

**HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
FRIDAY JUNE 19, 2021**

**HHP Clubhouse
Time: 7:00pm
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 7:05pm

2) Approval of Agenda

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

3) Members appointments

Cliff acting as Secretary.

4) Approval of Minutes of meetings

B) Board of Directors meeting April 19, 2021

Subject to inclusion of the April Financials Snapshot as below: -

Financial Snapshot – April
Operating Capital.....\$158,706.00.
Contingency Fund.....\$426,560.00.
Distribution of Funds:
Cash/Chequing.....\$24,350.00.
Savings.....\$43,916.00.
GIC's.....\$517,000.00.

Approved - 1st Don 2nd Des, all in

A) Board of Directors meeting May 23, 2021

The results of the Spring General Meeting will represent the minutes for the May BoD meeting

Approved - 1st Don 2nd Des, all in

5) Business arising from April Minutes

- a. Picnic tables – two older tables are reusable / repairable. Des will investigate supply and cost of units made from composite material. If we have not hired an asst Caretaker by mid-July then purchase five new tables
- b. Caretaker assistant – Adverts are not turning up any results, Government's handouts are too lucrative at this time. Will carry on trying to find someone - Bob

c. Proposal for WiFi from Connectivity Alliance - \$9pm for slow wifi and up to \$43pm for faster wifi (75mbps speed). Bulk supply by Shaw will be \$39pm (75mbps speed). Don will follow-up and have a presentation done at the Fall AGM for acceptance by the members.

6) Reports:

Caretakers report:

- a. Replaced the fresh water well head – working fine
- b. Incoming power pole replaced outside office area
- c. Replaced the rotten fence between the house and the office
- d. Hot water system in satellite washrooms replaced and now working
- e. Light installed in pathway to firepit
- f. TV cable to lots XX and XX damaged by workers on XXX lot. Conduit needs to be laid before Shaw will install the TV cable. Cost of materials \$316 – motion to charge XXX half the cost of material, proposed by Rose seconded by Don – all in favour
- g. Automatic water systems installed for the flower beds
- h. The waterfall at the entrance has been re-constructed, delivery piping needs to be replaced
- i. The pool has been repainted and filling will commence shortly, hopefully Fraser Health will pass the system for reopening by end June
- j. Patio painting – credit received for previous paint purchased and replaced by normal water-based paint, painting to be done shortly
- k. Woodshed to be built shortly at firepit
- l. Washing machines – additional drain lines to be installed to (possibly) rectify the situation of pressure building back into the machines resulting in a malfunction. Coinmatic will then reservice the machines.
- m. Mini-golf equipment placement – these have previously been placed by the members (XX XX last year). These will be placed on the maintenance staff schedule for early next year. Request a member to install these this year. Dorothy to approach XXX to get a work party together and place the equipment.
- n. Frank to approach a new member in the park to quote on roadway maintenance in places - \$8500 available in the budget.
- o. Roland asked whether there were plans to reuse / sell the water softener plant housed in the workshop which is now redundant. Desmond will investigate the disposal of this unit

President's report:

No report – apart from ongoing issues.

Vice President's report:

No report – apart from ongoing issues.

Bob requested to get a financial statement from the Social Committee

Treasurers report:

May Financial Snapshot:

Operating Capital.....\$511,918.00.

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

Distribution of Funds:

Cash/Chequing.....\$23,661.00.
Savings.....\$945,057.00.
GIC's..... \$0.00.

The May financials included some big-ticket expenses in electrical (power pole & emergency callout), insurance and board expense (to date) for the General Meeting (mailing costs). Of note in the snapshot above, we no longer have funds invested in GIC's (they matured in May).

Also enclosed are the final year end statements after adjustments made by our accountant during her review.

The 2020 – 2021 year-end results showed a surplus of \$17,813 that was placed in the Contingency Fund.

Regarding our investment policy, in the past GIC's have been the vehicle of choice but these are no longer available. The next best is a 1-year fixed interest investment at 0.0086% interest based on a minimum investment of \$500,000. Don has consulted with five banks to find something better but to no avail.

Don proposes that we retain our cash in our Savings account at an interest rate of 0.5% until more favourable terms become available - seconded by Cliff, all in favour.

The collection of dues this year has been poor, but after a list of delinquent members was posted on the notice boards and reminder emails were posted it improved. At this time there are eleven members' dues outstanding and they will receive a final call from the office. Should these dues not be paid by end June, their power will be shut off.

Don is investigating the use of e-Transfer for our payment system which will require our bank account to be changed to accommodate this process.

Don proposed we adopt an e-Transfer system with a minimum value to be transferred of \$100, Cliff seconded all in favour.

Roland requested permission to purchase an additional 6 speed bumps for installation at the entrance to the Park - agreed

Don motioned to accept the June 2021 financials Cliff 2nd. All in.

Park Liaison

Busy responding with letters to incoming members notes.

In future, letters from members will be discussed at the monthly BoD meetings and the requisite response to be sent regarding these letters. On receipt of the members' letters a note will be sent to the member thanking and informing them that their letter will be discussed at the next BoD meeting.

Should a 'complaint' type note or personal note at the office is received, these should firstly be passed on to Frank or Roland to try and sort out and, if unsuccessful, then the Park Liaison

Director is to intervene and, if not resolved then the BoD becomes involved to make the final decision.

Special projects:

Investigating the picnic table issue and will assist in resolving the laundry machine issue.

Park enhancement:

Thanks to Ken and Pam for taking care of the flowers at the entrance to the Park and clubhouse. Rose requires the measurements of the gravel walkway onto the clubhouse patio to determine how best to improve accessibility for wheelchairs and 'scooters'.

7. Correspondence:

From:

April: #XXX, #XXX, #XXX, #XXX, #XX, #XXX

May: #XXXx4, #XX, #XXXx2, #XXXx2, #XXX, #XXX

June: #XXX, #XXXx2, #XXX, #XXX, #XXXx2, #XXX, #XXX, #XX

To:

April: #XXX, #XXX, #XXXx2, #XXX, #XX, #XXX

May: #XXX, #XXX, #XXX, #XXX, #XX, #XXx2, #XX, #XXx3, #XXx2, #XX, #XX

June: #XXX, #XXX, #XXX, #XXX

Paul Leblevec – June 7th he returned the voice recorder, June 12th he supplied information that allowed Bob to enter the board's zoom account and erase all the cloud recordings found on that account

8) Email Votes:

a. Due to the unwarranted and divisive actions taken by certain members of the 'petition group' who have now 'interfered unreasonably with the quiet and esthetic enjoyment of HHP by other members' (i.e., B-6 of our bylaws), this board could invoke Bylaw 10.A 'Violation of Bylaws'.

On 31st May 2021, the board decided by a unanimous vote, proposed by Cliff and seconded by Bob, to consult with our legal adviser and request his assistance to guide this board in handling these issues and serve notice on these named members, that we are invoking Step 1 of our Bylaw 10.A.

This Notice that they are **members not in good standing**, and that they may not attend, present motions, give a proxy or vote at any meeting of the Society, was served on these members by our legal adviser on 4th June 2021'

b. Susan Grimmer submitted a proposal indicating that she was prepared to reopen the Kids Club under her stated conditions. Proposed by Cliff and seconded by Don and unanimously accepted that Susan Grimmer be put in charge of the Kids Club.

9) New Business

a. Kids Club – Susan to be requested to supply a condensed version of her proposal for placing on our web page and, together with Dorothy, they should convene a meeting with Catherine to discuss issues related to reopening the kids club. Previously the kids were given a T-shirt but this may not be financially viable at this time

b. Civil Resolution Tribunal – On April 19, 2021, a notice of Dispute was served on the HHP Association by member Ms. Cindy Dalglish. The Claim summary regarding this dispute states that the “HPPA Board is refusing a Zoom AGM with their members”. After the first facilitation meeting held with the Case Manager, she proposed (for a third time) a new set of proposals which were totally unrelated to either of her other claims and, apart from one item, were all rejected by this board in a note returned to the Case Manager. This appears to be headed to the Tribunal for resolution.

c. Legal affairs – Regarding the email vote described in Item 8.a above, a zoom meeting was held with our legal advisor to determine the next steps available to be taken regarding the members not in good standing (i.e. Step 1 of Bylaw 10.A). It was confirmed that, should no further infractions be committed by the members, that they return to ‘normal’ member status. However, should the stated infractions reoccur then those members would immediately be issued with a Step 2 Notice and ordered to Cease and Desist. A Step 3 notice (Permanent Expulsion) would follow if the previous steps had not corrected the situation.

d. Guest Camping – Only 3 camp sites are available in our common area. Pre-registration will be required for these camp sites, members can book one site 4 times per year for a duration of 3 days by completing the necessary forms in the office. Bookings would be on a first come, first served basis.

e. Following the relaxation of restrictions by the PHO, people looking to buy a site in the Park are now allowed to enter the park without having to complete the COVID questionnaire beforehand. Des to inform Lynn of this decision and post the necessary notice on our web page

f. xxxx xxx – Lynn has reconfirmed that she does not feel comfortable with xxxx coming to the office and he has been told to make an appointment prior to his arrival so that she can call for an associate to be with her in the office.

g. General Meeting results: –

1. Ballot papers - A note was sent to members requesting them to state whether the meeting ballots and related forms should be destroyed or not. These returns are now to be scrutinized to determine the results and act on those to either destroy or not destroy the ballot papers. However, we first need to recover the official member registration form from the Lions Club for our records. Bob to contact the Lions

2. Ballot results

– The motion to establish a ‘Voting Committee’ was passed by the members (129 for: 109 against). A suggested methodology to establish such a committee could be – this board nominates two members; the membership nominate two members and we request a past president (possibly Jim Doucette) to chair the committee. Nominations for this committee would have been members for at least 3 (or 5) years and have attended a general meeting prior to Covid to have experienced how they were run. Firm

recommendations to constitute this committee should be presented at our next BoD meeting in July.

– A motion to establish a method of direct emailing the board was passed by the membership by a slim margin. Rose to propose a method to accomplish this for discussion at our next meeting.

– Improving the web page. Arrange a meeting with Lynn’s IT person to discuss areas of improvement. Rose and Bob to organize

– Establish an e-Transfer system for ease of paying dues, etc. As mentioned above, A decision to establish such a system has been discussed and accepted by this board. Don is working on the details.

h. Pool monitor – Dorothy is working on a system and will wait for Fraser Health’s input when they inspect the pool. Olivia is prepared to be the pool monitor.

I. Office internet – Bob is working with Shaw on a system to improve the internet connectivity in the office which will include an increased speed and number of LAN connections. This system will also include the security cameras in the clubhouse, garbage bins and the office

j. Liability insurance – approximately 210 members have no record of liability insurance for their site on file, this might just be an oversight by members not submitting their renewals to the office. Letters will be sent reminding members to correct this situation. Rose is overseeing this update.

10. Confidential BoD Business

Nothing at this time.

Meeting adjourned at 9:45pm

Next meeting to be held July 18, 2021 10:00am, location Clubhouse

Prepared by Cliff Eagar 23rd June 2021