

HARRISON HOLIDAY PARK  
**BOARD OF DIRECTORS MEETING**  
Date: February 22<sup>nd</sup>, 2015  
Harrison Holiday Park Boardroom  
Time: 10:00 am  
**Minutes – Board of Directors Meeting**

In Attendance:

Chuck Barkman, President  
Don Pepper, Treasurer  
Carol Toews, Member at Large

Tracy Quiding, Secretary  
Jeff McNair, Park Liaison, Site Cleanliness  
Frank Fong, Caretaker

Regrets:

Jim Doucette, Past President  
Bruce Ballantyne, Vice President  
Les Erho, Special Projects

**CALL TO ORDER:**

Meeting called to order at 10:06 by Chuck Barkman, President.

**APPROVAL OF AGENDA:**

Motion to accept agenda: Tracy Quiding, Secretary.  
2<sup>nd</sup>, Don Pepper, Treasurer.  
Motion carried

**APPROVAL OF MINUTES:**

Board meeting January 11<sup>th</sup>, 2015.  
Motion to accept minutes: Don Pepper, Treasurer.  
2<sup>nd</sup>, Jeff McNair, Park Liaison.  
Motion Carried

**BUSINESS ARISING FROM THE MINUTES:**

a) Island Gardens Challenge flyer – Carol

Carol circulated two versions for the board to examine. The flyer is approved and will be posted around the park and on the website newsletter.

b) Social Committee's Brochures and Events Plans – Carol

The Social Committee has submitted a tentative schedule of events. The Social Committee has asked for clarification of budget funding and fund raising. Don explained to Carol how to find these items on the budget sheet. Carol will relay the information.

Chuck and Don will form a plan to streamline the financial reporting for the Social Committee. They plan to meet with the Committee's chair(s) at a, to be determined, later date.

c) Facebook Supervision – Update.

The Board will relinquish any jurisdiction over Facebook to the Social Committee.

d) Fines for Breaker Resets.

A fine will be levied in accordance with the bylaws should a member overload a distribution panel breaker after a previously issued warning. The repeated overloading of breakers weakens them and

the cost of replacement should fall to the negligent party.

**REPORTS:**

**Caretaker**

**Frank Fong**

i) Pool refurbishment / tree falling and trimming

The tree permit has been obtained and work will begin soon. Tree work not needing permits has been going ahead.

The pool contractor Aquafox will start work to repair the pool apron the week of March 2<sup>nd</sup>, scheduled to be completed by May 5<sup>th</sup>.

**President**

**Chuck Barkman**

i) Website update

The design phase is complete and they are moving along with the content phase. The content section contains all the membership listings, this part need some editing to correct wording to conform to park bylaws.

Chuck has asked the Board members to proof the existing ads and forward changes to himself and Christine to submit to the web designer.

ii) Passing of park members – Henry Rempel #314; Hans Schwab #190; Larry Renaud #394

Carol proposes a moment of silence at the General Meeting for members that have passed.

All agreed a moment of silence should occur at the beginning of the General Meeting.

**Vice President**

**Bruce Ballantyne**

i) Clarification of sizes for hard top gazebos

Chuck reads an email received from Bruce regarding this issue and possible taxation implications.

Bruce would like the issue put on hold until discussion at the May General Meeting.

Board discussion regarding Bruce's email concludes that we can not stall on this issue.

Frank has determined that the largest existing gazebo in the park is 10'X12'. To allow for variants in prefabricated design the Board has determined that a maximum size of 14'X14' be allowed in approved colours with mounting and placement conforming to rules and regulations. The new hard top gazebos will require secure anchoring. An amendment to the gazebo rule being drawn up by Bruce will stipulate the requirement for size and anchoring.

**Treasurer**

**Don Pepper**

i) Update of Shaw contract amounts for the next five years

Don met with Shaw on February 20<sup>th</sup> and the new agreement will be sent next week for signing. There are no changes to the fees that we will be paying for the next 5 years. The change negotiated is the effective date of the new contract which will be April 1, 2015 for service commencing and paid for on May 1, 2015. The monthly fee including taxes for fiscal 2015-2016 will be \$7,670.94.

We will continue to pay the 2014 rate until the new contract goes in to effect.

Our Shaw representative will take care of our internet account as well, as there have been ongoing billing issues. The internet at the clubhouse will now be active from April 1<sup>st</sup> – October 31<sup>st</sup>.

ii) Update on shifting fixed expenses to year on year

Don has discussed the shift to year on year accounting for fixed expenses with the accountant. In the past these accounts have been forecasted rather than actual. Moving to year on year will alleviate the guesswork.

iii) Update on Premium Electric

As of February 3<sup>rd</sup>, we still owe Premium Electric \$15,698 for work not yet completed. There were still 18 panels left to replace at that time.

Motion to accept Treasurer's Report by Chuck Barkman, President.

2<sup>nd</sup>, Jeff McNair, Park Liaison.

All in favour; carried.

**Secretary**

**Tracy Quiding**

No Report

**Park Liaison/ Site Cleanliness**

**Jeff McNair**

Site #292 has brought forward complaints regarding boundary issues on her site. All work on neighbouring sites is documented and has been determined to have been done under permit and fall within the Bylaws as well as the Rules and Regulations. The member has signed the inspection report and accepted the site as is where is at the time of becoming a member.

Jeff will contact the member via mail and explain the Boards position on this matter.

**Special Projects**

**Les Erho**

i) Electrical work and Evaluation updates

Absent - covered by Don Pepper in Treasurer's Report.

**Member at Large**

**Carol Toews**

Covered under Business arising from minutes.

**CORRESPONDENCE:**

From: #320

Via email: Site #320 has again asked the Board to consider acting on the wing garden he feels is encroaching on the parking area in front of his site. The wing fence between sites #319-#320 no longer exists and site #320 is asking for Board permission to have the garden removed to facilitate more parking.

The Board determined that more discussion on this topic is needed as there has not been sufficient time to take an assessment of the area in question. The matter is tabled until April.

Chuck will correspond with site #320 and suggest the neighbours themselves try to resolve the dispute. If that is not possible the neighbours could meet with members of the Board to discuss a resolution.

**NEW BUSINESS:**

a) Structure of items for May 2015 General Meeting

A moment of silence will be added. Structure of meeting will follow previous meetings.

Written reports must be submitted no later than the April meeting for inclusion in the meeting package.

b) Confirm Meeting dates for March and April 2015.

March 15<sup>th</sup>, Maple Ridge Legion Meeting Room

April 19<sup>th</sup>, Harrison Holiday Park possibly in Clubhouse.

c) Complaints site #292

Covered under Park Liaison report.

d) Park opening date 2015

The Park will open on April 1<sup>st</sup>.

**MEETING ADJOURNED**

Motion to adjourn at 12:45pm by Chuck Barkman, President.

2<sup>nd</sup>, Tracy Quiding, Secretary.

**Next meeting:**

March 15<sup>th</sup>, 2015 at 10:00am in the Maple Ridge Legion meeting room.

HARRISON HOLIDAY PARK  
**BOARD OF DIRECTORS MEETING**  
Date: March 15<sup>th</sup> , 2015  
Maple Ridge Legion Meeting Room  
Time: 10:00 am  
**Minutes – Board of Directors Meeting**

In Attendance:

Chuck Barkman, President

Bruce Ballantyne, Vice President

Les Erho, Special Projects

Don Pepper, Treasurer

Tracy Quiding, Secretary

Carol Toews, Member at Large

Frank Fong, Caretaker

Regrets:

Jim Doucette, Past President

Jeff McNair, Park Liaison, Site Cleanliness

**CALL TO ORDER:**

Meeting called to order at 10:04 by Chuck Barkman, President.

**APPROVAL OF AGENDA:**

Motion to accept agenda: Chuck Barkman, President.

2<sup>nd</sup>, Don Pepper, Treasurer.

Motion carried.

**APPROVAL OF MINUTES:**

Board meeting February 22, 2015.

Motion to accept minutes: Don Pepper, Treasurer

2<sup>nd</sup>, Carol Toews, Member at Large

Motion carried.

**BUSINESS ARISING FROM THE MINUTES:**

a) Social Committee's Events Plans Update – Carol

No new updates from the committee. Carol informed the committee that they may contact Frank directly regarding posting of upcoming events. Everything is going well.

Catherine Barnett will be running the Kid's Club this season and will report to the Board via Carol.

Carol will look into the registration and waiver forms for the Kid's Club.

b) Fines – Breaker Reset

The Park has a new breaker system and Les would like to draw up a test procedure with Frank and Roland.

Frank will maintain a log of incidents.

Discussion of possible graduated fine procedure to deal with repeat overloading and damage to the electrical breakers as well as possibly adding a paragraph with a new rule under Electrical Section 1, Part f, of the Rules and Regulations.

The replacement of a damaged breaker can cost up to \$300 or more.

Les will draft a rule regarding the overloading of the breakers and a schedule of fines for later

discussion by the Board.

c) Fines for Contractor's working outside specified hours. (November 23 meeting)

Fines for contractor's working outside of specified hours as stated in the Rules and Regulations Section 1, Part B, item 1, will be levied in the amount of \$100. (Section 10, item 2)

**REPORTS:**

**Caretaker**

**Frank Fong**

Update of work

The work on the pool has started. It has been advised by Aquafox, the pool contractor, that the pool skimmers be replaced at this time, as they are 40 years old and brittle. The cost for this will be \$5460 including GST.

The Board has approved this expenditure.

Premium Electric is mapping a line diagram of the park. Sometime in the next year an electrical inspector will come to inspect the permitted work done by Premium.

The tree work is nearly finished with one tree left to complete.

Frank and Jeff are still planning to list sites whose hedges are infringing on roadways and visibility lines. This will be done as soon as their schedules are both open.

**President**

**Chuck Barkman**

i) Website update

The website is ready to go.

Board discussion regarding content.

The Board has decided that photos of all non-park amenities be segregated and clearly labeled as nearby attractions so as not to confuse with actual park amenities. Chuck will address this.

Minutes are to be included on the website including a financial snapshot as part of the monthly Treasure's Report in the member's only section.

Motion by Don Pepper to have the Members Profile section deleted.

2<sup>nd</sup> by Tracy Quiding, Secretary.

Motion carried.

Chuck will investigate whether this section is necessary and/or secure.

Don wants to know if the storage capacity in the Member's Only section is sufficient for our needs.

**Vice President**

**Bruce Ballantyne**

i) Hard Top Gazebo Rule

Bruce distributed a draft of amended Gazebo Rule.

Amended to Section G of Harrison Holiday Park Rules and Regulations:

**GAZEBOS AND WINDBREAKS,**

One, prefabricated, commercially available, free standing gazebo no larger than 12' X 12' with roofs of metal, composite, or canvas will be allowed per site. Gazebos of any kind cannot be anchored in to the ground using cement or be located permanently on easement property. Gazebos cannot be located where they will obscure a neighbour's view.

Windbreaks of canvas, vinyl, tarp or Bamboo blinds may be acceptable on free standing gazebos from April 1<sup>st</sup> through October 31<sup>st</sup>, but may only have two sides on at any one time to block wind/rain (with the exception of mosquito mesh)

Complete enclosure may be allowed between October 1<sup>st</sup> and April 1<sup>st</sup>.

Enclosures and windbreaks MUST be approved by the Board of Directors or their designate.

See chart in office for suggested colour choices.

**Treasurer**

**Don Pepper**

i) Update of Shaw contract amounts for the next five years

The new Shaw contract has been finalized with the same terms and conditions that were in the previously approved contract.

Don presented the February financial Statements. There were no questions.

Motion to accept by Tracy Quiding, Secretary.

2<sup>nd</sup>, Carol Toews, Member at Large

**Secretary**

**Tracy Quiding**

No report.

**Park Liaison/ Site Cleanliness**

**Jeff McNair**

i) Site 292 complaint update

Absent – no report; Deferred to April meeting.

**Special Projects**

**Les Erho**

i) Electrical work and Evaluation updates

Les would like a book with pictures to correspond with the electrical mapping throughout the park. Premium has agreed to do this. Any monies owed to Premium Electric will not be paid until final inspection of work is complete. The work done by Premium Electric is covered by a 1 year warranty. Les will also go around the park with Frank and Roland to determine that all the breaker panel structures are sound.

**Member at Large**

**Carol Toews**

The poster for the Island Garden Challenge is completed and ready to distribute.

Don Pepper has spoken to the accountant about independent financial control for both the Social Committee and the Marketing Committee. They have determined that the \$20 fee collected at the time a membership is listed for sale can easily be split for accounting purposes with \$10 allocated to advertising for the Marketing committee and \$10 continuing to go to general operating.

Don will be meeting with the accountant about the independent financial control of the Social Committee and concerns with the Park being a non-profit society.

Don, Chuck and Carol will meet with the Social Committee chair(s) when a policy is in place.

**CORRESPONDENCE:**

No new correspondence.

**NEW BUSINESS:**

a) Confirm meeting dates for April and May 2015

April 26<sup>th</sup>, 2015 Harrison Holiday Park Clubhouse at 9:30 am

May 16<sup>th</sup>, 2015 at 10:00 am Pre-General Meeting

May 17<sup>th</sup>, 2015 at 10:00 am General Meeting.

b) Purchase of AED discussion

An automated external defibrillator (AED) has been suggested for purchase by Les Erho. Les presented a video of the procedure involved in the usage of the device. The cost of the unit is approximately \$1400. Replacement pads are about \$75 a set.

Les will do some more research with local authorities on their recommendations.

Tracy questions the accessibility of the device once it is in the park.

Motion by Don Pepper to purchase AED device subject to cost, training and all necessities of

proceeding and come back to April meeting with details.  
Chuck suggests tabling this item until the next meeting.  
All agreed. Motion tabled until April meeting.

**MEETING ADJOURNED**

Motion to adjourn at 1:10 pm by Chuck Barkman, President.  
2<sup>nd</sup>, by Don Pepper, Treasurer.

**Next meeting:**

April 26<sup>th</sup>, 2015 At the Harrison Holiday Park Clubhouse 9:30 am

HARRISON HOLIDAY PARK  
**BOARD OF DIRECTORS MEETING**

Date: May 17<sup>th</sup> 2015

Harrison Holiday Park Boardroom

Time: 9:00am

**Minutes – Board of Directors Meeting**

In Attendance:

Chuck Barkman, President

Bruce Ballantyne, Vice President

Les Erho, Special Projects

Don Pepper, Treasurer

Tracy Quiding, Secretary

Jeff McNair, Park Liaison, Site Cleanliness

Carol Toews, Member at Large

Regrets:

Jim Doucette, Past President

**CALL TO ORDER:**

The meeting was called to order at 9:06am by Chuck Barkman, President.

**CORRESPONDENCE:**

Letter from Site # 292 re: site boundaries.

Member feels that her sites boundaries have been altered in the past and would like the Board to correct the alleged wrong doings.

Bruce has researched the site's past alterations as well as the neighbouring sites changes over the years and will write a letter of response.

**NEW BUSINESS:**

Park Insurance

The insurance premium for the park has had a increase of \$200 per year with a \$50,000 deductible for flood damage. The total cost of the insurance policy is still within our Budget for this year. The policy is effective May 1<sup>st</sup>,2015.

Motion by Don Pepper: To accept the policy as written and issue payment.

Seconded by Jeff McNair.

Voted on; All in favour

Motion Carried

Jeff McNair : When is the due date for payment of membership dues. When are the dues payable? Is there a grace period?

Group discussion.

Chuck Barkman reads Section 9 part B from the Constitution and Bylaws.

“A member who has not paid his membership dues within thirty (30) days from the commencement of the fiscal year, shall have his name placed on a delinquency list (to be maintained by the Association’s office) and posted in a prominent place and/or published in the Newsletter. As well Hydro, Gate cards and any other services will be disconnected or discontinued until such time as dues and/or penalties are paid in full. “

**MEETING ADJOURNED**

Meeting adjourned by Chuck Barkman at 9:45am.

Seconded by Tracy Quiding.

**Next meeting:**



HARRISON HOLIDAY PARK  
**BOARD OF DIRECTORS MEETING**

Date: June 7, 2015

Harrison Holiday Park Clubhouse

Time: 9:30 am

**Minutes – Board of Directors Meeting**

In Attendance:

Chuck Barkman, President

Bruce Ballantyne, Vice President

Les Erho, Special Projects

Tracy Quiding, Secretary

Jeff McNair, Park Liaison, Site Cleanliness

Don Pepper, Treasurer

Regrets:

Jim Doucette, Past President

Frank Fong, Caretaker

Carol Toews, Member at Large

**CALL TO ORDER:**

Meeting called to order at 9:40am by Chuck Barkman, President

**APPROVAL OF AGENDA:**

Motion to approve agenda: Don Pepper, Treasurer

2<sup>nd</sup>, Chuck Barkman, President

Carried

**APPROVAL OF MINUTES:**

a) Board of Directors meeting April 26, 2015

Motion to approve: Don Pepper, Treasurer

2<sup>nd</sup>, Les Erho, Special Projects

Carried

b) Board of Directors meeting May 17, 2015

Motion to approve: Don Pepper, Treasurer

2<sup>nd</sup>, Chuck Barkman, President

Carried

**BUSINESS ARISING FROM THE MINUTES:**

a) AED Purchase and Training – Les

The local fire department is willing to come and train volunteers to use the AED, the challenge is to find out where to place the unit for accessibility when it is needed.

Don proposes that we purchase the AED and then have representatives in from the fire department for a training/information session that all interested Park members would be invited to attend.

Motion by Don Pepper to purchase an AED

2<sup>nd</sup> by Les Erho

Voted - Carried

b) Electrical Inspection – Les

Inspection went well. Suggested an upgrade to some of the panel boxes, they need to be more

accessible and still secure.

Premium Electric has submitted their request for final payment. Les will ask them to confirm May 1, 2016 as the end of the warranty term. The final mapping of the electrical service was not done to the standard expected by the Board. Les and Gerald Arksey will complete the mapping.

Don Pepper states that once the warranty date is confirmed and the invoice from Premium Electric is received the final payment of \$5234.00 will be issued. The cost of the electrical permit was paid by the HHPA and has been deducted from the contracted cost of the project it is not included in this final payment.

c) Garbage Collection \_ Don

We have too many prohibited items going in to our disposal bins. Don proposes a notice be posted as to what constitutes household waste.

Junk day is out of control. The amount of construction waste, appliances and large furniture items put out this year is going to cost far more than was anticipated.

Chuck proposes that it be added as a discussion point at the AGM to inform the members of the cost and proposes that we refuse collecting construction items such as old fences and sheds, and large appliances.

d) Shaw WiFi review (from GM) – Don

Shaw has not sent in their team to survey the Park. We are still having service issues, Don is having a meeting on June 10 with Shaw's Regional Service Manager.

We have approximately a \$7700 credit currently with Shaw. We are waiting for the invoice to confirm the amount.

e) Windbreak materials and rule enforcement (from GM) – Chuck

Current rule states that only two sides can be covered at any time. The trailer counts as one side and you may cover one other side/end for a windbreak. A gazebo may close two sides.

Site 235 has requested that they be allowed to use a solid plastic material as a windbreak at the rear of their deck.

Following Board discussion the request is denied because of current rule regarding permitted materials. Under the current rules only non-rigid materials are allowed as stated under rule #7 Awnings on pg 6 of the Rules and Regulations. The Board will suggest the member bring this to the membership at the AGM

f) Site 292 complaint – Bruce

Bruce will issue a letter outlining the history of the site alterations on sites adjacent to site #292.

Bruce reads draft of the letter to the Board members present.

The draft is approved by the Board.

**REPORTS:**

**Caretaker**

**Frank Fong**

Absent – Submitted written report

The extra horseshoe pit is completed.

Boat storage area gates are fixed and the area is cleaned up.

The pool is up and running.

Island adoption is going well, thanks to Carol Toews

**President****Chuck Barkman**

Wants the Board to continue to work as a team and continue to communicate to resolve issues as they arise.

**Vice President****Bruce Ballantyne**

No Report

**Treasurer****Don Pepper**

No Financial report.

Property tax is \$79,678 which is \$5322 less than the budgeted amount of \$85,000

Motion by Don Pepper to approve \$600 for the Social Committee to pay for the band on June 13<sup>th</sup>.  
2<sup>nd</sup> by Les Erho

The Social Committee has stated that this will be a loan and will be paid back.

Voted – Motion carried

Question from Tracy: Is the money from the bottles collected at the shed still going to the Social Committee?

Don will find out.

**Secretary****Tracy Quiding**

No Report

**Park Liaison/ Site Cleanliness****Jeff McNair**

Follow up on wing garden issue between sites #319/320: According to the Rules and Regulations there are no rules concerning wing gardens but since there is no existing wing fence the members have been told that if they remove the wing garden a wing fence will have to be erected in its correct position.

**Special Projects****Les Erho**

Gerald Arksey is working with Les to map out the electrical system. Payment to Premium will be issued once the warranty expiration date is confirmed and final invoice is received, as stated above under New Business.

Les will follow up with Frank regarding the roofing quotes received as well as obtain a third quote.

Les will check with the Fire department on which AED device they recommend.

The flooring proposals and samples need to be ready for the AGM. Proposals should have both whole floor replacement as well as retaining the parquet dance floor.

**Member at Large****Carol Toews**

Absent – email update

Update from Social Committee.

The Social Committee would like the board to look in to the purchase of chair trolleys to safely facilitate the storage of chairs in the clubhouse.

Don will ask Frank to look in to this.

The Marketing Committee is meeting at 2:00 today to determine the leadership and direction of their group.

**CORRESPONDENCE:**

From Site #185: Letter regarding the lack of storage for belongings in the ladies shower at the Clubhouse.

The space is limited in the clubhouse location and the member will be notified that the washrooms at Eagle and Sparrow are much more spacious.

From Site #1: Letter regarding an issue from last year with a neighbouring site. Due to the timing of the complaint there is nothing the board can do at this time. The Board will put the letter in the file and monitor the situation.

Bruce will issue a letter in response.

**NEW BUSINESS:**

a) Confirm Meeting dates for July and August 2015

July 12, 2015

August 16, 2015

b) Clubhouse roof

Two quotes have been obtained for replacing the roof. Both quotes are near \$16,000 for fiberglass laminated shingles to replace the roof on the main clubhouse.

Motion by Don Pepper to proceed with getting the roof fixed using OSB, synthetic underlay, and fiberglass shingles.

Don adds: Currently there should be money in the budget to fund this project. This repair falls under an emergency expense and any shortfall of funds not found in the budget will come from the contingency fund.

Les will find out who did the repair on the roof after the pool fire and obtain a third quote.

2<sup>nd</sup> by Les Erho

Voted – Motion carried

c) Teen pool time

Motion by Don Pepper to continue having an allotted teen swim time from 5:30 – 6:30pm daily.

The board has approved the permanence of the teen swim time.

Les will work on new signage for the pool area.

**MEETING ADJOURNED**

Motion to adjourn at 1:27pm by Chuck Barkman, President.

**Next meeting:**

HARRISON HOLIDAY PARK  
**BOARD OF DIRECTORS MEETING**

Date: July 12, 2015

Harrison Holiday Park Clubhouse

Time: 9:30am

**Minutes – Board of Directors Meeting**

In Attendance:

Chuck Barkman, President

Jeff McNair, Park Liaison, Site Cleanliness

Carol Toews, Member at Large

Frank Fong, Caretaker

Tracy Quiding, Secretary

Les Erho, Special Projects

Don Pepper, Treasurer

Regrets:

Bruce Ballantyne, Vice President

Jim Doucette, Past President

**CALL TO ORDER:**

Meeting called to order at 9:37am by Chuck Barkman, President.

**APPROVAL OF AGENDA:**

Motion to approve: Chuck Barkman, President

2<sup>nd</sup>, Tracy Quiding, Secretary

Carried

**APPROVAL OF MINUTES:**

Motion to approve Board of Directors meeting June 7, 2015 : Don Pepper, Treasurer

2<sup>nd</sup>, Les Erho, Special Projects.

Carried

**BUSINESS ARISING FROM THE MINUTES:**

a) AED Purchase and Training update - Les

Les has been unsuccessful in several attempts to contact the captain of the local fire department. The item has been tabled until the August meeting to allow more time for Les to ascertain if the proposed AED will suit our needs.

b) Electrical Contract status – Don / Les

The warranty expiration date has been confirmed as May 1, 2016 and the final payment has been issued.

c) Allocation of bottle return money

The Social Committee will continue to receive the net proceeds of the bottle returns.

d) Prohibited Garbage Notice – Don / Frank

Dumping of prohibited garbage in our disposal bins by park members continues to be a large problem. Item tabled until August meeting.

Don Pepper states the cost of this years Junk Day was \$3800.36, twice the cost of last year. The increase was mainly due to construction waste.

Motion by Carol Toews to cancel the annual junk day pick up.

2<sup>nd</sup>, Les Erho

Discussion by Board

Voted – Carried with one opposed

This item to be added to the agenda of the September AGM to inform the membership of the Board ruling.

e) Response to site #185

Jeff will respond to the members inquiry.

## **REPORTS:**

### **Caretaker**

**Frank Fong**

The pool has been closed on Wednesdays during the extreme hot weather so that it may be serviced and to help to maintain the proper chemical balance.

Frank will design and build trolleys for the clubhouse chairs.

Shaw dug up some of their underground cable causing a outage for a few hours.

Three trees in close proximity had to be removed due to one of them being diseased on Park Dr. A single tree on Evergreen Oval had a damaged portion removed at the same time.

### **President**

**Chuck Barkman**

Chuck will draft a typeface document to replace the handwritten form outlining the Marketing Committee's Open House directives from the Board.

### **Vice President**

**Bruce Ballantyne**

Absent – No report

### **Treasurer**

**Don Pepper**

At this time only one site has not paid membership dues for this season. Their gate cards have been deactivated and their membership is suspended.

BC Hydro usage is down over last year but billing is expected to rise due to a 23% increase in fees.

The scheduled Saturday Shaw service in the Park has been canceled due to lack of members needing service at this time of year. This service is needed in April and May when demand is higher.

Shaw WiFi representatives visited the park and determined that our trees are a difficulty in WiFi distribution. Typical range is 100m with no obstacles.

The Clubhouse modem will be relocated to a more central position to fully service the patio area.

A cheque for \$550 has been issued as an advance to the Social Committee to be used for payment to Randy Friskee for the August 1 performance. The Social Committee has repaid \$850 to date and the latest advance is expected to be repaid before or shortly after the August 1<sup>st</sup> event.

### **Secretary**

**Tracy Quiding**

No Report

### **Park Liaison/ Site Cleanliness**

**Jeff McNair**

Left meeting – personal reasons at 11:00am

Don Pepper presented report for Jeff McNair

There are 15 sites on the list for site cleanliness. Most have been contracted out by the member or the Park already. The procedure of issuing registered letters after the date sites are required to be cleaned is delaying the process. Action should commence immediately following the date stated in the Rules and Regulations to speed up the process.

The pool hours are not being respected. An incident occurred June 27 during the Teen Swim in which Roland intervened. Roland will issue a report and the Board will draft a letter to the member involved regarding the altercation.

Jeff returned to the meeting at 11:35

The letter drafted by Bruce to site #292 was sent by registered mail it was to have been hand delivered by Jeff as well. Jeff did not receive a copy of the letter to deliver to the member.

**Special Projects**

**Les Erho**

Fraser Valley Roofing revisited the Park and re-quoted the main clubhouse roof. Asphalt \$18,453 including tax, a metal roof would be \$36,000.

BT Roofing quoted \$14,700 plus tax for asphalt.

Chilliwack Roofing quoted \$14,750 including tax.

Cascade Roofing quote not received at time of meeting.

Motion by Don Pepper: To approve up to \$18,500 to proceed with replacing the main Clubhouse roof as soon as possible with completion by the end of August.

2<sup>nd</sup>, Les Erho

Motion carried

Don will address the financial issues, monies not found in the budget will be taken from the contingency fund to pay for the Clubhouse roof as an emergency expense.

Les and Gerald Arksey have been mapping the electrical service distribution in the park. They are planning to do an evaluation of the system on August 1<sup>st</sup> which is one of our highest usage days in the park.

To date only two quotes have been received for Clubhouse flooring. Two options of floor area covered will be offered with samples and quotes available for the AGM.

This item deferred to the August meeting.

**Member at Large**

**Carol Toews**

Marketing: Open House

The Board strongly recommends that the August open house not take place but that the Marketing Committee concentrate their efforts planning a larger more professional event for early next spring.

**CORRESPONDENCE:**

Site #115 letter regarding a missing bike. Frank has spoken with the member.

Site #293 letter regarding washroom cleaning schedule. Frank has spoken with the member.

**NEW BUSINESS:**

Distribution of CIA Notices

Board discussion regarding the Park Bylaws, Rules and Regulations concerning the distribution of "CIA" notices to membership sites throughout the park.

Member contact information needs to be updated regularly. The Board proposes a procedure for updating contact information with office at time of membership dues payment in the spring. This will be added as an agenda item and Jeff will include this in his AGM report.

Don asks for budget related requirements or suggestions to be submitted to him as soon as possible.

Director reports for the AGM need to be submitted before August 17<sup>th</sup>.

**MEETING ADJOURNED**

Motion to adjourn at 1:18pm by Chuck Barkman, President

**Next meeting:**

HARRISON HOLIDAY PARK  
**BOARD OF DIRECTORS MEETING**

Date: August 16<sup>th</sup>, 2015  
Harrison Holiday Park Clubhouse  
Time: 9:30am

**Minutes – Board of Directors Meeting**

In Attendance:

Chuck Barkman, President

Bruce Ballantyne, Vice President

Les Erho, Special Projects

Don Pepper, Treasurer

Tracy Quiding, Secretary

Jeff McNair, Park Liaison, Site Cleanliness

Carol Toews, Member at Large

Frank Fong, Caretaker

Regrets:

Jim Doucette, Past President

**CALL TO ORDER:**

Meeting called to order at 9:32am by Chuck Barkman, President.

**APPROVAL OF AGENDA:**

Motion to approve: Chuck Barkman, President

2<sup>nd</sup>, Jeff McNair, Park Liaison

Carried

**APPROVAL OF MINUTES:**

Motion to approve minutes of July 12, 2015 and July 19, 2015 meetings: Don Pepper, Treasurer

2<sup>nd</sup>, Les Erho, Special Projects

Carried

**BUSINESS ARISING FROM THE MINUTES:**

i) Teen swim disruption in June

The letter from Roland and Frank will be put in the file of the member and a reminder of the need to follow all the rules of the Association by the Membership to avoid fines and suspensions will be brought forth at the AGM.

ii) Prohibited Garbage

Discussion by the Board of possible solutions to this problem.

The discussion of what can go into the disposal bins and the associated costs of dumping prohibited waste will be brought forth as a topic at the AGM to the membership.

**REPORTS:**

**Caretaker**

**Frank Fong**

Everything is going well in the park.

The superficial cracks around the pool apron are part of the normal curing/settling process and the contractor will return after the pool closes for the season to reseal the concrete.

**President**

**Chuck Barkman**



The Registered letters dated July 19, 2015 have not been picked up by the members associated with the 'CIA'.

Board discussion re the delivery methods and procedures.

Don suggests contacting the lawyer to determine if an undelivered/refused letter can be deemed delivered and if we can add an amendment to the Bylaws or a new rule added to the Rules and Regulations to prohibit solicitation of this type of material in the Park.

Bruce will draft a letter stating that the members are no longer in good standing due to their refusal to acknowledge the registered letters. The letters will be delivered to their home address and a copy of the letter will be attached to their trailer doors with a seal. If there is no response within 5 days of the posting of the letters the Board will be enacting Stage 2. The gate cards are being canceled immediately.

Motion by Don Pepper to have our lawyer word a new rule in regards to notices being distributed throughout the park. The new rule will then be brought to the AGM for the memberships approval.  
2<sup>nd</sup> by Les Erho

Motion carried by majority

Chuck Barkman will contact the lawyer.

**Vice President**

No Report

**Bruce Ballantyne**

**Treasurer**

Don presented the July financials, they were discussed and approved by the Board.

The WiFi modem at the Clubhouse has been relocated to allow for better coverage on the patio. Trees have also been trimmed to improve the Shaw Go-WiFi coverage in the common areas.

The Social Committee has repaid all funds borrowed.

**Don Pepper**

**Secretary**

No Report

**Tracy Quiding**

**Park Liaison/ Site Cleanliness**

A letter regarding a possible mould problem in a trailer will be sent to the member. They will be given a week to attend to the issue. If a health hazard is deemed to exist the park will act accordingly.

A letter regarding the staining of a side of a fence on a neighbouring site. Access is being denied by the neighbour.

The neighbouring site has written a letter about their neighbours parking in front of their site.

Both issues have been deemed to not be a Board matter.

A letter has been received regarding a barking dog. Frank will speak to the member.

**Jeff McNair**

**Special Projects**

Electrical update

The evaluation of the electrical system done August 1<sup>st</sup> was done and it was determined that the system is safe and operating as it should. A report will be ready for the AGM

Approximately 15 breakers have tripped since the May meeting, most are due to auxiliary trailer roofs with A/C units.

**Les Erho**

Flooring update

All contractors contacted for a quote have stated that the parquet floor is at the end of its life. Quotes have been received for the complete area as high as \$13,000 with quotes for the partial area (retaining the parquet) at approximately \$9000.

Five Contractors were contacted for quotes. Volume Carpet quoted the complete area using a solid colour vinyl plank flooring with a mahogany sub floor at \$9,900 incl. Tax.

#### AED update

Over 30 people attended the information session led by the Harrison Hot Springs Fire Department. The approximate cost is \$1200 US for the AED, alarmed cabinet, and signage.

Motion by Les Erho that the Park spend up to \$2000 for the purchase of an AED, alarmed cabinet, and signage as well as an extra set of pads for adults and children.

2<sup>nd</sup> by Don Pepper

Motion carried

The unit will be placed on the outer wall of the clubhouse near the washrooms.

Don stated that funding will come from this years budget once available funding is found.

A second unit is proposed for Sparrow washroom next season.

#### Roofing update

BT roofing is scheduled to start the clubhouse roof tomorrow. It has been determined that bats are in the attic and Frank will contact pest control to eliminate them.

#### Member at Large

#### Carol Toews

The member requesting a pickle ball court has asked for \$200 for paint to set up the court.

Approximately 20 people have expressed interest in the activity being available in the park.

It has come to the Board's attention that there is a new pickle ball court in Harrison Hot Springs at Springs Park. At this time the board does not believe there is sufficient interest to proceed with this project.

Carol will relay the information to the member.

#### Social Update

Through August 9<sup>th</sup> they have raised \$3063 with the 50/50 and currently have \$2082 in their account.

Don has informed the committee that there is \$1500 allocated in next years budget for Social.

#### Marketing update

The marketing committee has still not submitted a marketing plan or named a chair.

Christine Columbus has submitted a list of ideas for promoting the park:

-Updated trailer listing sheet organized in a walking pattern but without listing details. The new format is approved but require the listing details need to be added back in.

-An updated guest sign in sheet. Approved

-Add four hanging signs under the large sign on the lawn at the side of the exit gate. The signs will promote the park's amenities. Approved

-Permanent 2'X4' sandwich board. Approved

-Editorial for the RV Times. The Board demands final editorial control of any promotional Park materials.

-Replace Canadian flag on the gate sign. Approved

-Update truck signage with the new Park logo. The Board will consider this item.

-Signage stating "Memberships starting at \$29,000". Denied

-Radio ads. No radio ads are permitted unless it is for a specific marketing event, and has the approval of the Board of Directors.

Chuck will contact Alfred Woo regarding the leadership structure of the committee and instruct him to submit the committee's marketing plan for the coming season as well as notify him that the Member at Large must be kept informed of the Committee's plans and meeting schedule. He will also be reminded that all advertising and promotional material must receive Board approval before going ahead.

It is the Board's opinion that the committee needs to submit complete marketing proposals providing detailed plans. Who? What? When? Where?

Nothing further will be approved by the Board of Directors until the Committee's leadership and marketing plans are received by the Board.

### **CORRESPONDENCE:**

i) Letter from site #320 re: Notice of motion to remove wing fences

Member would like references to wing fences removed from the Rules and Regulations. The member believes they have become redundant as many have been removed and not replaced. The member moves that the wording 'The wing portion of the side fences is not to be eliminated or straightened' to be deleted from this regulation.

Discussion of the motion by the Board.

Bruce states that the original park developer installed three fence sections one being a wing section. The wing is needed to facilitate the removal of trailers and as we are a mobile holiday park the wings must be retained for tax purposes.

Jeff McNair proposes that if a wing fence is not currently in place at the time of fence replacement or major repair the wing must be put back to conform to the rules and regulations.

Motion by Don Pepper that current lots with no wing, straight line fences be grandfathered until replacement of the fence is required at which time a wing fence must be added. All existing wing fences must be retained and maintained. Wing gardens will apply to this rule as well. If the fence is to be replaced the garden must be removed and a wing fence must be erected in its place.

2<sup>nd</sup> Tracy Quiding

Carried

ii) Patio furniture for Clubhouse

Members of the Social Committee have proposed purchasing new furniture for the Clubhouse. They want to buy 5 sets at a cost of \$278 plus tax per set.

Motion by Tracy Quiding to approve up to \$1000 from the current budget to supplement the patio furniture fund for the purchase of 5 patio sets at a cost of \$278. per set, plus tax.

2<sup>nd</sup> by Don Pepper

Carried by majority

### **NEW BUSINESS:**

a) Concern from site 308 re: barking dog

Covered in Park Liaison

b) Windbreak rule – Revision

No new revisions to the existing rule will be implemented at this time.

c) AGM Agenda items

Discussion of proposed agenda items.

Budget items discussed:

Funding for the clubhouse flooring- The Board voted 4-2 to propose funding come from Contingency.

Increase of fees: Propose raising guest camping rate to \$10 per night, winter residents fee to \$125 per month and no increase to the boat storage.

d) Confirm September Meeting dates

Tabled

e) Health and Welfare

Tabled

f) Allen Blocks for island planters

Tabled

At 3:00 pm Jeff McNair resigned from the Board of Directors.

**MEETING ADJOURNED**

Meeting adjourned at 3:15pm by Chuck Barkman, President

**Next meeting:** Date to be determined

HARRISON HOLIDAY PARK  
**BOARD OF DIRECTORS MEETING**

Date: September 20<sup>th</sup>, 2015

Harrison Holiday Park Clubhouse

Time: 10:00am

**Minutes – Board of Directors Meeting**

In Attendance:

Chuck Barkman, President

Jeff Robinson, Vice President

Les Erho, Special Projects

Don Pepper, Treasurer

Tracy Quiding, Secretary

Dan Hiebert, Park Liaison

Peggy Ament, Member at Large

Frank Fong, Caretaker

Regrets:

Jim Doucette, Past President

**CALL TO ORDER:**

Meeting called to order at 10:17am by Chuck Barkman, President.

**ELECTION OF DIRECTOR POSITIONS**

Chuck Barkman: From the last board, the Vice President, Park Liaison/Site Cleanliness, and the Member at Large have all stepped down. Les has agreed to stay one more year in the Special Projects position for continuity as he is involved in multiple existing projects. All other positions are up for determination.

Discussion

Due to the en masse resignation of a previous board and resignations this year. it has been decided by the sitting board that there are four positions with one year remaining, while the other three will be for a two year term. This will alleviate the confusion as well as provide continuity in the future.

The new Director positions and their terms are:

Chuck Barkman, President – One year

Les Erho, Special Projects – One year

Don Pepper, Treasurer – One year

Tracy Quiding, Secretary – One year

Dan Hiebert, Park Liaison – Two years

(After Board discussion 'Site Cleanliness' was determined to be the Park Caretaker's responsibility, utilizing the Board through the Liaison when necessary)

Jeff Robinson, Vice President – Two years

Peggy Ament, Member at Large – Two years

Motion by Chuck Barkman to approve Board positions and length of terms.

Voted – Carried

**APPROVAL OF AGENDA:**

Motion to approve: Don Pepper, Treasurer

2<sup>nd</sup>, Les Erho, Special Projects.

Voted – Carried

## **APPROVAL OF MINUTES:**

Motion to approve minutes of August 16, 2015 meeting: Chuck Barkman, President  
2<sup>nd</sup>, Don Pepper, Treasurer

Don Pepper questions why the motion from page 4, regarding wing fences, was withdrawn at the AGM.

Chuck Barkman responds that the 'as is where is' rule in place since 2004/2005 may have been negated with the implementation of the new rule.

Discussion

Don Pepper: The discussion of the issue at the AGM is basically what we were trying to achieve on September 16th.

- Initiate a procedure where straight line fences would eventually conform.
- To recognize the legitimacy of wing gardens provided they also follow the criteria for wing fences.

Further discussion by Board

Item tabled by Chuck Barkman, President to be re-visited at a later date.

Chuck Barkman asks for vote on motion to accept minutes.

Voted – Carried

## **BUSINESS ARISING FROM THE MINUTES:**

a) Rat Problem (from AGM)

Frank has spoken to a pest control contractor and was told that the problem can never be eradicated but that it is best to deter them from the area. He contacted the Village of Harrison and they have had only one complaint this year.

Frank has drafted a notice about the rat issue including ways to deter them. These have been posted throughout the Park.

Don recommends changing the word RATS on the notice to read RODENTS, and recommends that it be distributed in the spring package.

Dan Hiebert, Park Liaison, will respond by letter to sites #284 and #287 regarding the rat issue in the Park.

## **REPORTS:**

**Caretaker**

**Frank Fong**

Frank has started a winter work list and will have a completed list ready for the October meeting

The pool is now closed and winterized, the pruning and cutting back of plants in the beds and islands is continuing. The pavement patching has been completed.

Winter resident selection -

Don recommends creating a formal application including a list of requirements for winter residency applicants to fill out annually as well as a list of specific criteria for acceptance of applications by the Board.

Discussion

Recommended criteria by the Board and Frank to be included in the application and selection of winter residents.

- This is to be a permanent residency with all notice of overnight absences reported to the office so that the Park is aware of coverage at all times. In the case of longer absences one period of up to two weeks in length will be permitted with prior notice being given to the office.
- Ability to move around the park daily to provide security and report any issues to the staff as

soon as possible, as well as check in with the office 3-4 times a week.

- Must be capable of independent living and be able to maintain their own residence, and their trailers must be sufficiently winterized to endure the season.
- Must have the ability to communicate by phone.
- Nine winter residents will be the maximum permitted as we also have the caretaker and assistant caretaker on site.
- The satellite washrooms are shut down in the off season but the clubhouse washrooms will remain open.
- Preference will be given to members with experience.

Chuck Barkman has agreed to draft the Application for Winter Residency Contract.

**President**

**Chuck Barkman**

Wing garden rule:

Discussed earlier. Chuck will ask Frank and Roland to put a marker or stake to determine the angle of the wing line and its length between sites #319 and #320, site #319 can then retain their garden on their side of the new wing line.

Winter Residents:

Discussed earlier

First Aid Training:

New Park member John Erickson of TTF Training has offered to host a first aid information session including use of the AED and CPR for the membership free of charge. Chuck will contact Mr. Erickson thanking him for his offer.

**Vice President**

**Jeff Robinson**

No Report

**Treasurer**

**Don Pepper**

We currently owe BT Roofing \$1548.75. This will be addressed by Les in his report.

Rising Hydro charges continue to be a concern.

Final financial reports will be ready for the October meeting from the Kids Club and the Social Committee. Peggy will also receive a copy of the the Social Committee report.

Motion to accept Treasurer's Report by Tracy Quiding, Secretary

2<sup>nd</sup> by Don Pepper, Treasurer

Voted – Carried

Don Pepper: We may not receive as much money in April as we normally would because the absolute dues wont be determined until after the GM later in April. Some GICs may need to be cashed in to insure proper cash flow, these will then be re-invested in the course of the year.

**Secretary**

**Tracy Quiding**

No report

**Park Liaison**

**Dan Hiebert**

Dan questions why the Park is involved in collecting funds from a member when a contracted site cleaner has cleaned a member's site. There are two sites that have been cleaned and the member has not paid the contractor the previously agreed upon fee for the service.

Don motions that there will be no more fee for service. The member will be given two weeks after notification to clean their site. If the work is not completed we can take action, have the site cleaned, issue payment to the contracted worker, and bill the member. If payment is not received in 30 days gate access will be suspended.

2<sup>nd</sup> Jeff Robinson, Vice President

Voted - Carried

**Special Projects****Les Erho**

AED Update:

Les will be working with Frank to add a sign near the AED, also considering ideas like a horn.

Roofing Update:

We are still waiting for flashing to be installed as a cap over the chimney. The remainder (10%) of payment is being held back until this is completed.

Flooring Update:

Les is working on obtaining a firm quote within the approved dollar figure and is considering saving some funds by having volunteer labour and /or donated supplies. No work will commence before the end of the season. Les will have an update for the October meeting.

**Member at Large****Peggy Ament**

Social Update:

The final event of the season was a success with the basket raffle raising most of the money to pay for the DJ and other expenses incurred. The Committee has now opened up a bank account and will provide a financial report to Peggy before the October Board meeting. Peggy will ask the Social Committee to submit a budget to the Board by next April

Don Pepper asks Peggy to find out who is going to be handling the Park logo wearables. The project was spearheaded by Christine Columbus, who has since removed herself from the Marketing Committee and joined the Social Committee.

Marketing Update:

Peggy reads an email from Alfred Woo regarding the Committee leadership.

Discussion

Peggy will return in October with ideas to move forward with the marketing of the park.

**CORRESPONDENCE:**

No Correspondence

**NEW BUSINESS:**

a) Japanese Knot Weed concern – Jeff Robinson

A very aggressive invasive plant is in the Park. Jeff will contact the Ministry of Agriculture or BC Forest to report it and ask for recommendations to deal with the issue.

b) Emergency Exit Gate – Peggy Ament

Tabled until October meeting.

c) Confirm Meeting dates for 2015/2016

October 18<sup>th</sup>, 2015 HHP Clubhouse at 9:30am

November 15, 2015 Maple Ridge Legion 10:00am

d) Clubhouse Interior Upgrade

Tabled until October meeting

**MEETING ADJOURNED**

Meeting adjourned at 1:16pm by Chuck Barkman, President

2<sup>nd</sup>, Tracy Quiding, Secretary.

Voted – Carried

**Next meeting:**Harrison Holiday Park Clubhouse on October 18<sup>th</sup> 2015 at 9:30 am



HARRISON HOLIDAY PARK  
**BOARD OF DIRECTORS MEETING**

Date: October 18<sup>th</sup>, 2015

Harrison Holiday Park Clubhouse

Time: 9:30 am

**Minutes – Board of Directors Meeting**

In Attendance:

Chuck Barkman, President

Jeff Robinson, Vice President

Les Erho, Special Projects

Don Pepper, Treasurer

Tracy Quiding, Secretary

Dan Hiebert, Park Liaison

Peggy Ament, Member at Large

Frank Fong, Caretaker

Regrets:

Jim Doucette, Past President

**CALL TO ORDER:**

The meeting was called to order at 9:27am by Chuck Barkman, President.

**APPROVAL OF AGENDA:**

Motion to approve: Don Pepper, Treasurer

2<sup>nd</sup>, Tracy Quiding, Secretary

Voted – Carried

**APPROVAL OF MINUTES:**

Minutes of meeting(s) with sites #13 and #292 to be put in 'Confidential' sealed envelope in each member's file. A sealed copy of the minutes of Bruce Ballantyne speaking to the history of site #13 shall also be put in site #13's file. Tracy will also forward copies of those minutes to Bruce Ballantyne. Don would like the documentation that Bruce possesses placed in a file for subsequent boards to reference should issue(s) arise in the future. Don specifically mentions the print ad for the Park that Bruce brought to the September 20<sup>th</sup> meeting. Tracy offers to try to obtain a copy for the office file. Don proposes documented records be kept for all meetings including "in camera" meetings, asks if there is a record of the July 19<sup>th</sup> emergency meeting. Tracy replies that there are some notes but she did not have the voice recorder that day. She will format the available notations and circulate to the board.

Motion to approve minutes of September 20, 2015 meetings: Les Erho, Special Projects

2<sup>nd</sup>, Jeff Robinson, Vice President

Voted – Carried

**BUSINESS ARISING FROM THE MINUTES:**

a) Communication: CIA Notice distribution; Oct. 5, 2015 written statement.

The Board discusses the history of the verbal and written correspondence with this member to bring the new board members up to date.

Jeff proposes that on April 1<sup>st</sup> if no acceptable retraction letter has been received that we move on to the next step as agreed by the Board and going forward that there be no communication from the board to members without the majority of the board being in approval.

Les would like the Board to be united and have clarification on specific issues so that all Board members are clear on the direction we are taking.

The Board has agreed that a letter will be issued in response to the written statement from the member dated October 5<sup>th</sup>, 2015. Tracy will draft the letter.

#### **REPORTS:**

##### **Caretaker**

**Frank Fong**

Update of work – Fall / winter work plan

Frank has completed the winter work plan that he and Roland will be working on throughout the off-season.

A complaint letter from a member regarding an incident with another member. The Board regards the incident as a private matter between the members. Dan will inform the member of the Board's position on the matter.

##### **President**

**Chuck Barkman**

Winter Residents agreement:

All of the winter residents have signed the new agreement.

John Erickson first aid training offer:

John Erickson has been informed that the Board is grateful for his offer but are proceeding in another direction at this time.

The meeting room at the Maple Ridge Legion has been confirmed for 10am November 15<sup>th</sup>, 2015.

#### **11:00am Meeting suspended for presentation by Matt Sandau from Chilliwack Carpet One.**

Matt brought in flooring samples from Armstrong's Natural Creation collection and gave a detailed presentation describing the application techniques as well as the durability and care of the product.

The Board preferred the colour 'Barnside Willow' and decided to have the complete main clubhouse floor replaced in one colour and not have a dedicated dance floor incorporated in the pattern.

Les will contact the companies that have given quotes and ask them to quote the material that the Board has chosen, he expects to have the figures within a week. Jeff will check to see if he can provide a discount on the materials through his employer.

##### **Vice President**

**Jeff Robinson**

Knot weed solutions

Jeff has sent an email to Report A Weed, a BC Government agency, and is waiting for a reply.

##### **Treasurer**

**Don Pepper**

Financial Report

The contingency fund now shows \$16,000 allocated for clubhouse flooring.

We are on track and there are no issues right now except for BC Hydro. Don has spoken to them and is waiting for a representative to call him back. They will come to the park to discuss options for energy savings in general Park areas as well as seeing if there is something we can do as a non profit society regarding the billing tier structure or possible grants available.

Roland is being assessed a taxable benefit for his residence in the Park.

The Kid's Club raised \$2345 in revenue, donations, and fundraising, with \$2345.07 in expenses.

We will be applying for the Federal Student Employment Program Grant prior to December 1<sup>st</sup>. The

grant, if awarded, will pay the wages, EI and CPP of the employee. We may have to start the Kid's Club early to meet the 10 week minimum employment requirement.

Motion to accept Financial Report: Tracy Quiding

2<sup>nd</sup>, Jeff Robinson

Voted – Carried

**Secretary**

**Tracy Quiding**

No report

**Park Liaison/ Site Cleanliness**

**Dan Hiebert**

320/319 wing garden:

A letter has been sent to the members involved re: wing fence.

Letter to 284/287 re: Rodents

Dan is working with Peggy on the letter to be sent to sites 284 and 287 re: the rodent problem.

Frank will ask Lynn to update the current posted notice to read 'rodents' rather than 'rats'. A recommendation to not use poison will also be added to the notice

**Special Projects**

**Les Erho**

Flooring – covered earlier

AED Signs – Has contacted Neil MacLean but has yet been unable to set up a meeting with him. Les hopes to meet with him soon.

We are still holding back the final payment to BT Roofing as they have not yet finished installing the flashing on the chimney.

The park must pull an electrical permit and assign a primary contractor for the coming year effective November 1<sup>st</sup>. Due to the fact that we are under warranty with Premium Electric until the end of May 2016 Don feels we may have to go with them. Frank prefers we go with Peter's Electric because of his extensive knowledge of the Park. Chuck asks if we can name Peter's and ask which other contractors he works with to ensure availability should an emergency call be necessary..

Motion by Les Erho: To ask Peter's Electric to take out an annual electrical permit for HHPA effective November 1<sup>st</sup>.

2<sup>nd</sup>, Don Pepper

Voted – Carried

Les will confirm cost of permit

Dan suggests contacting Anthony at Excel Electric as an alternative option.

**Member at Large**

**Peggy Ament**

Peggy reads from her report – circulated via email

The Social Committee held sixteen 50/50 draws raising \$8241.30 less half for winnings paid out and cost of the tickets totaled a net gain of \$4099.75. As of the end of the season the Social Committee had a overall net balance of \$3,344.05 to carry in to next year.

Don has recommended to Steve Silvertown as well as to Peggy that the \$1500 in the budget for the Social Committee, that they likely will not need, could be utilized in attaining more of the wearables for the promotion of the park. Peggy will ask Christine Columbus to obtain pricing and submit a proposal for the purchase.

Peggy will inform Mr. Woo of the boards intentions to take control of the Marketing Committee under her direction once all the present suggestions that have been approved are put in place.

Remaining items are:

The flags at the entrance sign- Frank will get these.

The order for brochures – Peggy will follow up with Christine.

Peggy proposes changing the name of the Marketing Committee to the Park Promotion Committee, with less emphasis on selling memberships and more on enhancing the profile of Harrison Holiday Park, which should in turn generate sales.

Peggy will ask Mr. Woo to supply a list of committee members for her to contact with the new direction of the group.

Motion by Don Pepper to change the name of the Marketing Committee to the Park Promotion Committee.

2<sup>nd</sup>, Dan Hiebert

Voted – Carried

#### **CORRESPONDENCE:**

No new correspondence

#### **NEW BUSINESS:**

a) Emergency exit gate

The Board briefly discussed the topic and has tabled it for further discussion.

b) Clubhouse interior upgrade

Some ideas brought forward by the Board for future discussion: lighting; paint; window coverings;

c) Wing garden rule

Item tabled until November for discussion of the motion approved by the previous Board with current board.

#### **MEETING ADJOURNED**

Meeting adjourned at 12:38 by Chuck Barkman, President

2<sup>nd</sup>, Tracy Quiding, Secretary

Voted – Carried

#### **Next meeting:**

Meeting room at the Maple Ridge Legion on Sunday November 15<sup>th</sup>, 2015 at 10:00am  
12101 224st Maple Ridge B.C.

**HARRISON HOLIDAY PARK  
GENERAL MEETING  
SUNDAY MAY 17, 2015 HHP Clubhouse**

**MINUTES**

1. MEETING CALLED TO ORDER  
At 10:04 am on Sunday May 17,2015 the meeting was called to order by the President of the Board of Directors, Chuck Barkman..
  
2. INTRODUCTION OF THE BOARD MEMBERS PRESENT  
Chuck Barkman, President                      Jeff McNair, Park Liaison, Site Cleanliness  
Bruce Ballantyne, Vice President            Les Erho, Special Projects  
Treasurer, Don Pepper                        Carol Toews, Member at Large  
Secretary, Tracy Quiding                      Jim Doucette, Past President
  
3. PROTOCOL FOR THE MEETING  
The President advised that the meeting would be conducted as per Roberts Rules of Order.
  
4. CHECK REGISTRATION AND PROXIES  
Pat Morrison, in charge of scrutineers reported  
111 Voting members registered to vote  
18 Proxies being held  
129 Total number of votes. (also present were 22 non-voting members)
  
5. ASCERTAINING A QUORUM  
Pat Morrison reported that there was a quorum of members present at the meeting.
  
6. MOTION TO ACCEPT AGENDA AS CIRCULATED IN PACKAGE  
Motioned by: #85 Don Pepper, Treasurer  
Seconded by: #398 Leita Stovman  
Motion Carried
  
7. MOMENT OF SILENCE IN MEMORY OF DECEASED MEMBERS  
President Chuck Barkman asked the membership to stand and remember the members who have passed away in the previous year.
  
8. FIRST ORDER OF BUSINESS IS TO APPROVE THE MINUTES OF THE  
AUGUST 31, 2014 GENERAL MEETING AS CIRCULATED IN YOUR PACKAGE  
Motioned by: #124 Tracy Quiding, Secretary  
Seconded by: #72 Wilma Ellis  
Motion Carried
  
9. BUSINESS ARISING FROM THE MINUTES
  - a) Resin Sheds to be permitted in the Park  
The member that brought this item forward was unable to attend this meeting and has asked that it be tabled until the September AGM.
  - b) Clubhouse Flooring

Les Erho reported that 3 quotes have been received at approximately \$13,000 ea. and we are looking at bringing in samples of materials, but looking ahead in the agenda the Clubhouse roof now also needs attention.

#292 Ilona Graham: Is the floor being damaged by the roof leaking?

Les Erho: Not at this time.

#301 Paul Djurasaj: Roof should be priority.

#398 Leita Stovman: What is wrong with the floor? We need a roof before a new floor.

Don Pepper: We have the estimates and the information packages and the intention is to present it at the AGM for the membership approval to go ahead with the flooring repairs that need to be done.

#2 Dan Heibert: Is there a specific budget for Clubhouse upgrades?

Chuck Barkman: No, there is not. The budget is for the whole park.

Motion by: #320 Dave Brigidear: To table the Clubhouse Flooring item until the September AGM.

Seconded by: #2 Dan Hiebert

Voted on: Motion Carried

## 10. REPORTS

i) President's Report as circulated in the package

No questions.

ii) Vice President's Report as circulated in the package

No questions.

iii) Special Projects Report as circulated in the package

No questions.

iv) Treasurer's Report as circulated in the package

Don Pepper: We are distributing preliminary financial reports for the first time rather than a projected view as we have done in the past the only changes will be for year end adjustments for accruals. The bottom line is there is a surplus of \$2,200 which will automatically be put in the contingency fund at the next AGM.

We had some financial challenges this year and our staff needs to be commended on their fiscal restraint.

Taxes, Utilities and Hydro all came in under budget. Vehicle expenses were higher due to the price of fuel also tires and a transmission for the truck.

Other Operating Expense is \$3,700 over budget due to the cost of disposing of the leaves and other green waste. The junk day cost \$2,000 and also we have to pay to remove used wood and construction waste to the Chilliwack landfill.

Maintenance expense also took a hit. The electrical issues last summer, dangerous trees and the pool filtration system were all factors.

Finally we are \$11,000 over budget on cable expenses. This is now resolved, the contract has been revised so this will no longer be an issue.

No questions.

v) Member at Large Report, Social / Marketing Committee

No questions

vi) Park Liaison Report

No questions

## 11. NEW BUSINESS

i) Clubhouse roof

Don Pepper: The board has obtained 3 quotes for the roof . There is a large disparity in the pricing from \$13,000 to \$42,000 plus tax. We do not have money budgeted for this. Once all the bids are in the Board will reach a decision and because it is an emergency situation we are hopeful we can find

some funds in the current budget if not we will probably have to draw from the contingency fund for emergency repairs.

#2 Dan Hiebert: Questions the quote disparity. Is it for repair or replacement?

Chuck Barkman: Replacement.

Don Pepper: The quotes we have received vary in area replaced and materials used.

#### ii) Hard top Gazebo Rule

Bruce Ballantyne: The rule governing gazebos has been rewritten to incorporate hard top gazebos that were voted on and approved at the last AGM.

Bruce reads the proposed amended rule.

#2 Dan Hiebert: Does this apply to home built or commercially available gazebos?

Bruce Ballantyne: Commercially available only permitted as per the Rules and Regulations.

#253, #95 Jean Howsam: Is a green card needed?

Bruce Ballantyne: Yes, Frank will ensure that it is placed correctly in the site as per the Rules and regulations.

Bruce Ballantyne: Off topic, BC assessment is currently conducting reviews of membership campgrounds. I don't think gazebos will affect the assessment but thought you should be aware.

#72 Wilma Ellis: Is maximum size allowed 12' x 12'?

Bruce Ballantyne: Yes.

#388 Dana Monroe: If I have an existing gazebo will I need to remove it.

Bruce Ballantyne: No, this applies only to new gazebos coming in.

Motion by: #398 Leita Stovman: To accept amended gazebo rule.

Seconded by # 307 Greig McAlister

Voted on : Motion Carried

#### iii) Motion regarding: Fines for overloaded breakers – Submitted by Board

Motion proposed in the Special Projects report.

Les Erho explains the work done by Premium Electric and the potential damage caused to the new breakers by repeated negligent tripping of the breakers. Proposed penalties: 1st-verbal warning; 2nd-written warning; 3rd-\$25 fine; 4th-\$25 fine; 5th&6th-\$50 fine; 7th and more \$75.

#398 Leita Stovman: Are you talking about the breaker on our sites?

Les Erho: No, the breakers we are discussing are the ones in the locked panel boxes around the Park..

#301 Paul Djurasaj: Teach people how to save power rather than penalize them for mistakes.

Les Erho: Our goal is to have everyone understand how the power is distributed in the park. You only have 30 amps to your site, but have multiple breakers on your site supplying all the electricity to your trailer, shed, etc, all of these added together can overload the main breaker in the panel and cause it to trip while not affecting the ones on your site.

#293 Jim Doucette: I was going to ask how the main breaker can pop before the one on my site, you've answered it. Thank you.

#156 Margaret Ball: The breakers that were just replaced, were they 40 years old? Do we run a risk that the new ones won't last? Let's run the risk with the breakers and not have Frank and Roland called out after hours. If you pop your breaker you should wait until they are on duty for service.

Les Erho: Our staff does an excellent job and we take what they do for granted sometimes. Having your breaker turned back on to avoid food spoilage etc.

#379 Tom Morrison: Trailers are getting bigger with more amenities, the way it is worded if I am here 10 years I can only trip my breaker twice. It can be easy to mistakenly overload a breaker.

Bruce Ballantyne: This is a brand new system and we have spent a lot of money putting it in. Bruce proposes a trial period for the rest of this season to see how many people are tripping breakers and

then implementing a fine system after the trial period in September.

#306 Barbara Smith: Can you guarantee that each site is receiving 30 amps? That would be my concern with levying fines.

#295 Gizelle Takach: Last time my breaker tripped I was told that my trailer shares the grid with another trailer, so if theirs trips so will mine, I don't understand this.

Les Erho: There was an issue with incorrect breakers, this has been resolved by the electrical contractor.

#320 Darlene Brigidear: Can we start with education on how much each of our appliances uses? If it could be put out in writing it would be helpful. Secondly if someone gets to 5 and then have no issues for two years could they receive amnesty?

#412 Walter Ament: Agrees that it be reassessed in the fall. Thinks the motion should be reworded for a certain period of time, in case you sell your lot so that the new members aren't penalized.

#301 Paul Djurasaj: Is a trailer further away getting the same amperage as one close to the box?

Les Erho: You are referring to voltage drop. Your amperage will be there but your voltage might drop, breakers see amperage not voltage.

#132 Eva Hussel: A handout would be helpful. How large a problem is breaker tripping?

Les Erho: We will monitor this throughout the season.

#412 Peggy Ament : Are you interested in making an amendment to your motion?

The motion has been withdrawn by the Board until the September AGM.

If an issue with the equipment is discovered there is a one year warranty with the electrical contractor. The Board will also post a list of the electrical draw of common appliances to the website.

iv) Motion regarding: Additional contractor access to the Park – Submitted by #398 Leita Stovman  
Motion by: #398 Leita Stovman: To allow Slesse RV, 2 gravel companies and any other businesses that have done regular business in the park be given gate cards.

Seconded by: #88 Beverly Sass

Jeff McNair: To clarify, all these contractors have access to the park. They have to go to the staff to be allowed in once the member has arranged the service on a site alteration form.

#14 Juliette Stewart: The contractors used to be able to come for multiple calls which was cheaper.

#301 Paul Djurasaj: This is a security issue.

#253, #95 Jean Howsam: Can there be a sign in / out procedure for a card at the office? We do need some control.

Chuck Barkman: The issue of allowing non-members into the Park is a security concern. This is also a liability concern. We need to know what is happening in the park also when and where the work is being done. What if something gets damaged on your site or a neighbour's? Ultimately the responsibility lies with the member. It is up to the member to organize through the office.

Chuck Barkman calls the motion on the floor.

Voted on: Motion defeated

Don Pepper: Reads the revised Campsite Changes form to the membership.

## 12. GOOD AND WELFARE

#320 Dave Brigidear, Head of the Social Committee: The Social Committee had 2 or 3 meetings over the winter with 11-12 people attending and they arranged the schedule of events for the current season.

This year most events will be free and the 50/50 will be utilized for raising funds. Lorne and Norma Walberg will head up the 50/50. They will need volunteers to help. Two successful functions have been held this season the Welcome Meet and Greet, and The Spring Fling. Both were very well received and thanks to all volunteers. Upcoming events include the First Annual HHPA Fun Fishing



Outing. Organized by #53 Harold Koehn on June 6 10:00am at Hicks Lake, no entry fee BYOBoat. The Horseshoe Tournament will be held on June 27.

#303 Gerry Klassen: Would like to start up a Pickle Ball group and utilize the basketball court for this use. He will post information for interested parties to sign up. Would like the board to supply paint to mark the court boundaries.

Chuck Barkman: Asks member to contact Carol Toews, Member at Large, with the details.

#307 Greig McAlister: Why can't Frank perform work for Members on their site if he is willing to Bond himself and we have insurance to cover it?

Chuck Barkman: Liability is an issue. What if Frank gets hurt? We know he is already putting in 50-60-70 hours a week working for the park. We can discuss it further at the next Board meeting.

Motion by #307 Greig McAlister: That Frank be able to work in the park for private people if they have insurance and he enters into a contract with them on his free time.

Seconded by #84 Judy Grant

Jeff McNair: The biggest concern I have is every time there is a discrepancy between members and staff or members and the Board we up here end up playing referee spending countless hours dealing with it when it should not be our issue. If a member has a problem with a private contractor the Board is not involved and I would like that to be the same here if this motion goes forward.

#64 Linda Costain: The issue isn't liability the issue is a past employee's conduct. None of us has ever had a problem with Frank, Roland seems the same. As a group we should be able to hire who we want.

#173 Doreen Easton: I witnessed the Park truck using our equipment on their own time. I have a problem with that. Our equipment should be used for Park business by employees, not working for someone else.

#2 Dan Hiebert: I agree that on his own time Frank should be able to work. Frank is essentially always on call so I can see a gray area in the perception, is he working on our behalf or is it personal. Would like clarification of conflict of interest and gray areas.

#293 Jim Doucette: If Frank gets hurt working on a member's site, who replaces him in the Park for the overall goodness of everyone in the Park?

#320 Dave Brigadear: Speaking against motion; There is a definite conflict here. There will be constant talk of whether he is working for the Park or working for himself, there will be people questioning everything. Should leave it as it is. Secondly we don't know Frank's feelings on this.

#301 Paul Djurasaj: Sees no reason to not allow Frank to work on his free time.

Bruce Ballantyne: We have had numerous caretakers in the Park and Frank is one of the best we've had, I see no reason to not allow him to work in his free time.

Chuck Barkman calls the vote on the motion.

Vote result: 21 for and 46 against

Motion defeated.

#253, #95 Jean Howsam: Thanks to Frank and Roland for the snow piles for the kids that come up through the winter. Concerned about the rat problem and asks if there is a budget for the damages caused.

Chuck Barkman: It is not a Park responsibility. It is up to the member to do their best to not attract them. Traps are available from Frank if needed.

#407 Milton Roberts: Some other Social Committee events: Outdoor Social event featuring The Lounge Hounds June 13; Beans and Jeans Chili cook off in August. If anyone wants to confirm their dates for Block Parties contact the Social committee. Elvis Friskee will be here August long

weekend.

#235 Emanuela Cannon: Questions why they have been asked to take down the enclosure on their deck when others exist in the park.

Chuck Barkman: The rule is clear, you may only have two sides closed at a time. On a deck one side is the trailer, so only one other side may be closed. This is an issue we will be dealing with and members not complying will be contacted.

#206, #207 Gloria Eades: Are we getting more Shaw WIFI outlets? It took two weeks to get Shaw to come out for our non working box. Whose responsibility is it? Ours?

Chuck Barkman: It is between the member and Shaw, there is a specific number we can call. Shaw did come here and survey for WIFI hot spots and it was found to be too limited in area covered. We felt it was unfair and declined.

Don Pepper: WIFI is a different issue than Cable. WIFI is an individual persons requirement. We had a meeting with Shaw on Friday which involved their service technician dept as well as their operations and management. Shaw is undergoing severe difficulties right now, they are about to centralize their call centres, which should alleviate many issues.

They are currently servicing the Agassiz / Harrison area on Mondays, Wednesdays, Fridays and Saturdays. Shaw is prepared to provide a dedicated employee for Saturday call outs at our Park due to the demand for Saturday appointments. We are waiting for confirmation on this.

If you need a Saturday appointment we need you to contact Shaw and the Park office to set it up. Before you call please make sure you have hooked up the box correctly and the light does not come on.

Shaw will send in their WIFI team again to re-assess locations in the park but it is not included in our cable contract. You will need a Shaw account for access to Shaw go-WIFI, if you don't have a Shaw account you can currently only access free WIFI at the clubhouse.

#295 Gizelle Takach: How are the winter security people chosen? Can there be a fair way so that others can have a turn?

Bruce Ballantyne: We are allowed a number of members to stay over winter in the Park. Many reasons are considered in choosing the volunteers such as location in the Park, longevity in the Park, knowledge of the Park., and member's reasons for wanting to stay.

#295 Gizelle Takach: There should be a limit to the number of years the same people are allowed to stay, to make it more fair.

Jeff McNair: It is a collective decision with the staff. Many factors are used such as the member is expected to be in the Park full time with no extended vacations, do regular patrols of the Park and report to the staff.

#14 Juliette Stewart: Asks if Mr. Woo's request for a committee to help with sales is being honoured. Thinks we need improved signage out front to draw interest to the Park.

Jeff McNair: The banners that were purchased last year are faded and are not suitable for re-use this year. There are Harrison bylaws that need to be considered before we can just put up signs.

Chuck Barkman: The Marketing Committee has been formed and should be contacted on this matter.

#292 Ilona Graham: The maps are very important, the campsite is based on the map as well as for taxation. They are given to every new member so they can determine where all the sites are. I've been told that the map is not to be used as a reference. Does this board support that? Or are we using the map for a reference?

Chuck Barkman: No member here owns any property. You have rights to an assigned site. The overall property tax is assessed on the total property of 40 plus acres. The map is a hand drawn map not a surveyed definition of boundaries.

#292 Ilona Graham: So this is not used for defining site boundaries? Are you stating the map is useless?

Chuck Barkman: No, it is a general reference to indicate where a particular site is located within the park.

#292 Ilona Graham: Are we using the map still or are we throwing it out?

Jeff McNair: The map is used for reference points to locate sites or amenities in the park. It has never been used as a survey document or for lot square footage. It is used as a convenience to find your way around the Park.

Chuck Barkman: We are using the map.

#235 Emanuela Cannon: Would like a regulation change to allow for new materials for windbreak enclosures on decks.

Chuck Barkman: The Board is still deliberating on that and we can address that with you after. We have not yet reached a consensus but it will be addressed in the near future.

#13 Albert Remple: The Park was developed with equal shares and I can prove it with a map of the Park and the dimensions that were surveyed that is still relevant today. This needs to be restored as members are suffering hardship financially and emotionally.

I am going to start a class action suit to ensure that all members have equal sites to justify the equal payment of dues.

Carol Toews: We are starting an Island Garden Challenge to help keep our Park beautiful. Members are encouraged to adopt and maintain an island garden near to them.

Jeff McNair: Speeding is still a major problem. Household garbage is an issue, we are getting too many prohibited items dropped off and we must pay to have it taken away. Please be responsible and only dispose of household garbage in our bins.

Les Erho: The BC Hydro construction project is an inconvenience but we have no control over what they are doing. We have had some letters asking if we can do anything. Sorry we can't. Some of you have air conditioners under your auxiliary roof. If there is not enough ventilation your air conditioner will be stressed and you may want to install vents to alleviate that.

I have been looking into an AED for the Park. They are about \$1500, I have spoken to the local fire department and they are willing to provide training for us and it is something that is becoming more popular to have on hand to assist in the case of heart attack. I am just letting you know that we are looking in to the possibility of obtaining one for use in the Park.

### 13. ADJOURNMENT

12:39pm May 17<sup>th</sup>, 2015

Motion by Chuck Barkman, President

Seconded by Tracy Quiding, Secretary

Motion carried.