

Minutes
MPHA Executive Meeting
November 4, 2018
10:30 AM

Present: A. Goudey, A. Duchesne, D. Young, T. Tomilson, R. Harry, J. Arenovich, L. Collins

1. **Approval of agenda** - moved by A. Goudey, seconded by T. Tomilson. Carried.
2. **Approval of minutes from May 6, 2018** – Moved by A. Duchesne, seconded by R. Harry. Carried.
3. **Financial report** (A. Duchesne) – Actual and budgeted expenses are on track; no surprises. We are in good shape for the winter and will continue to break even; we'll do better if \$2,100.00 in accounts receivable can be recovered. Acceptance moved by A. Duchesne, seconded by J. Arenovich. Carried.
4. **Business arising from the May 6 and AGM minutes:**
 - 4.1. **Process for the collection of arrears** – Membership dues are payable when invoiced, and will be considered to be in arrears one year after date of invoicing. There are several options for collecting delinquent accounts: a lien on the property, a collections agency, and small claims court. Adam will investigate past practice and best options for the future.
ACTION - A. Goudey – Investigate best option for collecting delinquent accounts
 - 4.2. **Welcome info package** – It was decided to create an electronic document consisting of a welcome letter signed by the Association President, and a single PDF document consisting of items such as the bylaws, covenants, Memorandum of Association, links to the website and Facebook page, info on dues, AGM, annual social, garbage shed, and other useful information.
ACTION - L. Collins – Draft a document for review by executive
 - 4.3. **Reimbursement of legal fee with insurer** – T. Tomilson circulated a letter from our insurer indicating that a claim could not be paid out in the recent legal action over the gate, as there was no bodily harm.
 - 4.4. **Alternate web hosting ideas** (Adam to consult with Dave C.)
ACTION - A. Goudey – carried forward
 - 4.5. **Viable security options** – Several of the recommendations from the report of the Entrance Enhancement Committee dealt with security. It was decided to ask the Committee to continue to explore various methods of enhancing security at the entrance to the property. See Item 5.
ACTION – L. Collins – Approach Entrance Enhancement Committee to continue to seek security solutions.

- 4.6. **Garbage collection: bag allowance, special collection dates and details to members** – Adam posted relevant info on the website and Facebook page, but garbage shed issues continued throughout the summer.

ACTION – L. Collins - Mention best practices for garbage in the next members' update.

J. Arenovich - Make a sign for the shed door with info about what materials must go to Kaiser Meadows, with address and hours of operation.

- 4.7. **Summer social** –Thanks to Judy and Chris Sullivan for hosting! \$150.00 will be budgeted in the next fiscal year for the AGM and summer social.

- 4.8. **Icy road conditions** – While placing boxes of sand or crusher dust at the bottoms of bad hills was suggested in a members' survey a few years ago, and raised at the AGM, it was concluded that it is not practical: boxes would be difficult to place to avoid snowbanks, and impossible to keep dry. It was suggested at the AGM that crusher dust would be better than sand; we will explore with Colin Hughes.

ACTION – A. Goudey - Discuss crusher dust instead of sand when confirming the winter plowing with Colin Hughes.

5. **Report from Entry Enhancement Committee** – Comments from all three committee members were received by email, and the executive discussed each comment:

- Signage – Committee suggested that the big green sign needed freshening, and that the extra signs attached to it be moved to another location. Executive agreed to moving of extra signs but not to repainting the green sign.
- Monthly grooming (eg. grass trimming) – Agreed to include with summer garbage shed duties. We will ask for a recommendation on the condition of the shed as well.
- Installation of trail cams, as well as a sign indicating that trail cams were in use - Comments on the feasibility of trail cams varied. Agreed to ask committee to explore further, including mounting a camera inside the garbage shed, looking out, and provide costs.
- Lighting – Better lighting to make it look like the settlement was occupied. Agreed to ask Committee to explore motion sensor solar or battery operated LED lights, as well as NS Power light, and supply costs.

6. New business

- 6.1. **Covenants re distance from shoreline and adding sand to shorelines** – A member asked that property owners be reminded about the covenants regarding siting buildings 100 feet from the shoreline, and about bringing in material to add to shorelines. L. Collins is waiting for a response from the NS Dept of Environment on bringing in sand, etc to shorelines.

ACTION – L. Collins – Add to next members' update.

- 6.2. **Procedures for getting info on new lot owners** – There is no clear process for the Executive to get contact information for new property owners. We are

not even always informed when a lot is sold, meaning invoices for fees could be sent to the wrong address. For the moment, we will depend on new owners contacting us, and use Property Online as needed. We will also remind owners to notify us when they sell their property.

ACTION – A. Duchesne - Add a reminder to annual invoices to notify him when a property is sold.

L. Collins – Add the same reminder to the next members' update.

6.3. **Composting** – T. Tomilson wondered if we are entitled to have a green bin for residents' compost. It could be kept in the garbage shed.

ACTION – T. Tomilson - Make enquiries with the municipality

6.4. **Winter road maintenance** – A. Goudey will be our contact with Colin for general policy.

7. Next meeting – January 27, 2019

8. Adjournment - 1:00 p.m.

SUMMARY OF ACTION ITEMS

Adam

- Investigate best option for collecting delinquent accounts
- Discuss other webhosting options with Dave Campbell
- Confirm winter ploughing with Colin Hughes and discuss crusher dust instead of sand

Lori

- Draft a welcome document for review by executive
- Approach Entrance Enhancement Committee to continue to seek security solutions
- Do a members' update email, to include: garbage shed best practices, covenants regarding shorelines, reminder to notify executive when selling

Jerry

- Make a sign for the shed door with info about what materials must go to Kaiser Meadows, with address and hours of operation.

Al

- Add a reminder to annual invoices to notify him when a property is sold.

Theresa

- Make enquiries with the municipality about a green bin