

**HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
FRIDAY JULY 18, 2021**

**HHP Clubhouse
Time: 9:30pm
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 9:37am

2) Approval of Agenda

Proposed Don, seconded by Rose

3) Member's appointments

Cliff acting as Secretary.

4) Approval of Minutes of meetings

a) Board of Directors meeting May 23, 2021

Approved – Don, seconded by Rose

5) Business arising from April Minutes

a) Olivia hired as the Caretaker's Assistant and has all the PPE required. Frank has denied her use of tools such as chain saws, chop saws, tractor, etc for liability reasons and she will be allowed to drive the 'Gator' for work purposes.

Approved Don, seconded by Des

b) Quote received for roadway maintenance from Supreme Paving(??) to repair surfaces disrupted due to water main repairs at \$4200

c) Additional speedbumps, as voted on previously, to be ordered

d) Disposal of water softener in workshop – Des to follow up

e) Social Committee - financial report received - \$7189 still in their account. An outdoor projector was purchased out of the funds. As this is a non-profit society, the Social Committee are to prepare a 'financial / spending plan' to control this level of funding. The Social Committee will be paying for any clean-up after indoor functions, from these funds. Seed money can be provided from the Budget at the start of the year to book bands, etc, these funds are then to be reimbursed back to the main budget.

- f) Voting Committee – to be established (with COVID restrictions possibly being relaxed as conditions improve, the concept of holding an in-person AGM is looking very promising). Previously, the Agenda for the meeting dictated whether a secret ballot was required and if this was required then ballot sheets were handed out at the time of registration. Jim Doucette has accepted to chair this meeting and nominations for two members will be placed on our website, Don and Des will be the Board's representatives. The member's representatives to have been members for at least 3 years and that they would have attended at least one General meeting or one AGM prior to COVID setting in.
- g) The Fire Master's report has been returned to the Office stating that the clubhouse can hold 500 people when standing and 270 people when seated (mainly due to the number of exits from the clubhouse). At current COVID levels of restrictions at 50% occupancy indoors, the likelihood of holding an indoor AGM is very real.
- h) Past Spring General Meeting minutes – Dorothy volunteered to get this done. These need to be available by mid-August.
- i) Next AGM – proposed to have this meeting on the Saturday after the long weekend in September ie 11 September with registration opening at 9h30am and meeting to start at 10am – proposed by Bob seconded by Don, all in favour
- j) Tribunal – notifications from the Tribunal have been copied to Eric, no further response is required at this time

6) Reports:

Caretaker's report:

- a) Water filters installed on wash machines and checked weekly to remove sediment
- b) Fire hydrants – a basic diagram has been drawn up - quote expected
- c) Olivia is working out well
- d) The rotten wooden picnic benches have been scrapped and furniture installed in pool area
- e) Boat area – busy cleaning out this area to make addition spaces available
- f) Islands – members don't need to spend hours cleaning the islands, possibly put black-top down in the place of gravel next year
- g) Power connections – some potentially dangerous situations are arising with RV power cord connections to the corner power pole. Overheating of connections have lead to fires at the plug connections and this is more prevalent on the 50 to 30 amp adaptor connections. There is a potential solution by changing the 50 amp plug to a 30 amp plug on the RV side cord.
- h) Power breakers – the make of breakers on our lots are no longer being manufactured – we need to investigate the systematic change-out of these breakers with more modern breakers and possibly include for surge protectors in this upgrade. Don mentioned that this could be considered as a "contingency expense" to change all the plugs in the park. Frank/Roland to obtain cost to do this

President's report:

Four proposed emergency response plans have been prepared for comment – the copy proposing that emergency exits be established in the back fences, the boat gate to be opened for vehicle and personal egress together with the positioning of approximately 8 fire hydrants positioned throughout the park was accepted as a working model. These should be placed on

the website notifying members of the proposed emergency response plan. A request for members on those back fences to volunteer to have emergency exit gates installed will be posted as part of the plans.

Many of the details in the plan are still needed to be drawn up

Vice President's report:

- a) Office WiFi – Bob is working with Shaw to upgrade the WiFi system in the Offices
- b) Dealing with ongoing operational issues.

Treasurer's report:

- a) Financial reports have been circulated

Due to the lack of decent interest-bearing options at this time, funds will be retained in our Savings Account until interest rates go up. No investments of Park funds have been made.

Don motioned to accept the financial statements seconded by Bob and accepted by all

- b) Financial Snapshot:

Operating Capital.....\$489,670.00.

Contingency Fund.....\$456,800.00.

Distribution of Funds:

Cash/ Chequing.....\$47,486.00.

Savings.....\$898,984.00.

- c) Don expressed concern about our Hydro consumption and peak usage charges being significantly higher than forecast. The extremely hot, dry weather has contributed to the understandable need for A/C units to be more in use than normal. However, peak demand is higher than we have ever experienced previously, and it is a very expensive item on the Hydro bills. Power surges occur after an outage has occurred and this contributes to the high peak demand. Members are urged to turn off your electrical appliances and tools when the power goes out and only turn them back on once power has been restored. This simple step will help reduce the surge, and hopefully, reduce the costly peak demand.
- d) The Accountant's year end statements were presented and approved. Copies will be made available at the office and at the AGM for the members.
- e) Connectivity Alliance WiFi System - Don presented an update on the discussion with this company and will present a motion to the membership at the next AGM for their discussion and approval to have low-cost internet supplied for all members of the park. Basic internet which is 5-7mbps – for approx. \$110/year with monthly options available for higher speeds if an individual member wants that (at their expense), at rates far less than Shaw charges.

Park Liaison

- a) Dorothy raised the issue about motorized scooters that kids are using as toys in the park. They go fast and don't observe the rules of the park nor of the road, and they do not wear helmets.
- b) Some older kids were caught driving these scooters and a 4-wheel drive unit along the Miami River path which is totally illegal as it is Federal land, and the Lot owner must be

warned that they could be charged for trespassing Federal regulated land and will be fined if it happens again

- c) The neighbours on xxx that are still in dispute regarding the payment of a replaced fence between them. This is a private matter and must be resolved between them. There was no rule infraction in this case and the board cannot be involved to resolve it.
- d) Xxx xxx will be allowed to bring his second RV into the park to load / unload the vehicle and it must then be removed from the park.

Special projects:

- a) Picnic Tables – Des will try to obtain tables made from composite material

Park enhancement:

- a) Pam and Ken were congratulated on the state of the flowers and the outlook at the entrance to the park. Together with Frank and Roland, they will be working on the garden under the Maple tree outside the office and will be replanting that area.

7. Correspondence:

From:

The complaint by xxx against xxx –xx was invited to attend this board meeting and declined due to a previous engagement – she should be invited to the next meeting to explain her case

#xxx xxx Thank for response but feels question not answered
#xxx xxx Why are we not in good standing

#xxx xxxx Wants gate card activated and to confirm member in good standing

#xxxreimbursement for xxx

#xxx Complaint re: rumors from xxx xxx) & xxx xxx

#xxx xxx When is the AGM in regards to 50/50

#xxx xxx re Wing fence Frank & Roland solved this

#xxx xxx Fire/Evacuation plan

To:

#xxx xxx in legal advisors hands response from letter June 11

#xxx xxx in legal hands response from letter June 11

#xxx xxx in legal hands response from letter June 11

#xxx xxx in legal hands response from June 11

#xxx xxx response to her demands from May 15

#xx xxxTo pay xxx re fence/shaw _xxx paid

#xx xxxx re xxx and refund cheque

#xxx xxx cheque issued for reimbursement of x acct xxxxx

#xxx xxx2 letters re xxx 1 has fine of \$50.00

#xxx xxx & xxx xxx to stop with the rumors and some facts

#xxx & xxx Clean up letters

#xxx Fire/Evacuation plans will submit to membership when we have one in place

8) Email Votes

a) To transfer up to \$30,000.00 from the Contingency Fund to Operating Revenue to fund the Emergency Fire Response Program. Proposed by Bob and seconded by Cliff.

9) New Business

a) Winter residence - application for residence will be sent out in August and this board will review the situation at our next board meeting and inform the accepted residents after that. If we receive more than nine requests for residence in winter we will draw the names from a hat, being cognizant of having a fair distribution of occupancy throughout the park and also taking into account those that are willing and able to perform their daily due diligence required of them.

b) Grandfather clause – Our R&Rs state that items that are ‘grandfathered’ only require to be moved / removed when ‘major’ changes such as a roof change, etc, are made to these items. A motion to clarify the wording in the R&R to be put to the members

c) Clubhouse reopening – this can happen after a security system is installed such as cameras. Bob is looking into this with Shaw. The kitchen will be closed to members unless required for a function. A door access system will be investigated and, if necessary, eg. Should vandalism and abuse occur, then a system will be installed. The clubhouse will be open from 9h00am to 9h00pm for member access. The library will be moved to the clubhouse, once shelving at the back of the stage has been installed. The storage cabinets and a new large screen TV at the back of the clubhouse are still being investigated.

d) Office foundations - repairs are required for the laundry area of the office block. Quotes are to be obtained.

e) Emergency evacuation Response Plan – Fire hydrants need to be installed throughout the park and be supplied via our 4” diameter water lines. Bob proposed that a motion of approximately \$7000 be allocated to supply and installation of hydrants and hoses, etc, Cliff seconded this motion. Cliff prepared some sketches to indicate some options for evacuating the park as rapidly as possible should a fire occur in the park. An option was selected which included emergency pedestrian exit gates from the back and side fences and out onto the adjoining roads. The boat entrance as well as the front entrance booms would be opened. The muster area for pedestrians would be the parking area in front of the offices and for vehicles, it was suggested that the Agricultural Fairgrounds in Agassiz be used. Cliff will draw up a proposed Emergency Evacuation Plan and have this placed on our website for comment and input from

members. A small committee (including the local Fire Chief possibly) should be established to consider the details to be formalized.

f) Office data backup – we have accepted that the data is backed up onto an external drive and stored in the fire-proof safe in the office. A duplicate back-up of the financials is with the park's accountant off-site

g) Member's Liability insurance update – this is a work in progress and is being updated when information comes in

10. Confidential BoD Business

Nothing at this time.

Meeting adjourned at 12h40

Next meeting to be held August 15, 2021, 9:30am, location - Clubhouse

Prepared by Cliff Eagar, August 10, 2021