PINE MEADOWS HOMEOWNERS ASSOCIATION MINUTES
FOR BOARD OF DIRECTORS MEETING **March 18,2026**

1. **CALL TO ORDER:** Chuck McCormack, Chair, called the meeting to order at 1:02 p.m.
2. **BOARD MEMBERS PRESENT:** Chuck McCormack, Christian Larsen, Lillian Chaulk, Susan Laberge, Anne Marie Hirons, Ted White, Carmie McCormack, Craig Howard

   2.1 Regrets: Susan Stock

   2.2 Establishment of a Quorum: The minimum requirement is 50% plus 1 = 5. A quorum was reached.

   2.3 Past President: Chris Rynberk
3. **CONFLICTS OF INTEREST DISCLOSURE:** None
4. **ADDITIONS/CHANGES TO AGENDA:**

   4.1 Section 8.5 Pool water, garbage in the community grounds

5. **APPROVAL OF THE AGENDA FOR THE BOARD MEETING OF March 18, 2026**

   The board reviewed the agenda. Approved by all. Carried.

6. **APPROVAL OF BOARD MEETING MINUTES OF February 18, 2026.**

   Motion to approve by Anne Marie H. and seconded by Carmie M. All approved. Carried.

7. **BUSINESS ARISING FROM THE BOARD MEETING MINUTES February 18, 2026**

   7.1 Website Management: *Chuck M., Christian L.*

   The committee met with Luna at ICS regarding the website maintenance and upgrades. An update will be sent out to the board when received from ICS. The installation of Mailchimp will take approximately 10 weeks, improved communications between the board and residents will be available once Mailchimp is installed and operational.
   The website committee will reach out to Jeremy at ICS for recommendations on an archival database to replace Dropbox.

   7.2 Job Descriptions – *Chuck M.*

   The Vice President job description was edited and approved.
   The Procedure for death of resident was edited.
   Job descriptions will be posted on the website.

   7.3 Photobook – *Chuck M.*

   Motion made by Ted W. to strike the motion made Feb 18, 2026, regarding photobook printing, seconded by Lillian C. All approved. Carried.

   New motion made by Ted. W. that the board create a letter to all residents indicating that a copy of the photobook will be made available to them upon request. PMHA members no cost, non- PMHA members cost will be $10.00 per copy, seconded by Christian L. Approved by all. Carried.

7.4 Emergency Preparedness – *Anne Marie H.*
See under New Business.

7.5 Concerns re Blue Bins, Ovens and Pool water- *Craig H.*
See under New Business.

8. NEW BUSINESS

8.1 Treasurer's Report – *Christian L.*

a) **Financial Report**: The financial report for February was reviewed by the Board. Directors' insurance was paid and the policy shared with all board members prior to the meeting.

b) **2025-2026 Membership Update:** There are (84%) paid memberships, no change.

Motion for approval of the Treasurer's Report was made by Carmie M. and seconded by Anne Marie H. All in favour. Approved.

8.2 Communications Update: *Carmie M.*
The flag raising/lowering issue is rectified with the warmer weather.

8.3 Government Liaison: *Susan L.*
Bylaw # 7 (new Bylaw # 9) is now updated and signed. The document will be filed in the corporate records binder in the filing cabinet.
In follow-up to the 2025 AGM decision to have a special meeting regarding PMHA membership costs, the board will prepare an email to send out to all residents.

8.4 Activities Update: - *Chuck M. on behalf of Susan S.*
a) The new treadmill will be delivered on Friday March 20, 2026.
A suggestion was made to place a mirror near the treadmill to show the doorway as a safety/security measure since the treadmill faces away from the doorway.
b) The following residents will now coordinate activities due to coordinators stepping down:
- Men's Carving Group: Ron Craddock, George Goodfellow, Carl Severin
- Ladies Billiards: Marilyn Ross
- Display case: Bonnie Bottomley and Maureen Swift
- Euchre: Clyde Henry

The above changes will be made on the next update in April to the Green Activities Sheet.

8.5 Building/Facilities: *Craig H.*

a) PMRC now takes responsibility for blue boxes and emptying paper bins under the mailboxes. Residents will no longer volunteer for these tasks.
b) Craig H. will follow up with Victoria regarding the oven temperatures.
c) Pool water quality - Craig H. will follow-up regarding pool closure for cleaning which is usually done in March.
d) Residents have expressed concerns regarding garbage and broken glass on roadways after garbage/recycling collections. It is not clear if this is a recycling collection issue, more information is required for investigation.

8.6 Member-at-Large: *Anne Marie H.*
Community safety sheet draft was presented to the board for review prior to the meeting. The plan is to distribute the Community safety sheet to all residents when finalized.

8.7 AGM date will be September 9, 2026, one week earlier than previously planned. Residents will be advised of the change prior to the meeting.

8.8 Other Business:
Lillian C. - The annual PM Garage Sale will occur on the third Saturday of June (June 20, 2026) this year. The organizers will be the same as last year: Lillian C., Joanne Alexander, Linda Ward. The cost will remain at $5 per participating household. Keith Solomon has kindly agreed to print the maps again this year, printing paper will be supplied by the Garage Sale organizers. Flyers will be printed by R&R Printing in Fergus. The first announcement has been sent for the April Pine Line. PMRC will be notified of the planned date and the sign posting at PM entrance. Posters will be put up on the bulletin boards in the coming months.

9. DATE OF NEXT BOARD MEETING: WEDNESDAY, April 15, 2026 @ 1:00 p.m.
(VP will chair in President's absence).

10. MOTION TO ADJOURN: by Anne Marie H. seconded by Susan L. All in favour.

Chair: Chuck McCormack

Secretary: Lillian Chaulk