PINE MEADOWS HOMEOWNERS ASSOCIATION MINUTES
FOR BOARD OF DIRECTORS MEETING August **12, 2026**

1. **CALL TO ORDER:** Chuck McCormack, President/Chair called the meeting to order at 1:00 p.m.
2. **BOARD MEMBERS PRESENT:** Chuck McCormack, Christian Larsen, Carmie McCormack, Lillian Chaulk, Anne-Marie Hirons, Ted White

   2.1 Regrets: Susan Stock, Craigh Howard, Susan Laberge

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

   2.3 Past President: N/A – Past President, Chris Reembark has moved from Pine Meadows.
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 August 12, 2026**

   The board reviewed the agenda. Approved by all. Carried.
6. **APPROVAL OF BOARD MEETING MINUTES OF June 16, 2026**

   The minutes were approved by all members. Carried.

7. **BUSINESS ARISING FROM THE BOARD MEETING MINUTES June 16, 2026**

   7.1 Website Management: *Christian L.*

   Website user authority has been granted to Directors who require it and training will be done.

   7.2 Years of Service: Chuck M.

   Board Directors changes 2026-2027:

   New director applications were approved by the board for the secretary and the building facilities at this meeting and will be presented at the AGM - Cathy Clendenning & Mike Agnew.

   7.3 Garage Sale Update: *Lillian C.*

   The Garage Sale on June 20 was very successful with very good attendance from the surrounding community. 39 Pine Meadows households participated and very positive feedback was received from residents (community attendees & sale organization). Income generated from participants was $195.00 which will be used for next year's annual garage sale expenses. A post-garage sale update was posted in the August Pine Line. The Garage Sale Organizing Team will remain unchanged- Lilly Chaulk, Linda Ward, Joanne Alexander.

8. **NEW BUSINESS**

   8.1 Approval of Septic Bed Draw from Trust: *Chuck M.*

   President/Chair, Chuck M. presented the invoices from the septic bed work for board approval - total amount $55, 937.87.

Motion that the board authorize the president to sign documents received indicating a payment of $55, 937.87 from the Pine Meadows Retirement Community Limited Maintenance Trust Reserve Fund was made by Ted W. and seconded by Anne Marie Hirons. All in favour. Carried.

8.2 Treasurer's Report – *Christian L.*

a) Financial Report: Christian L. gave an update on the financials for July. The ICS invoice was clarified.

b) Auditor/Reviewer Search Update: Not applicable.

c) 2026-2027 Membership Fee Update: Membership fees have been paid by 75% of residents to date. An email to remind residents that 2026-2027 membership dues were due July 1, 2026.

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

8.3 Communications Update: *Carmie M.*

The Pine Line will be posted on the website by Carmie M. going forward.

8.4 Government Liaison: *Susan L.* – Absent/No update.

8.5 Activities: *Susan S.*- Absent/No update.

8.6 Building Facilities: *Craig H.* – Absent/No update.

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

Christian L. provided an update regarding PMHA Dropbox – Christian L. will meet with Keith Solomon to download PMHA documents to the new PMHA Dropbox. Christian L. will follow-up with Anne Marie H. to ensure access to Dropbox for archival purposes.

8.8 Secretary: *Lillian C.* - No update.

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

8.10 Annual General Meeting: *Chuck M.*

Review of the agenda and pending documents needed for package compilation was discussed. The final draft should be approved by August 24 to ensure printing is completed by August 26, 2026. Copies will be distributed to all residents' mail slots.

9. DATE OF ANNUAL GENERAL MEETING: Wednesday, September 9 at 10:00 A.M.
DATE OF NEXT BOARD MEETING: Wednesday, September 9, 2026, at 1:00 p.m.

10. MOTION TO ADJOURN: by Ted W., seconded by Christian L. All in favour.

Chuck McCormack, Chair/President **Lillian Chaulk, Secretary**