PINE MEADOWS HOMEOWNERS ASSOCIATION MINUTES
FOR BOARD OF DIRECTORS MEETING **April 15,2026**

1. **CALL TO ORDER:** Ted White, Chair/ Vice President, called the meeting to order at 1:04 p.m.
2. **BOARD MEMBERS PRESENT:** Christian Larsen, Lillian Chaulk, Susan Laberge, Anne Marie Hirons, Ted White, Craig Howard, Susan Stock

   2.1 Regrets: Chuck McCormack, Carmie McCormack

   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 8.6 Years of Service

5. **APPROVAL OF THE AGENDA FOR THE BOARD MEETING OF April 15, 2026**
   The board reviewed the agenda. Approved by all. Carried.

6. **APPROVAL OF BOARD MEETING MINUTES OF March 18, 2026**
   Motion to approve minutes was made by Christian L. and seconded by Susan L. All approved. Carried.

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

   7.1 Website Management: *Ted W., Christian L.*

   Archival Database: Chuck M. spoke with Jeremy at ICS regarding an archival database and Jeremy recommended Dropbox due to ease of use and affordability of Dropbox.
   ICS confirmed that the website updates are ongoing.

   7.2 Job Descriptions – *Ted W.*
   Job Procedures and Job Descriptions will be tabled for next meeting. Revised/approved procedures are posted on the website. Pending revised procedures for board members will be emailed for review prior to the next meeting.

   7.3 Photobook – *Ted W., Christian L.*
   Keith Solomon sent out an email to all residents regarding the photobook. Resident responses or feedback has not yet been received.

   7.4 Community Safety Sheet: *Christian L., Anne Marie H.*
   The sheet was sent to the insurance broker for comment without results. Anne Marie H. is making final updates to the sheet, and it will be distributed after the residents are informed of the decommissioning of the emergency contact system by the President.

7.5 Building Concerns: - *Craig H.*

a) Craig was informed today that the oven on the left (near the sink) is not coming up to expected temperature. This is after the ovens were looked at by Matt from PMRC who looked at all ovens and advised that the ovens are on separate electrical circuits.

b) Craig H. will follow-up with the Social Committee using the stoves today and will follow up with Don V. regarding having an electrician review the electricals.

c) Road glass is still noted on roadways and lawns. Street sweepers may take care of this issue with spring cleanup. The Board will continue to monitor if the glass issue continues.

d) Grand Hall- in the center/peak of the ceiling, dark spots were noted by residents on April 13, 2026 during heavy rain. Craig H. notified Anthony at PMRC who came immediately and took photos and stated that he would follow-up to check if it was shadows or wet spots. To be monitored.

8. NEW BUSINESS

8.1 Treasurer's Report – *Christian L.*

a) **Financial Report**: The financial report for March was reviewed by the Board.
One GIC was closed and money moved to bank account due to recent expenses.
b) **2025-2026 Membership Update:** There are (84%) paid memberships, no change.
c) General Meeting -set for **June 11.** Ted W. confirmed hall booking with Helen Waring.
d) Grant for Seniors Travel per Wellington Advertiser posting was discussed.

Motion for approval of the Treasurer's Report was made by Lillian C. and seconded by Susan S. All in favour. Approved.

Motion made by Christian L. to contact the Centre Wellington municipality regarding procedure to apply for Seniors Travel Grant, seconded by Anne Marie H. Approved. Carried.

8.2 Communications Update:

On behalf of the Board, Keith Solomon sent an email to all residents with email addresses regarding an Emergency Meeting to be held on June 11 regarding the Membership Dues.

8.3 Government Liaison: *Susan L.*

Wellington Action Alert re drinking water. This is not an issue for PMHA board.

8.4 Activities Update: - *Susan S.*

a) The new treadmill was delivered and is being used by residents with positive reports. The manual is in the exercise room, and the treadmill is noted to be easy to use.

b) Pickle ball – balls are required and will be reimbursed from the budget.

c) A new exercise equipment cart was purchased for exercise classes.

8.5 Member-at-Large: *Anne Marie H.*

Anne Marie H. will take over death notices on behalf of Carmie M. while she is away.

8.6 Other Business:

a) Susan L: MCRC is no longer meeting and Don V. stated that he will be available to meet with the Board for maintenance review and questions. We should meet with Don V. Tabled for next meeting.

b) Lillian C. - PM Garage Sale June 20-

The May Pine Line announcement has been sent; Posters are on the bulletin board.

Lillian C. is away for the month of May, and the garage sale organizers will continue with Garage sale tasks.

c) Janice Gagne will host the Aboyne Rural Hospice Fundraiser Table again this year at her house #9 PRR.

d) Lillian C, Secretary, will be absent from May meeting and Susan L. has kindly agreed to take minutes for May 20th board meeting.

8.7 Years of Service: *Ted W.*

Board Directors changes 2026-2027– Tabled for next meeting.

9. DATE OF NEXT BOARD MEETING: WEDNESDAY, May 20, 2026 @ 1:00 p.m.

10. MOTION TO ADJOURN: by Christian L. seconded by Craig H. All in favour.

Edward White

Chair: Ted White, Vice President

J Chaulk

Secretary: Lillian Chaulk