

HARRISON HOLIDAY PARK
BOARD OF DIRECTORS "SPECIAL MEETING"
Thursday, June 16, 2022 @ 7:00 pm
via Zoom
Meeting Minutes

In Attendance:

President	Patty Warkentin
Vice President	Bob Walters
Secretary	<i>Patty Warkentin- acting</i>
Treasurer	Kelly Stanoffsky
Special Projects	Dana Vandecasteyen
Park Liaison	Cliff Eagar
Park Enhancement	Sharon Cross
No portfolio	Desmond DeLusignan - not in attendance

1) Meeting called to order at: 7:09 pm

2) Approval of Agenda:

3) Outstanding Correspondence: Discussion re outstanding correspondence and how to respond to each of the concerns.

From:

May 18 missing property (XXX)

May 18 concerns re another members lot (XXX)

May 20 concerns re neighbor (XXX)

May 20 concern re neighbor putting membership for sale (XXX) – *in the approval process*

May 29 concern re altercation with neighbor (XXX)

June 3 breakers on lots (XXX) – *Dana working on. Gerald will contact member and investigate.*

June 6 flags and such (XXX)

June 6 lot easements (XXX)

June 7 theft and vandalism (XXX)

June 7 request for names of services available (example propane) to be posted (XXX)

June 13 Suggestion re monitoring tenting (XXX)

June 14 concern re staff (XXX) **tabled**

June 14 request for permission to fix a grandfathered shed (XXX)- **tabled**

June 14 concern re condition of neighbors site (XXX)

Action Plan: Dana and Cliff will address the list, responding to the concerns as per decisions made.

Some issues require additional research and discussion. Two concerns tabled until our next meeting on June 23.

4) Board Risk Scan

A. **Liability insurance** revisited...as of June 11th there were 90 sites that did not have current liability insurance paperwork on file at the office. That is 22% of our park that we do not have current insurance documents on. **Action Plan:** Kelly will organize follow-up.

B. **Sites not currently meeting the standard** set in Rule 1.G.1.Site Cleanliness/Tidiness (Maintenance)

Each member shall keep their site(s) safe, clean and free of litter and debris at all times. This includes keeping front road boundaries free of grass and weeds. Sites that have not been cleaned up by May 1st will be cleaned by the Association and then billed to the member as per a fine. Arrangements may be made with the Office to relax the deadline in exceptional circumstances.

1. Following an inspection of members sites, on May 12th and 13th over 80 letters were sent out to members regarding site clean-up. On June 10th, a follow-up inspection was completed. Many of the sites had responded but there were still 13 sites not in compliance. A few of these sites have hired someone to weed the front road boundaries for them and this work is pending. The remainder of the sites will need additional follow-up.

Follow-up:

1. How do we deal with cleaning of the sites that did not respond to their first letter.

Action Plan: a second letter will be sent with a 48 hour deadline to respond.

2. Who and when and how will we get paid for the work being done?

Action Plan: Re payment...Currently our R&Rs state that billing for work done (hired by HHPA) is in the form of a fine so the process for fine collection should be followed.

2. Twenty plus **additional sites** have now been listed as also needing attention.

Action Plan: These sites/members will be sent an initial letter.

C. **Information tracking:** Tracking of this information is becoming an onerous task, and data needs to be compiled and tracked in one master spreadsheet, so Lynn can report to BOD quickly and easily and the BOD can also have access to reports on repeat offenders. This same spreadsheet will allow for mail merge letters to be generated much easier to members as well.

Kelly has created a spread sheet and shared it with the board.

D. How do we ensure staff are up to date on who is 'Not in Good Standing' and locked out? **Tabled**

E. **Responses:** Who do we want the members reporting to when they have completed the requested on the fine letter?

Action Plan: Letter will request that responses are sent directly to the bod address

5) **Rules & Regulations Updates** - Plan to advise members and staff of the new Rules and Regulations as they are updated. **Tabled**

6) **Discussion regarding Green Card & Liability paperwork:** Review sample forms with potential wording updates to be discussed and approved by the BOD

- Prior to issuing a green card, the Caretaker needs to ensure that the member has current liability on their lot.
- All contractors must have provided proof of liability insurance to the office prior to doing any work in the park.

Action Plan: Kelly will make a few more adjustments/additions to forms and then review with Lynn.

Note: Added discussion - re staff wages, cell phones, hiring agreement and performance reviews.

Meeting adjourned at: 10:13 pm

Next BOD meeting: Wednesday June 29, 2022, 7pm via Zoom

Prepared by: Patty Warkentin