back in November' 18 to offset some of our wreath costs.
- 3. **Interest:** Monies received on matured G.I.C. investments. Interest plus principal is re-invested.
- 4. **Unclaimed Refunds:** On exercise room key deposits.
- 5. **Hall Rental:** Received from Election Canada (Provincial). Total of \$1851.50 shared equally with PMRC.

Expenses

Our overall expenses for the 2018-19 year was close last year's total (excluding the park bench cost) despite some signifacant swings in a few of the accounts as noted below.

1. **Photocopies:** Costs up due to high number of copies for revised Rights and Responsibilities.
2. **Get Well/Bereavement:** Costs tripled last year due to the **a)** the sad loss of nine of our residents and **b)** Board motion to send to residents sympathy/get well cards as required and to increase our "in memory" donation from \$50.00 to \$75.00.
3. **Misc. Expenditure:** The current year cost included \$515.84 for the Hearing Loop System installed around the hall in July' 18.
4. **Activity Supplies and Support:** Costs were down due to non-recurring expenditures.....First Aid course and replacement de-fibillator charge pack.
5. **Repair and Replacement Fund:** The Reserve Fund was reduced by \$548.04 for system audio repairs. This was recovered back to the cap level through the closing of the \$290.00 Special Projects Fund and an expense charge of \$258.04

PMHA Operating Budget For The Fiscal Year 1 July, 2019 to 30 June 2020

	<u>Actual Yr 16/17 Amount</u>	<u>Actual Yr 17/18 Amount</u>	<u>Actual Yr 18/19 Amount</u>	<u>Average 3 Years Amount</u>	<u>Budget Yr 18/19 Amount</u>	<u>Actual Yr 18/19 Amount</u>	<u>Budget Yr 19/20 Amount</u>	<u>Notes</u>
REVENUE								
Donations for Activities & Kitchen	350	225	210	262	0	210	0	1
Donations Other	139	7	0	49	0	0	0	2
Membership Fees	6840	6800	7000	6,880	6800	7000	7000	3
Interest Earned	486	393	237	372	145	237	150	4
Unclaimed Refunds		220	60	93	0	60	0	
Hall Rental - Elections			926	308	0	926	0	
Total Revenue	7,815	7,645	8,433	7,964	6,945	8,433	7,150	
EXPENSE								
Administration Expenses								
Community Relations	78	164	245	162	100	245	250	5
Insurance Property & Directors	756	756	756	756	760	756	800	6
Photocopying	694	1343	1467	1,168	1100	1467	1200	7
Misc. incl. Bank charges	269	548	601	473	240	601	300	8
Get Well/Bereavement	50	200	675	308	150	675	600	9
Stationery and Other Adm.	46	345	414	268	350	414	400	10
Total Admin Expense	1,893	3,356	4,158	3,135	2,700	4,158	3,550	
Activity & Kitchen Expenses								
Activities Supplies & Support	1031	986	486	833	1225	486	2080	11
Communications	339	189	165	232	250	165	200	12
Kitchen	471	590	503	522	500	503	500	13
Minor Repairs & Maintenance	51	357	54	154	250	54	100	14
Total Activities & Kitchen Expenses	1,892	2,122	1,208	1,741	2,225	1,208	2,880	
Total Expenses	3,785	5,478	5,366	4,876	4,925	5,366	6,430	
Net Operating Income	4,030	2,167	3,067	3,088	2,020	3,067	7,030	15
Reserve								
Member Fees to Rep. & Rep Fund	684	675	258	539	0	258	600	16
Operating Reserve	3051	1140	0	1,397	0	0	0	
Total Reserve	3,735	1,815	258	1,936	0	258	600	
Operating Income after Reserves	295	352	2,809	1,152	2020	2,809	120	17
WEB SITE								
Web Site Income	3600	4000	3400	3667	3000	3400	3400	
Web Expense	3895	1392	4579	3289	2000	4579	2225	
Net Web Fundng	-295	2608	-1179	378	1000	-1179	1175	
Net Operating Income / (Loss)	0	2,960	1,630	1,530	3,020	1,630	1,295	18

P.M.H.A. Budget Comparison
July1 2019 - June 30 2020

	Budget 2018/19	Budget 2019/20
Membership Income	6,800.00	7,000.00
Interest	145.00	150.00
Total Revenue	\$ 6,945.00	\$ 7,150.00

Activities & Kitchen

Euchre; Cribbage; Poker	100.00	100.00
Billiards	50.00	30.00
Comedy Club	300.00	400.00
Choir	50.00	50.00
Darts	50.00	600.00
Indoor Plants	25.00	50.00
Koffee Klatch	500.00	500.00
Table Tennis	-	-
Shuffleboard	-	200.00
Pickle Ball	100.00	100.00
Fitness	50.00	50.00
Communication	250.00	200.00
Kitchen	500.00	500.00
Minor Replacement	250.00	100.00
Total	\$ 2,225.00	\$ 2,880.00

Executive

Get Well/Bereavement	100.00	600.00
Community Relations	150.00	250.00
Directors Insurance	760.00	800.00
Photocopying	1,100.00	1,200.00
Misc. /Bank charges	240.00	100.00
Stationery & Admin	350.00	400.00
Repair & Replacement	-	800.00
Total	\$ 2,700.00	\$ 4,150.00

Total Expenses **\$ 4,775.00** **\$ 7,030.00**

Income over Expenses **\$ 2,020.00** **\$ 120.00**

NOTES TO THE PMHA 2019/2020 BUDGET

- 1 & 2 Donations are not budgeted as they are unpredictable.
- 3 Membership Fees budgeted on last year actual.....175 homes.
- 4 Interest on G.I.C. Investments as they mature.
- 5 Community Relations budgeted on last year actual. Covers a desert/music night and Board hosting a Koffee Klatch meeting.
- 6 Directors Insurance expires early 2020. Budgeted a 5% increase on last year's premium.
- 7 Lower volume of photocopies budgeted for 2019/20.
- 8 The 2018/19 year included \$516 for the Hearing Loop System in the hall. Expense is non-recurring however we have budgeted \$200 in 2019/20 for a Pop-up Tent over the BBQ.
- 9 Get Well/Bearevement. Sadly we lost 9 residents this past year. The 2019/20 budget is an estimate.
- 10 Stationary and Admin expenses budgeted on last year actual. Consists mainly for ink cartridges & paper
- 11 Activity Supplies & Support. Comedy Club, Pickleball, Darts, Shuffleboard and Choir did not incur any expenses in the 2018/19 year. In 2019/20 we have budgeted a total of \$1,350 for all of these events in addition to Koffee Klatch (\$500) and other events (\$230).
- 12 Communications is forecast to increase slightly over 2018/19 actual.
- 13 Kitchen expense budgeted same as last year actual.
- 14 Minor Repairs and Maintenance budget estimated for 2019/20.
- 15 Net Operating Income.....Revenue less Expenses.
- 16 The Member Fees of \$600 to Repair and Replacement Fund for the 2019/20 year is to cover the cost to replace Secretary's lap top computer plus software. The existing computer is outdated.
- 17 Net Operating Income after Reserves.
- 18 Net Operating Income including a Net Web Profit of \$1,175.

Maintenance Cost Review Committee (MCRC) Report

MCRC is a Standing Committee of the Board of Directors and is accountable to the Board.

Current Members are: Joe Piercey – Chairman and MCRC Representative to the Board of Directors

Barry Wood – Secretary and PMHA Member

Jerome Lehman – Building, Maintenance Director on the Board of Directors

Jim Taylor – PMHA Member & ex-officio MCRC member

Don Peterson – PMHA Member

Fred Dick – PMHA Member

Peter Manning – PMHA Member

Thanks to all of the MCRC Members for their dedication and assistance during the past year. We would also like to thank Don Vallery and Jayne Mackenzie for their assistance throughout the year especially in the upgrades to some of our facilities in the Community Center. This partnership is the key to providing an amazing community for our residents while controlling the cost per household.

Projects completed or scheduled in 2019-2020 include

Scheduled items

- Street Light Painting, Pavement replacement at Tamarack and White Bark Way, Other half of the tennis court, RBC2 Sewer plant replacement, Continue tree thinning along Wellington Road 19 past the tennis courts and new trees need to be planted, Painting of fire hydrants, Replace or repair pool windows and doors

Completed items

- Rowe Electric and Ideal Supply to replace LED bulbs inside and out for the recreation centre and the Pine Meadows Shop, Shower stall dividers for both men's & women's washrooms, Investigate the leak of the taps in the men's pool showers

As of the end of July our Maintenance costs are within our budget set for 2018.

Joe Piercey will be stepping down as Chairmen of MCRC and Peter Manning will be filling this position. If you are interested in joining this committee, please contact Joe Piercey at 647-294-2980 or piercey.joe@gmail.com.

Joe Piercey

RESERVATION AND KITCHEN COMMITTEE

2019 REPORT

Shon and Karren Sorensen have been valuable members of the RKC for 2 years, so we were sad to accept their resignation last Christmas. Thanks for all your suport, Shon and Karren.

As the committee is comprised of 6 teams, we welcomed Jerome and Hope Lehman. They join John and Ann Hurst, Perry and Julia Adams, Don and Carol Peterson, Celia Barnett, Jim and Karen Bailey. These teams each work 2 months in turn to take reservations for the Grand Hall and kitchen, update the calendar posted outside the entrance to the Hall, do pre and post rental checks and generally keep the kitchen/Hall clean and tidy. As chairpersons of this committee, John and I would like to sincerely thank all for their efforts to keep our standards high.

We have added a salad spinner to the kitchen equipment, and thanks to the generous donation of \$150 from the social committee, we also have a replacement chaffing dish, all new carafes for the Bunn coffee maker, and a new kettle.

We have had 13 private rentals since Oct. 2018 which gave us \$1950 to help offset our maintenance fees for Pine Meadows.

The newest stove's temperature has been adjusted. The ovens were cleaned in August of this year – shout out to Don Peterson and Perry Adams for helping to babysit the 2 stoves that are self-cleaning.

It has been a pleasure working with this diligent committee and we thank them for their support.

John and Ann Hurst

FORM OF PROXY

FOR THE PMHA ANNUAL GENERAL MEETING, SEPTEMBER 18, 2019

I, _____ confirm that I am a member in good standing of PMHA and hereby render my vote (insert an X in the appropriate location below) on the following motion:

of house # .

Motion: That Pine Meadows Residents pledge the remaining \$135,000 over 6 years for Groves Hospital with naming rights to the Diagnostic Imaging Department. The total amount raised will therefore be \$500,000.00.

For	Against	Abstain

PMHA Members who are unable to be present at the meeting are requested to date, Section 6.4 of the Bylaws. Please sign and return this Form of Proxy to the secretary of the Board's internal mail slot (Sue Langille #84) two or more days prior to the AGM, Wednesday, September 18, 2019 per

Dated this:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year	Signed

PINE MEADOWS HOMEOWNERS ASSOCIATION
ANNUAL GENERAL MEETING OF SEPTEMBER 18, 2019
MOTIONS FROM MEMBERS OF PMHA

MOTION: That Pine Meadows Residents pledge the remaining \$135,000 over 6 years for Groves Hospital with naming rights to the Diagnostic Imaging Department. The total amount raised will therefore be \$500,000.00.

RATIONALE: Pine Meadows Residents previously raised \$250,000.00 towards the original Groves Hospital in Fergus. The government modified the original plan from improving the hospital to building a new one. The \$250,000.00 was carried over toward the new building. A proposal was presented that Pine Meadows raise \$500,000.00 for recognition and naming one of the larger departments, which was the Diagnostic Imaging Department.

Since the original \$250,000.00 was raised, Pine Meadows have built on this amount by fund raising and private donations given by our generous residents. To date we have raised \$365,000.00 leaving \$135,000.00 remaining to be raised.

We are proposing that we pledge raising this amount over 6 years averaging approximately \$25,000.00 per year. This is very achievable but needs to be decided by the residents. The fundraising committee is bringing this motion to the AGM for the residents to decide

Moved by *Sue Anderson*

Seconded by *Carol Doyon*

Signatures

Sue Anderson

Carol Doyon

SLATE OF CANDIDATES
2019-2020 BOARD OF DIRECTORS ELECTIONS
PINE MEADOWS HOMEOWNERS ASSOCIATION (PMHA)
ANNUAL GENERAL MEETING
September 18th, 2019

Directors are elected for a two year term, and may run for one additional two year term, before being required to step aside for at least one year. Board members are elected to the Board—not to a specific position. The positions technically are assigned at the first Board meeting. In practice everyone knows what they will be doing—so the slate presented to the AGM includes positions.

President: Joe Piercey (Moving from Vice-President)

Vice-President: Linda Bell (New Director acclaimed 2019-2020)

Secretary: Cathy Keen (New Director acclaimed 2019-2020)

Treasurer: John Campbell (No change from 2018-2019)

Activities: Nicole Bernou (No change from 2018-2019)

Buildings & Maintenance: Jerome Lehman (Interim Director acclaimed 2019-2020)

Communications: Keith Solomon (Moving from President)

Government Liaison: Ken Chapman (No change from 2018-2019)

MCRC Representative: Chris Larsen (New Director acclaimed 2019-2020)

Member at Large: David Ellis (No change from 2018-2019)

Past President: Keith Solomon