

**HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
Sunday, April 24, 2022
HHPA Clubhouse (and zoom)
Time: 9:30 am**

Meeting Minutes

In Attendance:

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

Visitors:

Park Caretaker	Frank Fong
Asst Caretaker	Roland

1) Meeting called to order at 9:35

2) Additions to Agenda - none

3) Approval of Agenda - passed

4) Approval of Minutes of meetings tabled for email approval

March 20,2022

March 27, 2022

5) Debrief on April meeting. Overall the meeting was a success and feedback on the meeting has been positive. The budget was passed along with a few other motions brought forward by members. The length of the meeting much shorter than usual which went over well with members. Something to consider for future meetings might be to limit the Good and Welfare portion of the meeting as this is where many members lost interest and we lost our quorum.

As per Robert's Rules Of Order, BASIC STEPS IN PRESENTING A MOTION...

One way that members could greatly assist towards smoother GM's moving forward, is to ensure when a motion is put to the floor it has been well thought out and contains all pertinent information. The motion should be written on paper and, once presented, it would be handed to the chair so that it can be restated word for word. Following the vote, the motion would then be handed to the secretary for inclusion in the meeting minutes.

6) Discussion and action plan around the June 12, 2022 Rules and Regulations meetings

A. Regarding the date change...

Action: Dana, put up a notice on FB Announcements.

Action: Patty, include in a memo to all members.

Action: Kelly, have the pre-meeting package sent out May 27th for the June 12th meeting.

B. Action: Patty, write up a motion as discussed to address how spots for boat storage are determined in future

C. Time limit on this meeting will be 2 hours. Whatever motion we are on when we reach the 2 hour limit, will be the last motion discussed and voted on.

D. Discussion re creating a procedure that gives better clarity to the rule of placement of trailers on lots. There has been some confusion regarding what 10 feet from the edge of the pavement looks like. Action: Bob to get back to us with suggestions regarding what this might look like.

Action: Board timeline = Committee will forward their final draft to Patty by May 22, 2022. Patty will complete the agenda and forward all information for pre-meeting package to Kelly by May 25th, 2022. Meeting package will be ready to send out to members May 27th, 2022.

7) Business arising from March 27, 2022 Meeting Minutes

Tabled conversations from previous board meetings below...

A. Adding a confidentiality warning to all BOD emails. Action: "This email and any files transmitted with it are intended solely for individuals or entities to which they are addressed. If you have received this email in error, please notify the sender and delete this email." will be added to all outgoing board emails.

B. Reimbursable expenses for the BOD will include power out of season when a BOD member is required to be on site. It will also include some limited reimbursement for printing costs.

C. Discussion re time release of draft meeting minutes.

D. As we have yet to hear back from Centra Lawyers, re the LOTR, do we want to consider using a different firm or use a Notary? Action: Kelly will get back to us.

E. Dana – Discuss BOD Policies re voting - **TABLED**

F. Dana - RE: FB Announcement Items: Discuss and come to a decision as to what should be placed on Announcements FB page. *It was agreed that a list isn't necessary and we should be trusting those responsible (currently Dana and Lynn) to post only HHPA related notices and announcements. Some announcements would not require board approval such as office closures, water and power outages, social club calendar announcements and other 'generic' type messages.*

G. Discussion re privacy concerns and the creation of policy and procedures to address – Action: Patty to reassign the position of Privacy Officer who will take over this project.

H. Retention chart – Action: Kelly will help to head this project up

- I. Storage of video recording for our GMs. **Action:** Kelly will purchase storage.

8) Reports:

Caretaker's report:

- 1 - Fire pit is completed, still waiting for permit as the Fire Chief is on holiday (and arrives back this week)
- 2 - Fire-hose boxes are done, just need to be painted and distributed
- 3 - Redoing brick planters
- 4 - Quote on cleaning transformer boxes has been approved
- 5 - Replacing well pump and fix leak in pumphouse has been approved as well
- 6 - Replace fence on walkway lot 299/300
- 7 - Chain link fence in pool area has been approved to be repaired.

Discussion that followed: It was brought to the boards attention that there is a foundation concern causing sinking of the HHPA Office. Previously unknown to the board, there is an engineer's report regarding this issue that was done in 2012. At some point following that report, temporary beams and jacks were installed. It appears that there has been no follow-up since that time. It also appears that recent flooding has now caused additional sinking. **Action:** An engineer will need to be called back in to re-examine. From there we will need to determine scope of work needed and obtain estimates.

President's report: none

Vice President's report: none

Secretary report: none

Treasurer's report: none

Park Liaison: none

Special projects: none

Park enhancement: none

9) Correspondence:

From:

April 1 vandalism concern (XXX)

April 3 request for clarification re HHPA assets (XXX)

April 4 reply to BOD from member (XXX)

April 6 questions about registration for the GM (XXX)

April 6 concerns regarding meeting minutes (XXX)

April 7 queries regarding the financials (XXX)

April 11 additional queries regarding projections (XXX)

April 11 response to request for a file # (XXX)

April 12 query regarding scrutineer for the April meeting (XXX)

April 12 query regarding gazebos (XXX)

April 13 response re reply regarding gazebos (XXX)

April 13 thank you letter from member who is leaving the park (XXX)
April 13 re position of registrar (XXX)
April 14 query regarding how availability of boat storage is determined (XXX)
April 21 letter regarding future planning for HHPA (XXX)
April 22 letter from member concerned about possible vandalism (XXX)(*this concern was addressed in person*)

To:

Mar 27 response re financial query (XXX)
Mar 28 hot water repair (XXX)
April 1 response re swimming lessons (XXX)
April 1 response re pop-up-tent/canopies (XXX)
April 4 response re letters on file (XXX)
April 4 response re letters on file (XXX)
April 4 rule violation (XXX)
April 5 response to queries re HHPA assets (XXX)
April 6 response to query regarding the upcoming GM (XXX)
April 7 budget queries (XXX)
April 8 response to queries regarding the financials (XXX)
April 9 response to questions regarding registration for the GM (XXX)
April 9 response to vandalism concern (XXX)
April 12 follow-up response to vandalism concern (XXX)
April 12 query regarding gazebos (XXX)
April 14 response letter to query regarding scrutineer (XXX)
April 14 response letter to member leaving the park (XXX)
April 20 response letter re position of Registrar (XXX)

10) Email Votes:

Recap: The BOD met on [October 2](#), 2021. After careful consideration regarding the serious nature of the matter before us, a unanimous vote of non-confidence was passed against Desmond deLusignan. Due to numerous ongoing concerns, the vote of non-confidence has remained in effect, and Desmond deLusignan continues to be banned from attending BOD meetings.

On [April 14/15](#), 2022, the HHPA Board of Directors voted unanimously again, this time to request the resignation of Desmond deLusignan, effective immediately.

11) New Business

- 1.** How are the spots for boat storage determined? **Action: B** Board will bring a plan forward for approval at the June 12th Rules and Regulations meeting
- 2.** Discuss possible meeting dates from now until the AGM as well as date for AGM. *Needing more discussion...* **TABLED**

12) Confidential BoD Business (*Staff required to leave the meeting*) **in camera – 12:00 – 12:14**

Meeting adjourned at: 12:14 pm

Next meeting combination of zoom / HHPA Club House on: Sunday, May 15, 2022

Prepared by: Patty