

**HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
Sunday, October 17, 2021**

**via Zoom
Time: 9:30am**

Agenda - Board of Directors meeting

In Attendance:

President	Patty Warkentin
Vice President	Bob Walters - not in attendance
Secretary	Cliff Eagar
Treasurer	Wayne Darlow
Park Enhancement	Sharon Cross
Park members Liaison	Dana Vandecasteyen
No portfolio	Desmond Delusignan - not in attendance

Visitors:

Park Caretaker	Frank Fong
Asst Caretaker	Roland

1) Meeting called to order at 9:45

2) Approval of Agenda - approved

3) Approval of Minutes of meetings

A) Board of Directors meeting September 19th, 2021 - Approved

4) Business arising from September Minutes

1. The following committees suggested to be formed in our September meeting
 1. Park enhancement (now posted)
 2. Email / IT (now posted as per Dana) - Dana to include an end date to October 31st
 3. Web design (now posted as per Dana) - Dana to include an end date to October 31st
 4. Bylaws / Rules and Regulations was posted with a deadline for applicants of October 15th (formation of committees in progress - see 4:3)
 5. Park emergency evacuation committee (Frank, Roland, Bob, John and Coleen Bishop and Cliff)
 6. Social - Gerald to his committee and his program for the 2022 season
2. It was brought up that we need to investigate whether the HHPA insurance includes cover for its office bearers. This has been confirmed by Wayne as per Lynn that we are covered

3. The close date for names to be submitted requesting to be included in the Bylaw and R&R committees was October 15th. It appears that there are more than enough volunteers to separate into two groups. One would review the Bylaws and the other R&Rs.
 - a. We still need to discuss if a 'town hall' type meeting would make sense ahead of the SGM so that any changes put forward have a good chance of being passed at the SGM? This will be discussed closer to meeting date in May
 - b. How many members do we want on each committee? can we use them all? - 15 applicants will be divided into two groups
 - c. If we should determine there are too many, how will the successful candidates be chosen? not applicable as all will be used
 - d. How will we determine who will be on which committee? Patty to contact each member to see which committee they are most interested in
 - e. Will a board member be chosen to represent the board at their meetings, or will we simply have them report their progress to the board on a regular basis? Patty was selected as the point person for questions and the committees will choose representatives to report to the board with updates.
 - f. How will we ensure that they understand the scope of their task? Know what work has already been done? Etc. Patty to set up meetings with each group to get them started, and share the work already begun by the previous board.

4. Winter residence – Eleven members applied for winter residence in the Park, a few of these applicants may have submitted request in case they were unable to go south for the winter. Is there an update on who or how many will actually be staying for the winter? Update from Lynn is that there are 11 staying over the winter including Frank and Roland

5) Reports:

Caretaker's report: The following list including 'Winter' projects was submitted

- a) Emergency exit stairway at the Clubhouse completed
- b) All gutters have been completed
- c) Waterfall has been winterized
- d) Pool and pool washrooms have been winterized
- e) Walkway fence between #300 and #191 to be installed
- f) Planters leading up to the Clubhouse to be relocated
- g) Replace rusted chains to all (10) sewer pumps with nylon ropes (\$180)
- h) Leaf blowing – ongoing
- i) Firewood shed at firepit to be constructed
- j) Condition of firepit wooden benches to be reviewed
- k) Remove speedbumps to allow for snow ploughing during winter
- l) Relaying bricks at clubhouse
- m) Sprinkler hoses to be winterized
- n) Repair leaking water valves
- o) Build firehose stations for placement close to hydrants
- p) Install guard posts to protect hydrants
- q) Secure emergency exit gates so that they are unable to be lifted off their hinges
- r) Bookshelves to be built in clubhouse and Library contents relocated

President's report: NIL

Vice President's report: not in attendance

Secretary report: NIL

Treasurer's report:

September financial snapshot:

Operating Capital	\$284,011
Contingency fund	\$437,752

Distribution of Funds:

Cash/chequing	\$3,114
Savings account	\$710,328

Park Liaison: #XXX issue to be followed up
Refer other items dealt with and noted in the correspondence portion of these minutes.

Special projects: none at this time

Park enhancement:

Announcement posted on HHPA website for volunteers and park enhancement committee
Quote on labour to install pavers for walkway received,
Quote available for upgrading the power panels on individual lots to estimate future costs.

6. Correspondence:

From:

XXX- dog park garbage
XXX re revoking membership
XXX re Support of XXX
XXX re Support for XXX
XXX re Support forXXX
XXX re Support of XXX
XXX re Division in park
XXX re Support for XXX
XXX re: Support forXXX
XXX re Support for XXX
XXX re Support for XXX
XXX re XXX
XXX XXX re 2 responses to meeting with Board
XXX – Facebook page
XXX- Complaint re XXX making mess
XXX re: Request for street dance
XXX re Thanking for extension
XXX re came to site XXX and breakers turned off
XXX re: XXX& XXXongoing dilemma.
XXX re XXX XXX
XXX re XXX XXX want response from Board re: lawyer
XXX XXX XXX re want response to email
XXX re Concern over CRT

To:

XXX reply to dog park garbage
XXX XXX Thank you for comments

XXX Reply to stay in winter –not approved
XXX Outcome of meeting 3 letters
XXX 2 week extension – 30 day granted
XXX re Fence application – Not approved
XXX re: Fence application – Approved
XXX re wooden blind –To be removed prior to listing for sale
XXXX re complaint (XXX doing work making mess/ littering warning of fine
XXX re Complaint was addressed
XXX re Response to which site to post to
XXX re Confidentiality & position on the Board
XXX re Response to inquiry from Oct 5, 2021
XXX re Facebook group site – Board will discuss
XXX re Response All matters are under review

7) Email Votes:

Subject: Response letter to lot XXX to inform them that they have been restored to 'member in good standing'.

Vote: To send letter as written. 4 yes, 1 no, 1 abstain - motion carried

Subject: Litigation re lot XXX and lot XXX.

Objective: To end the state of 'pause' we are currently in.

Motion: In the interest of harmony and moving forward, Patty proposed that the litigation against lots XXX and XXX come to an end. Furthermore, that their records be cleared, and their status be restored to 'members in good standing'.

Rational: Our Park wants peace and we as the board have the enormous responsibility to do our best to make this happen. The emergency board meeting held Sept 12th, due to the legal actions that were to escalate on the 13th, was the first step. We are also hopeful in saving our members a huge amount of money if this legal action (that has been "paused/stalled") is ended.

Vote: 4 yes, 1 no, 1 abstain - motion carried

8) New Business

1. The idea of having a HHPA Facebook page for board approved posts was raised.
 - After discussion it was decided that there were more pros than cons. The task of setting this up will be handed over to the IT/Communication committee.
 - It would be used for: Examples...
 - Advertise social events
 - Notify members re updates to the Website
 - request for volunteers
 - Limitation - the ability to post comments should be turned off
2. Notices re members not in good standing and updates. –
 - If no initial notice was published, then no follow up notice is required. Votes re recent litigation are included in the September meeting minutes under #7

3. Ad hoc Zoom meetings versus Email voting. Pros and cons were discussed – further discussion required

4. Site XXX approval requested re Sale of membership to accommodate a 44 ft motorhome - Dana, Cliff, Frank & Roland do check site and determine if they can safely navigate the motorhome into the site without causing any damage.

10. Confidential BoD Business (Staff required to leave the meeting)

If still pending....

1. Response to XXX - letter response sent

2. Response to XXX - Conversation was had regarding undescribed provisos - A vote was taken: To remove all provisos from members files

VOTE 4 yes, 1 no, – motion Carried

Further, in conversation it was also agreed moving forward any future provisos would include a description of the behavior required and have an end date.

3. Moving forward re: Desmond deLusignan.

- If a special project comes up, who will cover for Desmond? Dana has been assigned to cover.
- Next steps in regard to releasing additional information regarding this event: As per the website notice dated Oct 4th, 2021, “To ensure members can make an informed decision, additional information will be provided regarding the breach prior to the meeting being held.” This information will be provided in the meeting minutes dated Oct 2nd, 2021.
- If no special meeting is called by the members prior to April 2022, the board will provide an opportunity to vote in the April GM.

4. Response to XXX - Contents discussed and messaging was approved.

Meeting adjourned 1:12PM

Next meeting to be held via Zoom on Nov 21st, 2021 @ 9:30am

Prepared by Patty, Sharon and Cliff