

# PINE MEADOWS HOMEOWNERS ASSOCIATION MINUTES FOR BOARD OF DIRECTORS MEETING, OCTOBER 19, 2022

1. **CALL TO ORDER:** Linda Bell, President, called the meeting to order at 1:00 p.m.
2. **BOARD MEMBERS PRESENT:** Linda Bell, Avon Giddings, Nancy Cook, Doug Wansbrough, Ken Lindsay, Perry Adams, Heather Hocken, Mike Stock, Larry Pope, Dave Favrin
  - 2.1. **REGRETS:** None
  - 2.2. **GUESTS:** Sylvie Wesley, Dana Burdenuk
  - 2.3. **ESTABLISHMENT OF QUORUM:** The minimum requirement is 50% plus 1 = 6. A quorum was reached.
3. **CONFLICTS OF INTEREST DISCLOSURE:** No conflicts of interest.
4. **ADDITIONS/CHANGES TO AGENDA:**
  - 4.1 Sylvie Wesley **Welcoming Committee:** Action Plan:
    - a) Perry Adams and Sylvie Wesley will rework binder/PMHA Board will cover costs
    - b) Sylvie will send an updated electronic copy of binder to Dana Burdenuk (Pine Meadows office)
    - c) Linda Bell will sign bylaws in binder
    - d) Avon Giddings will rework the first and last pages of binder.
  - 4.2 Dana Burdenuk: attended to answer board questions as follows:
    - a) Dana has power to approve issues such as: porch additions, funds for carpet and window cleaning of Grand Hall etc. Her title is *General Manager Pine Meadows*
    - b) Don Vallery; Landlord, has the ultimate responsibility for larger projects but will consult PMHA board and MCRC for review and input
    - c) Dana will get back to us re printing costs of Pine Line
    - d) Victoria Claxton-Oldfield, Accounting Manager, Pine Meadows office, will send MCRC report to Perry Adams and Perry will add to PMHA website
    - e) Dana is organizing and monitoring the Volunteer Grass Roots Committee
    - f) Motion made by Perry Adams: The Grass Roots Committee is a sub committee of **PMRC NOT PMHA**. Seconded by Dave Favrin. All in favour. Carried
    - g) Perry Adams has set up a section on PMHA website for Dana to communicate with residents
5. **APPROVAL OF THE AGENDA OF THE BOARD MEETING October 19, 2022:** Doug Wansbrough moved to accept the agenda and Avon Giddings seconded. All in favour. Carried.
6. **APPROVAL OF BOARD MEETING MINUTES OF September 21, 2022:** Mike Stock made the motion to approve. Seconded Ken Lindsay. Carried. A Special thank you to Heather Hocken for taking minutes of our August Board Meeting and Larry Pope for recording the minutes of the General Meeting and the September 21/2022 Board Meeting
7. **BUSINESS ARISING FROM THE BOARD MEETING MINUTES OF September 21/22:**
  - a) Perry Adams will purchase a new flag when needed without board permission
  - b) PMHA board is in favour of having a Petty Cash account of 100\$ per month for small purchases i.e. items less than 100\$
8. **NEW RESIDENTS:**
9. **ROUND TABLE:**

- a) Larry Pope will monitor the bulletin board above the mailboxes and will recruit a volunteer to take care of this job
- b) Avon Giddings moved that new residents who move in between July 1 and Dec 31 pay the membership fee of 40\$. Residents who move in between Jan 1 and June 30 will pay a fee of 20\$. This only applies to the first year of residency. Seconded by Doug Wansbrough. All in favour. Carried.
- c) This motion (9b) will be added to the binder for new residents.
- d) Board members will approach residents who have not paid their annual fee to make them aware of how this annual fee helps the whole community.

**10. NEW BUSINESS:**

10.1. All new board members have signed the consent forms. These forms will go in the annual minutes binder.

**10.2. Treasurer's Report**

- a) Doug Wansbrough – Treasurer – made a motion to purchase Microsoft Office. Larry Pope seconded the motion. Carried.
- b) Perry Adams made a motion to purchase Anti Virus Bit Defender. Doug Wansbrough seconded the motion. Carried.
- c) Motion to accept treasurer's report Doug Wansbrough, seconded Avon Giddings. Carried.

10.3. **MCRC REPORT:** Mike Stock moved to adopt MCRC report, seconded Larry Pope. Carried.

10.4. Heather Hocken has filed the **Articles of Amendment**

10.5. Our constitution is no longer needed under the new act.

10.6. Nancy Cook- secretary- will file directors names online when the government responds to the filing of the Articles of Amendment (10.4)

10.7. **Remembrance Day Service:** November 9, 2022. Avon Giddings is organizing the event in Grand Hall. A 9:30 coffee time and a 10:00 start time is planned. Linda Webster will be doing the display case. Shon Sorenson will run the AV presentation.

Avon Giddings made a motion to pay the bill of 170\$ for the two wreaths. Larry Pope seconded. Carried.

10.8. Avon Giddings made a motion to approve the revised procedures for the Director of Activities. Dave Favrin seconded. Carried.

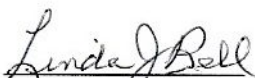
10.9. Dana Burdenuk will take care of carpet cleaning.


10.10. Flu Clinic will not happen this year

10.11. Avon Gidding moved to purchase a 100 cup coffee urn for the kitchen. All in favour.

**11. DATE OF NEXT BOARD MEETING:** Wednesday November 16, 2022- 1 PM

**12. MOTION TO ADJOURN:** Larry Pope, seconded Avon Giddings.

  
President, L. Bell

  
Secretary, N. Cook