

**PINE MEADOWS HOMEOWNERS ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 17, 2019
AT 1:15 P.M.**

1 CALL TO ORDER: Keith Solomon, President called the meeting to order at 1:30 p.m.

2 BOARD MEMBERS PRESENT:

Keith Solomon, Joe Piercey, Nicole Bernou, Perry Adams, John Campbell, Dave Ellis, Ken Chapman and Susan Langille.

2.1 Regrets: Mike Hatch.

2.2 Guests: No guests in attendance.

2.3 ESTABLISHMENT OF QUORUM

The minimum requirement is 50% plus 1 = 6. The quorum has been reached.

3 CONFLICT OF INTEREST DISCLOSURE:

No conflicts of interest were declared.

4 ADDITIONS/CHANGES TO AGENDA:

No changes to the agenda.

4.1 APPROVAL OF THE AGENDA OF BOARD MEETING JULY 17, 2019:

Ken Chapman made the motion to approve the minutes and Nicole Bernou seconded. Carried unanimously.

4.2 APPROVAL OF THE BOARD MEETING MINUTES OF JUNE 19, 2019:

Joe Piercey made the motion to approve the minutes and Dave Ellis seconded. Carried unanimously.

5 BUSINESS ARISING FROM THE BOARD MEETING MINUTES OF JUNE 19, 2019

5.1 Tabled business

5.1.1 Timeline to AGM (Joe Piercey):

Pre-meeting preparations seem to be proceeding in a timely manner. There will be further discussions at the August meeting, at which time we will discuss the nominations, motions, slate of candidates and other pertinent items relevant to the AGM.

5.1.2 Nomination forms and nominations (Perry Adams and Sue Langille)

Nomination forms are available on the website. Basically there are only two positions needing to be filled which are the Secretarial position and an MCRC Director. Action item is to discuss the need for a Secretary and MCRC Director at Koffee Klatch (Action Joe Piercey) and Happy Hour (action Keith Solomon). Notices will be posted on the various bulletin boards in the community centre and another submission will be included in the August Pine Line announcing the AGM, the need for two directors and the timeline involved.

5.1.3 Horizon Scanning Survey (Keith Solomon):

The survey deadline for submissions is at the end of July. Keith has received surveys both online and in writing. He will have more information for the board at the August meeting.

5.1.4 Letter to Jayne re: corner gardens and street signs (Keith Solomon):

Keith was in contact with Jayne concerning this matter. Some maintenance has been completed, however there is more to be done. This item is tabled until the August meeting for follow up.

6 CORRESPONDENCE: No correspondence.

7 NEW BUSINESS:

7.1 Follow-up to accident involving Sheila Vinden at the entrance to the campgrounds (Ken Chapman) (report attached).

After a lengthy discussion amongst board members it was determined that this is a problem that concerns Don Vallery as owner and operator of the Highland Pines.

7.2 Shredding of documents for residents at Pine Meadows (Keith Solomon):

This is in response to the discussion of shredding of personal documents in Pine Meadows at Koffee Klatch of July 3.

KRS requested a quote from Shred-It Canada. They provide a locked-box service with regular pickup at the UofG and it seems to work well. This would be a useful service to the residents and should be discussed (see **Appendix 1**). Estimated cost with tax and fuel surcharge is \$86.10, and, based on 6 pickups per year (8 weeks apart), total is \$516.60 per annum. For about the same price, we can get a stand-alone shredder (**Appendix 2**) but this must be hand-fed and emptied.

After some discussion, it was agreed that the need for a shredder was up to individual households as to how they handle their personal documents and no motions were made. Keith will refer to this matter in the September President's message in The Pine Line.

7.3 Cards of sympathy and notice of passing for previous residents (Sue Langille):

A clarification was made regarding this item, that the standard operating procedure will be that a notice will be posted upon the death of a former resident (who no longer owns a house in Pine Meadows) in the front lobby for current resident's information but no card will be sent by the board to the deceased's family, nor will the flag be lowered.

7.4 Request for spotlights from the dart board people (Nicole Bernou)

Nicole Bernou was asked if a spotlight could be installed, so that it shines on the three dart boards.

John Campbell, Treasurer, informed the board that the dart board committee has a yearly budget to purchase whatever is needed. The board approves the dart committee's budget which at the moment is at \$50.

It was agreed that Nicole will advise Roy Vinden, who is the chairman of the dart committee to discuss this matter with Jayne MacKenzie. There is money available as mentioned above, but approval for a spotlight is required, as it involves the materials AND labour and the permission of the PMRC office.

7.5 Single occupants of houses in Pine Meadows: Dangers of living alone (Keith Solomon):

It was noted that a few elderly residents have experienced falls that, because they are living alone, are not known to neighbours or friends sometimes for several hours after the occurrence. This is a major concern and the board members feel that action should be taken to help these residents.

John Campbell made the recommendation to get a speaker in from Life Line or a similar company, to speak at Koffee Klatch concerning this problem.

Keith Solomon will touch on this subject in his President's message for the August Pine Line.

Joe Piercey will discuss this matter with the Emergency Network team and hopefully make this one of the priorities on the Agenda for emergency services within Pine Meadows.

7.6 The Bean Study seeking participants (Keith Solomon)

Sue Anderson received an invitation for people in PM to participate in a study on the effects of consumption of beans on levels of cholesterol in blood. See Appendix 3.

John Campbell made the motion that Keith put up the notice about this study. Nicole Bernou seconded. Carried unanimously.

7.7 Update on residents providing emergency contact information to Jayne MacKenzie. (Joe Piercey):

This request for information was submitted in the June Pine Line. Jayne has received approximately 66 responses (approximately 33%) of total residents of Pine Meadows.

Perry Adams will talk to Jayne about putting an electronic version on the website as well as confirm with her that the office has a key (or code) for the front door to each residence, as is part of our lease agreement. It was also suggested that a note be added to the Pine Line at the same time as the new telephone lists are updated.

7.8 MCRC report (Joe Piercey): (Attached)

Joe Piercey went over the MCRC report with the board. As a side note, he announced that on the 31st of July, Don, Peter and Jayne will be at Koffee Klatch to discuss updates in the Pine Meadows community, i.e. maintenance, costs, etc. and be available to answer any questions that may arise.

A notice of this meeting will be posted on the bulletin board in the front lobby.

7.9 Budget (John Campbell): (See attached).

John discussed the various concerns arising from the current budget. Joe Piercey made the motion to accept the budget and Nicole Bernou seconded. Carried unanimously.

8 DATE OF NEXT BOARD MEETING

The next PMHA Board meeting will be held on Wednesday, August 21, 2019 at 1:15 p.m.

9 MOTION TO ADJOURN

Motion to adjourn was requested by Joe Piercey and seconded by John Campbell at 3:15.