

PINE MEADOWS HOMEOWNERS ASSOCIATION MINUTES

FOR BOARD OF DIRECTORS MEETING June 21, 2023

1. **CALL TO ORDER:** Linda Bell, President, called the meeting to order at 1:00 p.m.
2. **BOARD MEMBERS PRESENT:** Heather Hocken, Nancy Cook, Mike Stock, Larry Pope, Avon Giddings, Perry Adams
 - 2.1. **REGRETS:** Dave Favrin
 - 2.2. **ESTABLISHMENT OF QUORUM:** The minimum requirement is 50% plus 1 = 6. A quorum was reached.
 - 2.3. **Guest: Anne Marie Hirons, 159 Pine Ridge Road**
3. **CONFLICTS OF INTEREST DISCLOSURE:** No conflicts of interest.
4. **ADDITIONS/CHANGES TO AGENDA:** Dog Run presentation (see # 11)
5. **APPROVAL OF THE AGENDA FOR THE BOARD MEETING MAY 17, 2023:** All in favour.
6. **APPROVAL OF BOARD MEETING MINUTES OF MAY 17, 2023:** A Giddings moved to approve. L Pope seconded. All in favour. Carried.
7. **BUSINESS ARISING FROM THE BOARD MEETING MINUTES OF MAY 17, 2023**

OPERATING AGREEMENT PMHA AND WEB COMMITTEE

The intent of this agreement is to outline and describe how the WEB Committee and the PMHA interact and work together and to describe various responsibilities and activities.

PMHA Responsibilities

PMHA, through the Treasurer, will manage the financial activities and reporting on behalf of the Web Committee. Contributions to the WEB Committee will be held in trust for their use. Deposits, Accounting, Disbursements and Reporting will be managed through a separate account on the PMHA books, kept separately from normal PMHA funding, restrictions and limits.

PMHA will forward all correspondence, cheques, electronic submissions to the Web Committee for reconciliation and summarizing to the Treasurer for action.

PMHA will receive routine activity reports, as needed, from the WC and will provide a conduit to the Board through the Director of Communications as the communication channel. Requests for information or updates will be channeled to the WC through the Director of Communication.

WEB Committee Responsibilities

The WC solicits funds through a sponsorship program for the upkeep of Pine Meadows AV and Sound System.

The WC, in its sole discretion, will make all decisions related to the purchase, ongoing maintenance and future development of Audio Visual and WEB capabilities for Pine Meadows Homeowners.

The WC, or designate, will receive all correspondence, cheques or electronic submissions and summarize monthly to the PMHA Treasurer.

The WC will abide by normal PMHA financial administrative practices for the disbursement and accounting of funds.

The WC will prepare an annual report for the Annual Meeting (AM) of activities, accomplishments and future plans.

Additionally, the WC will provide interim communication updates, through the Vice President, that they deem necessary for excellent communication between the WC and the Board.

PROPOSED MOTION

Avon Giddings made a motion to accept the operating agreement between PMHA and the Web Committee. Seconded: Ken Lindsay. Carried.

8. CORRESPONDENCE

8.1 Linda Bell received a letter from PMRC for a draw down of funds for replacement of roof at the community centre pool. She signed as authority of PMHA board.

9. **NEW RESIDENTS:** none

10. **NEW BUSINESS:**

10.1 **Treasurer's Report:** Motion to approve treasurer's report by Perry Adams. Seconded Larry Pope. All in favour.

10.2 **MCRC Report:** no report.

10.3 Mike Stock made a motion to approve appointment of Gabi Filce as interim treasurer. Seconded Heather Hocken. Carried.

10.4 **PMHA Annual Meeting Preparation:**

A) **Nominating Committee Report:** some interest in position of Vice President. Building Facilitator and Treasurer positions are vacant as of this meeting.

B) Contact Linda Bell for nominating forms

C) Gabi Filce (interim treasurer) will present the proposed budget as soon as she gets the budget forms from the activity coordinators

10.5 Report re residents receiving the Pine Line and Annual Meeting package electronically: deferred to July 19/23 meeting.

10.6 **President's Pine Line Message:**

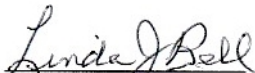
a) Board Vacancies b) emergency exit on White Bark Way c) AM package will be sent electronically d) hard copy of proxy forms will be in internal mailboxes e) Current MCRC report is on the PMHA web site


11:00 **What's on Your Mind:**

Discussion re construction of dog run deferred to the July 19/23 meeting.

12. **DATE OF NEXT BOARD MEETING:** Wednesday July 19, 2023 1 pm

13. **MOTION TO ADJOURN:** All in favour.


President, L. Bell


Secretary, N. Cook