

PINE MEADOWS HOMEOWNERS ASSOCIATION MINUTES FOR BOARD OF DIRECTORS MEETING December 20, 2023

1. **CALL TO ORDER:** Avon Giddings, President, called the meeting to order at 1:00 p.m.
2. **BOARD MEMBERS PRESENT:** Avon Giddings, Nancy Cook, Larry Pope, Perry Adams, Dave Favrin, Andy Keen, Chris Larsen, Chris Rynberk. Mike Stock, Linda Bell
 - 2.1.1 **REGRETS:** Heather Hocken
 - 2.1.2 **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:** None
5. **APPROVAL OF THE AGENDA FOR THE BOARD MEETING December 20, 2023:** All in favour.
6. **APPROVAL OF BOARD MEETING MINUTES OF November 15, 2023:** Board motion to approve amended minutes of November 15, 2023, made and approved.
Amendments to the November 15, 2023, minutes as follows:
 - a.) Golf club submitted a fee of \$271.20.
 - b.) First Aid training is open to any resident requesting it.
7. **BUSINESS ARISING FROM THE BOARD MEETING MINUTES OF November 15, 2023**
 - 7.1 **Drop Box Training: Keith Solomon-** thank you Keith for this training.
Fundamentals of drop box as follows:
 - a.) Users need an invitation to access drop box (all directors should have access).
 - b.) Users can only access approved files.
 - c.) Upload and download files on to your computer and always copy from one to another.
 - d.) If you accidentally delete a file, it can be recovered up to 30 days – contact owner (Keith) and ask for recovery.
 - e.) Do not delete a file – create an archive folder.
 - f.) Users can get extended protection for a fee.
 - g.) Cost of Dropbox for one year is 120\$ Canadian.
 - h.) Security re copyright -nobody can access without an invitation.
 - 7.2 **Projects and Initiatives Updates as follows:**
 - 7.2.1 **Affinity Exercise:** Board Members were asked to send their thoughts and ideas re the – Avon Giddings thanked those who responded.
 - 7.2.2 **Reserve Assessment and Resetting:** no report
 - 7.2.3 **Website Management:** January meeting pending with interested board members and other residents.
 - 7.2.4 **Emergency Contact Network Review:** pending after New Years
 - 7.2.5 **Tax Return Update:** review pending.
 - 7.2.6 **Avon Giddings** met with Dana Burdenuk and Don Vallery re Kitchen Review, capital budget plan and the priority lists re PMHA and PMRC issues (see below).
 - 7.2.7 **Larry Pope** will investigate Men’s Aquafit issue.
8. **NEW BUSINESS**
 - 8.1 **Treasurer’s Report:**
 - Financial statements had to be reissued due to interest accrued from two GIC’s.
 - Two more GICs will come due in 2024.**Board motion to approve Treasurer’s report was made and seconded. Carried.**

8.2 Kitchen Review committee Report

- Kitchen has been grandfathered by the township i.e. is not being held to 2023 Building Code standards.
- We should be working on a plan to update kitchen over the next few years.
- Dishwasher works fine when both soap and rinse agent are installed properly. There is very clearly a need for improved training and documentation of the proper use of this appliance.
- Sink sprayer will be replaced with a commercial grade hand sprayer.
- Revisit the issue of mice droppings. Dana and Peter investigated but could find no evidence of mice droppings.
- Electrical issue will be investigated. Electrical upgrading might not trigger a building code update.
- Grease trap inspection occurs yearly.
- First aid kit is checked regularly.

8.3 MCRC Report and pending issues- no written report this month

- Dana Burdenuk is investigating new tables for the hall – estimate cost 10,000\$ to seat 270 people.
- Larry Pope will send another possible table suggestion to Dana Burdenuk.
- A suggestion was made to reconfigure stage and storage to add more space for events.
- PMRC will repair shuffleboard court.
- Don Vallery will consider a gazebo/pavilion, sharing costs with PMHA and pending a fire department consultation on the wooden framing. Don wants to know that the community supports this expenditure.
- Kitchen Committee will investigate improving blue bin storage and cleanliness issues.
- Don Vallery will price Bocce Ball Court - he estimates a cost of 15,000\$.
- Larry Pope and Avon Giddings will draft a survey of community to assess support for a Bocce Ball Court.
- Purchasing new Board Room Chairs has been shelved.
- Larry Pope will speak to Dana Burdenuk re ramp issue.
- A suggestion was made to purchase new umbrellas for shade at the shuffleboard courts in lieu of shaded benches.
- The hand dryers will not be replaced.
- PMRC will investigate replacing tiles in men's washroom.
- There will be a lattice screen around air conditioner.
- A garburator will not be installed.
- It is expected that there will be a refund to all residents from our maintenance fees.

8.3.1 New Spending Discussion

- PMHA suggestions have not been budgeted or approved at this time.
- Community approval is needed for expenditures over 2500\$.
- Any community member can get a price on an item and bring it to the board or AV committee for approval.

8.3.2 Next Steps Arising from spending discussion:

- Chris Larsen will contact First Aid Teacher and volunteers to take part in first aid training.
- Chris Larsen will update resident photo book and investigate Membership cards for PMHA.
- Larry Pope will investigate storage for barbecue and barbecue tanks.
- Perry Adams will investigate feasibility and cost of additional speakers for the Grand Hall.
- Chris Larsen will speak to Dana Burdenuk re new card tables.
- Shaded Garden bench is on hold.

8.3.3 Building Facilitator: Andy Keen will submit a monthly report on drop box.


8.3.4 President's Report to Pine Line: Avon Giddings would like to be contacted if you want anything to be included in his monthly pine line report

9. DATE OF NEXT BOARD MEETING: JANUARY 17, 2023 - 1 PM

10. MOTION TO ADJOURN: All in favour



President, A Giddings



Secretary, N. Cook