

**HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
FRIDAY August 20, 2021**

**HHP Clubhouse
Time: 9:30am
Minutes - Board of Directors meeting**

In Attendance:

President / Secretary	Cliff Eagar
Vice President	Bob Walters
Treasurer	Don Pepper
Park Enhancement	Rose Torget
Special Projects	Desmond Delusignan
Park members Liaison	Dorothy Darlow
Park Caretaker	Frank Fong
Asst Caretaker	Roland

1) Meeting called to order at 9:30am

2) Approval of Agenda

Approved - 1st Don, 2nd Rose, - All in Favor

4) Approval of Minutes of meetings

A) Board of Directors meeting July 18th, 2021

Approved – 1st Bob, 2nd – Don, – All in favour

5) Business arising from April Minutes

1. AGM – confirmed that Saturday, September 11th was the date of the AGM. Reasons behind this choice was initially based on a possible lifting of further restrictions by the PHO after the Labour Day long weekend and it would allow members an uninterrupted last long weekend.
 - a. The logistics of seating in the clubhouse as well as overflow onto the patio and lawn. Masks would be required to be worn and sanitation wipes would be available to keep thing sanitized. Additional speakers and a second microphone would be available.
 - b. A preliminary Agenda would be sent out subject to and changes by the PHO in addition to the notice of meeting, resolutions, nomination sheets for the board, etc.
 - c. Nomination for BoD members would close by noon on 6th September after which time the names would be posted on the web page.
2. The date for a SGM to review and make changes to the Bylaws and R&Rs will be tabled at the AGM. As April will be reserved for the 'budget' GM, the SGM date will be the last Saturday of May 2022.
3. Voting Committee – nine names were submitted, and these were placed in a 'hat'. Frank pulled one name and Roland the second. The two names drawn from the hat were Stuart Molene and Cindy Dalglish, the Board's nominations for that committee would be Don Pepper and Des Delusignan. Jim Doucette will be notified of these names plus their contact details so that he can call a meeting.
4. Tribunal – The CRT action is now in the hands of the Adjudication group. We have responded after Cindy submitted her response. Awaiting further response from them.
5. Hire hydrants – excavation to look for the water pipes will commence this coming week. The delivery of the hydrants from the USA is now being held up by the Border Controls, but should be on site next week

6. Security cameras – these will be going into the clubhouse, office and overlooking the dumpsters on Thursday 27th August. Following the commissioning of the clubhouse security system, we can open the clubhouse for general use by the membership, possibly next Saturday 9am to 9pm daily. All the games will be set up ready for use. Board and social events take preference for use. Members and/or their guests responsible for abusing the system will be banned from the clubhouse for a period.
7. Emergency Response/Evacuation Plan – Cliff will update the hydrant plan as they are installed. Prices have been received for the installation of 3 emergency pedestrian gates in properties bounding the back roadways (+/- \$800 per gate). The owners that have volunteered their sites are Desmond, Stuart Molene and Jason Riley. Cliff will update the evacuation plan accordingly. One stall in the boat yard will be left vacant to allow for emergency exit via that route. A siren with ½ mile audible radius will be installed in the workshop area. Emergency generators will be required to kick in, in the event of a power failure during a fire event. Details of how the system operates and is managed, needs to be determined by a committee still to be struck. A motion, proposed by Bob and seconded by Cliff was passed to transfer \$30,000 from the contingency fund to finance the Emergency Response/Evacuation Plan, this will be ratified during the AGM
8. Clubhouse – Shelving will be installed on the walls alongside the fireplace to house books and then relocate the library books. The library area can be converted to allow for additional office file storage
9. Power breakers on lots – These breakers are old, and we cannot obtain replacements any longer. We require to upgrade these units and it is recommended that we include surge protection in the new boxes to safeguard members' equipment. Frank will get quotes to purchase and install these units, a financial plan will then be proposed and presented at the Spring GM

6) Reports:

Caretaker's report:

- A pole will be installed above the 'concession store' to mount a security camera
- Replacing the landing and stairs outside the one emergency exit
- Requesting permission to replace the roof above the pool washrooms with metal, Frank requested to get quotes (+/- \$600)
- All the fire extinguishers have been recharged – they are checked annually
- Additional handholds need to be installed in the handicapper showers and a second stool placed in the dressing area. The floors of all the stalls have been treated with an anti-slip compound.
- Horseshoe pits – the backboards of the pits have been replaced
- Lot 46 is claiming an area behind his lot in the common area as part of his site. He has complained that the park has created a topsoil stockpile outside his lot which is impacting his access from his rear gate. A fence will be installed to demarcate the topsoil area
- The filters installed on the washer inlet pipes are working well and any accumulated dirt is cleaned out over weekends. These filters have allowed the washers to work without breakdowns for a long period now.
- Broken pathway fences have been replaced

President's report:

Nothing additional to report apart from reviewing and modifying the Emergency Response/Evacuation Plan

Vice President's report:

Nothing further at this time

Treasurer's report:

July Financial Snapshot:

Financial Snapshot

Operating Capital.....\$428,930.00.

Contingency Fund.....\$438,167.00.

Distribution of Funds:

Cash/Chequing.....\$1,328.00.

Savings.....\$865,769.00

Hydro costs are running 25% higher than last year which is becoming even more worrisome as a major budget overrun (\$12-14,000).

Don motioned to accept the July 2021 financials Bob 2nd. All in favour.

E'Transfers – Don proposed and Des seconded that we set up an E'Transfer system with our bank, Prospera. All in favour

In discussions with the bank regarding E'Transfers, this will require double signoffs for payments and will mean extra work for the new treasurer. Lynn can initiate a payment but then the treasurer needs to go in and sign off immediately for payments to be released. E'Transfers from members, etc, will immediately place money into our account with no further signing required. Member's banking accounts may limit the value of their transfer, which could be a bit of a pain for the member who will have to make multiple payments which then means additional work from an accounting point of view.

Park Liaison

Dorothy suspects that some sheds are equipped with bunk-beds and queried how one could request an owner's permission to inspect their shed. As this is a rule infringement, we have every right to request entry to their shed, however, an inspection of the shed will be done during the site inspection at the time of a lot's sale. If an inspection is required at other times, Frank would prefer to be accompanied by a Board member.

Special projects:

Des organized that 6 picnic tables got built by an external contractor

Park enhancement:

Rose initiated a discussion regarding violators of the Park's R&Rs such as parking vehicles and boats at least 2ft of the blacktop, etc. This could be full time job for someone over long weekends in particular. A notebook should be printed with a duplicate copy that will be posted on these vehicles giving final warnings and then issue a fine if it continues. This system to be further investigated and should be taken up by the new board.

Nothing else to report

7. Correspondence:

From:

xx- Rats

Complaint rexxx Twice Spreading rumors about other members, staff and Board members one with a fine.

Complaint re xxx Kids underage drinking /party/climbing over back fence

xxx Responded didn't happen neighbors don't like them

xxx- Voting Committee questions

xxx Thanks for starting evacuation plan

xxx – Request to meet with Board

xxx- Voting Committee complaints

Complaintxxx Speeding – Fine sent

Xxx Wants to be a bylaw enforcing person for 1 year

xxx- Questions sent twice

xxx- Pool temp (Staff responded)

xxx Raccoons on site

xxx – Not all questions answered

To:

xxx- 1 letter to stop 2nd letter 50.00 fine as spreading rumors was continuing

xxx Re Complaint and fine

xxx- Response rational behind voting committee

xxx – Re complaint kids riding in back of truck in Park reminder not to do this

xxx Speeding ticket – rescinded

xxx Response to Voting Committee complaints

xxx – Reply make an apt to view file in office

xxx – Raccoons Bob talked to Frank & Frank will talk to xxx

xxx- Letter re extra RV sent twice 2nd letter with fine

8) Email Votes:

a. Nil to report

9) New Business

a. A number of members still have missing liability insurance on their lots. Fires within 50km of the area are preventing firms from issuing liability insurances. Further reminders need to be sent to defaulters who should be reminded that they will be unable to register at the AGM.

b. The board discussed the members that applied for winter residence. Ten members have applied, but some members have placed their names on the list just in case they were unable to travel south. Due to the uncertainty of some of these applicants actually staying for the winter, we accepted that all the applicants will be accepted as our winter security residents. A meeting on August 27th at 10am will be held with all the applicant to impress on them that they had entered a contract with HHPA to perform the duties that they had signed up for.

c. The issue with xxx and xxx who made accusations against xxx has not been dealt with yet and needs to be set up for xxx on xxx

10. Confidential BoD Business

Nothing at this time.

Meeting adjourned at 1pm

Next meeting to be held September 19th, 2021 9:30am, location Clubhouse

Prepared by Cliff Eagar