PINE MEADOWS HOMEOWNERS ASSOCIATION MINUTES
FOR BOARD OF DIRECTORS MEETING **June 16, 2026**

1. **CALL TO ORDER:** Chuck McCormack, Chair called the meeting to order at 2:10 p.m.
2. **BOARD MEMBERS PRESENT:** Chuck McCormack, Christian Larsen, Susan Laberge, Craig Howard, Carmie McCormack, Lillian Chaulk, Anne-Marie Hirons, Ted White

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 (absent)

3. **CONFLICTS OF INTEREST DISCLOSURE:** None
4. **ADDITIONS/CHANGES TO AGENDA: Not Applicable:**

Section 8.1 b) Auditor/Reviewer Search Update: Completed at a previous meeting

5. **APPROVAL OF THE AGENDA FOR THE BOARD MEETING OF June 16, 2026**

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

6. **APPROVAL OF BOARD MEETING MINUTES OF May 20, 2026**

Motion to approve minutes was made by Ted W. and seconded by Craig H. All approved. Carried.

7. **BUSINESS ARISING FROM THE BOARD MEETING MINUTES May 20, 2026**

7.1 Website Management: *Christian L.*

Website updating by ICS continues as a going project, and the Board is updated regularly. Website changes, e.g. updating the Pine Line on the website will require training. The website committee will meet to discuss how to proceed with the changes/training.

7.2 Archival Database- *Chuck M.*

A new PMHA-owned Drpobox will be set up by Christian L. and he will have a discussion with Keith Solomon and Anne Marie H. regarding transferring past Dropbox records.

7.3 Post reviewed, or updated job descriptions: Reviewed – *Chuck M.*

Hall rental and Kitchen Committee procedure is posted on the website.

7.4 Photo Book*: Chuck M. & Christian L.*

The Board distributed printed Photobooks to PMHA paid-members mail slots. Copies are available for non-members at a cost of $10 each. Extra copies will be added to the Welcome Binder while quantities last.

7.5 Community Safety Sheet: *Chuck M. & Anne Marie H.*

The Board reviewed and approved a letter for distribution to residents explaining the decommissioning of the emergency contact system. The letter will be distributed to the mail slots in the coming weeks.

7.6 Years of Service: *Chuck M.*

Board Directors changes 2026-2027– Years of Service:
Board members stepping aside:
Secretary – Lillian C.
Building Facilities: - Craig H.

8. NEW BUSINESS

8.1 Treasurer's Report – *Christian L.*

a) Christian L. gave an update on the financials to date. It was noted that printing costs are over-budget for the year and the ICS invoice requires follow-up with the company.

b) Not applicable

c) The 2026-2027 Membership Fee letter was reviewed and approved by the Board at the meeting. The letter will be distributed to all residents in the mail slots.

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

8.2 Communications Update: *Carmie M.*

The photobook will be added to the PMHA Welcome Binder while the supply lasts.

8.3 Government Liaison: *Susan L.* – No update.

8.4 Activities: *Susan S.*- (absent) No update.

8.5 Building Facilities: *Craig H.*

a) The pool clock was replaced.

b) The recycling issue is resolved.

c) The side door inside the hall – PMRC administration is aware, no issue.

d) Ants in the pool – ant traps will be placed.

e) The men's washroom issue is resolved.

f) The hot tub overflowed – maintenance and administration were advised. The hot tub is shut down until further notice.

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

Please see **Section 7.5**

8.7 Garage Sale Update: *Lillian C.*

The Garage Sale is ready to proceed on June 20 as planned. There are not enough funds from last year's sale to pay for map printing, due to increased advertising & printing costs for flyers this year. The Treasurer approved the cost of printing for maps for visitors to be invoiced by PMRC to the Board. Garage Sale budget will be requested to increase for 2027 sale.

8.8 Vice President: *Ted W.* -No update.

9. DATE OF NEXT BOARD MEETING: Wednesday, August 12, 2026 @ 1:00 p.m.

10. MOTION TO ADJOURN: by Carmie M., seconded by Anne Marie H. All in favour.

Chuck McCormack, Chair/President

Lillian Chaulk, Secretary