

PINE MEADOWS HOMEOWNERS ASSOCIATION MINUTES
FOR BOARD OF DIRECTORS MEETING April 17, 2024

1. **CALL TO ORDER:** Avon Giddings, President, called the meeting to order at 1:00 p.m.
2. **BOARD MEMBERS PRESENT:** Nancy Cook, Larry Pope, Avon Giddings, Dave Favrin, Andy Keen, Chris Larsen, Chris Rynberk. Perry Adams
 - 2.1 **REGRETS:** Mike Stock
 - 2.2 **ESTABLISHMENT OF QUORUM:** The minimum requirement is 50% plus 1 = 6. A quorum was reached.
3. **CONFLICTS OF INTEREST DISCLOSURE:** None
4. **ADDITIONS/CHANGES TO AGENDA:** None
5. **APPROVAL OF THE AGENDA FOR THE BOARD MEETING January 17, 2024:** All in favour.
6. **APPROVAL OF BOARD MEETING MINUTES OF January 17, 2024:** A board motion to approve minutes was made and seconded. Carried

7. **NEW BUSINESS**

7.1.-7.3 **Treasurer's Report: March Financials/GIC Activity**

- Procedural change was made with TD bank to deposit GIC interest accrual in PMHA operating budget.
- This procedure is done only by setting up a new GIC when each GIC matures and transferring any interest accrual to the operating account.
- Two signatures are necessary for this procedure (president, vice president or treasurer).
- Maturity date for large GIC was changed to 100 days.
- Sale of retiring banquet and card tables was turned over to Dana Burdenuk (180\$) Proceeds from sale of card tables was retained by PMHA.

A board motion to approve the treasurer's report was made and seconded. Carried

7.4 **Budget Creation Process**

- Chris Larsen will contact each committee head in April re funds needed for the 24/25 year.
- Avon Giddings' Pine Line message will include the updating and expanding procedure for allotting monies for current activities and any new ones that might arise.

8. **MCRC Report**

Pertinent items from report:

- HIGHLAND PINES and PINE MEADOWS are two different entities.
- Dana Burdenuk is a Pine Meadows' employee.
- **All** other employees are hired by Highland Pines.
- Pine Meadows contracts with Highland Pines for their services (snow removal / grass etc).
- Replacement humidifier for pool will be installed in April / May 2024.
- Grand Hall heat pump will be installed by end of April 2024.

A board motion to approve the MCRC report was made and seconded. Carried

9. **Bulletin Board Update**

- L Pope and C Rynberk will draft an updated version of rules and regulations for **all** bulletin boards.
- This update will be presented to the board for input via email before May 2024 Board meeting.
- Board decision was made to institute a **6-week** time limit for all postings on **all** bulletin boards.

10. **Motion by Larry Pope. That the PMHA do an email survey of residents in May, asking them to rank two possible projects in order of preference. Seconded Andy Keen.**

After a lengthy discussion the motion was withdrawn, and the following plan was made:

- Larry Pope and Heather Hocken will draw up a preliminary community survey re new activity projects.
- The survey will include a list of initiatives being considered.
- The survey will state the PMHA board has not made any decisions re this spending.
- The survey will include the understanding that the community's response to this survey would be considered as input to a general meeting.
- The survey wording will state that PMHA will approach PMRC to share the costs of these projects.
- The survey will be reviewed by PMHA before it is sent out to the community.
- The survey will go out to the community via email blast with a directive to respond to Communications Director – Perry Adams.
- Perry Adams will compile and forward these responses to the PMHA Board of Directors for consideration.

11. **President's Message in Pine Line will include:**

- Budget allotment for activities
- Open times for swimming (children's hours now open to everyone)
- Nominating committee chair needed -solicit volunteers from the community
- Mention of pending survey about capital projects

12. **BUSINESS ARISING FROM THE JANUARY 17, 2024 BOARD MEETING**

12.1 Drop Box Training: deferred.

- 12.2 **Reserve Assessment and Resetting**

Avon Giddings presented a document to the Board re the history of the Reserve Fund
This document is still a work in progress.

12.3 **Website Management**: Larry Pope will continue to look for volunteers.

12.4 **Emergency Contact Network Review**: pending in May (C Rynberk)

12.5 **Archivist Update**: Heather Hocken and Chris Rynberk will continue to seek an archivist.

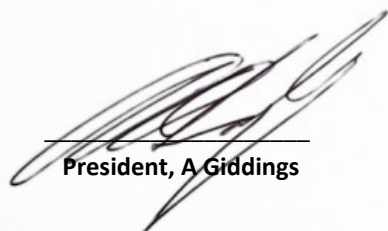
12.6 **Tax Return Update**: none

12.7 **Right of First Refusal** re selling of Pine Meadows in future


- Dana Burdenuk and Don Vallery will be invited to May 15/24 Board meeting to discuss this issue.
- Avon Giddings will advise Don and Dana re all items to be raised ahead of May 15/24 meeting.
- Board members will send additional discussion items to Avon ahead of May 15/24 meeting.

13. **DATE OF NEXT BOARD MEETING: Wednesday, May 15, 2024 - 1 PM**

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



President, A Giddings



Secretary, N. Cook