PINE MEADOWS HOMEOWNERS ASSOCIATION MINUTES
FOR BOARD OF DIRECTORS MEETING **May 20, 2026**

1. **CALL TO ORDER:** Chuck McCormack, Chair/President, called the meeting to order at 1:00 p.m.

2. **BOARD MEMBERS PRESENT:** Christian Larsen, Susan Laberge, Craig Howard, Carmie McCormack

2.1 Regrets: Lillian Chaulk, Anne-Marie Hirons, Ted White, 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:** None

5. **APPROVAL OF THE AGENDA FOR THE BOARD MEETING OF May 20, 2026**
The board reviewed the agenda. Approved by all. Carried.

6. **APPROVAL OF BOARD MEETING MINUTES OF April 15, 2026**
Motion to approve minutes was made by Christian L. and seconded by Craig H. All approved. Carried.

7. **BUSINESS ARISING FROM THE BOARD MEETING MINUTES April 15, 2026**

7.1 Website Management: *Christian L.*
ICS confirmed that the website updates are ongoing and ICS has the website running and has made some changes (i.e. Pine Line updates each month). Work continues.

7.2 Archival Database
Jeremy and Chuck M. discussed Dropbox being the best choice due to ease of use and affordability. We will move ahead with Dropbox.

7.3 Job Descriptions – *Chuck M.*
Board members revised/approved Job Procedures and Job Descriptions are posted on the website.
Hall and Kitchen Reservation Committee will be updated and when completed Christian will put on website.

7.4* Photo Book: Chuck M. & Christian L.*
Keith Solomon has printed copies to be distributed to paid up members. Those who are not paid up will be notified of their cost of $10 each.

7.5 Community Safety Sheet: *Chuck M.*

Community Safety Sheet printed and distributed to all resident's mail slots. Letter to be produced and approved by Board for distribution, explaining decommissioning of emergency contact system.

7.6 Building Concerns: *Craig H.*

a) Speers Electric has checked the kitchen stoves and all the stoves and outlets are working.

Chris R. suggested an audit by the kitchen committee to document more clearly how the ovens are being used and when there is a problem

b) Spring street sweeping has been completed.

c) New Grand Hall ceiling has been repaired.

8. NEW BUSINESS

8.1 Treasurer's Report – *Christian L*

Christian gave an update on the Financials to date.

a) Looking into keeping printing costs down and finding some new sponsors.

b) Safety course - CPR first aid course to be finalized.

c) Chuck will send out another reminder of the meeting on June 11 for residents requesting fee adjustment.

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

8.2 **Communications Update**: *Carmie M.*

The PMHA Welcome Binder has been updated.

8.3 Government Liaison: *Susan L.*

A notice in local online news report from Circular Materials indicates that all of Centre Wellington will be changing from our current 2 blue box system to one larger rolling bin this July. Chuck M. will investigate.

8.4 Other Business:

a) **Maintenance Review** with Don V and the Board: Chuck M. will arrange for Don V. to meet with the Board for maintenance review and questions.

b) **Garage sale** organizers continue with Garage sale tasks and volunteer requirements are posted on the bulletin board.

c) **Years of Service**: *Chuck M.*

Board Directors changes 2026-2027– Years of Service: Chuck put out a list of each Board members term of service at the beginning of the year.
We are asking each board member to advise of their plans.

9. **DATE OF NEXT BOARD MEETING: Tuesday, June 16, 2026 @ 1:30 p.m.**

10. **MOTION TO ADJOURN: by Craig H. seconded by Carmie M. All in favour.**

Chair: Chuck McCormack, President

Minutes taken by Susan Laberge, Govt.Liaison