

**HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
Sunday, May 15, 2022
HHPA Clubhouse and Zoom
Time: 9:30 am**

Meeting Minutes

In Attendance:

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

Visitors:

Park Caretaker	Frank Fong
Asst Caretaker	Roland

1) Meeting called to order at: 9:58 am

2) Additions to Agenda:

Discussion items following Caretakers report.
Bob – liability concerns
Sharon – storage room access.

3) Approval of Agenda: approved

4) Approval of Minutes of meetings

April 24, 2022, 6=Yes 0=No, passed

5) Business arising from April 24, 2022 Meeting Minutes

A. Next steps regarding office repairs.

Concern regarding the shifting of the building and possible risks.

Action: Glass will need to be removed immediately and the windows boarded up.

Action: Dana will draft a MEMO to be sent out to members to inform them of issues with the office foundation. (This MEMO will include information regarding the pump/water issue.)

Motion: To hire a structural engineer as recommended by our Geo Technical company, at a maximum of \$10,00.00 to evaluate our office building that is currently compromised due to sinking, to assist us in determining if it would make more sense to repair or replace.

Put forward by Bob and seconded by Sharon.

Motion passed 6=Yes, 0=No

B. Continue discussion and action plan around the June 12, 2022 Rules and Regulations meetings

1. Discuss motion to address how spots for boat storage are determined in future. *Any proposed changes will be brought forward to the membership at the June 12th Rules and Regulations meeting.*

Action: Cliff will check the actual number of boat spots available and let the rest of the BOD know. Also to confirm with Kelly that we have not rented out more spots than are currently available.

Action: BOD will provide Patty with any additional feedback regarding motion

2. 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. There have also been issues where a trailer has had to be moved after it was put in place by movers, causing an extra expense for owners.

Action: Prior to any new RV coming into the park, the Caretaker will mark out, with paint, the site front, back and side, for trailer placement. The trailer hitch must be behind the line in the front and the back bumper not to exceed the line in the back. Push outs not to exceed the side marking.

6) Tabled conversations from previous board meetings below...

A. **Kelly** – Follow up regarding the LOTR. Kelly has emailed questions to both a lawyer and accountant to get greater clarity.

Action: Kelly will get back to us with what she finds out.

B. **Dana** – Discuss, and vote on adopting policies re BOD voting. **TABLED**

C. Discussion re privacy concerns and the creation of policy and procedures to address.

Action: Bob to provide the board with a first draft in the next two weeks.

Action: Kelly will check into a possible PIPA template that might be useful to the project.

Action: Once the initial draft is in place, Bob and Sharon will work together to get the document past the draft stage.

8) Reports:

Caretakers report:

1. Paving is starting.
2. Prepping pool for start up
3. Fire pit benches are put out.
4. Generator has been installed.
5. Walkway fence between 299/300 has been replaced.
6. Will be putting out speed bumps.
7. Replace brick planters leading up to clubhouse.
8. Site 298 Aluminum awning?
9. Reinstall big sign – due to windstorm.
10. Fire hose boxes are done, they just need to be painted

Ensuing Discussion and Action items:

Action: Frank will call back regarding our fire pit permit on Monday, May 16.

Action: Patty will draft a MEMO to members to include water pump issues and the pool opening being delayed

Bob – concerns regarding members doing work on their lots, contractors and liability
Prior to issuing a green card, Caretaker 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: Kelly will have Lynn forward her the current forms including Indemnification form for review and updating.

Action: Kelly will ensure we have a written process in place.

Sharon – New Club House Committee members needing access to storage room.

Action: Sharon will oversee this issue.

9) Correspondence:

From:

April 13 query regarding how availability of boat storage is determined (XXX)
April 14 concern regarding position of Registrar (XXX)
April 15 need for friendlier signs in the office (XXX)
April 18 charging electric cars (XXX)
April 21 letter regarding future planning for HHPA (XXX)
April 23 letter regarding the destruction of ballots for the March 12 meetings (XXX)
April 23 regarding historical meeting minutes (XXX)
April 23 regarding a place to record policies (XXX)
April 29 email to contest fine (XXX)
April 30 possible Club House Committee (XXX)
May 1 email regarding meeting procedures (XXX)
May 1 diseased tree (XXX)
May 4 possible Club House Committee (XXX)
May 6 Bathroom on Sparrow and park benches (XXX)
May 7 thank you letter regarding new committee (XXX)
May 9 concern re neighbor/fencing (XXX)
May 9 easement along the Miami River (XXX)
May 10 permission request re fund raiser for Children's Hospital (XXX)
May 13 response to board letter re clean up (XXX)
May 15 concern re lots not cleaned up (XXX)

To:

April 21 response re registrar concern (XXX)
April 26 response confirming the destruction of ballots from the March meetings(XXX)
May 1 response to email regarding future planning for HHPA (XXX)
May 3 re the cleaning of the Club House (XXX)
May 3 response to email regarding meeting procedures (XXX)
May 3 response regarding charging of electric cars (XXX)
May 3 response regarding boat storage (XXX)
May 5 response re a place to record policies (XXX)
May 7 response re signs in the office (XXX)

May 7 response to request for a Clubhouse committee (XXX)

May 8 response regarding historical meeting minutes (XXX)

May 12/13 over 80 letters sent to members re clean up

May 13 response to contesting of fine (XXX)

May 13 MEMO to all members

Action: Kelly will respond to email from an internet provider and let him know that this topic is on hold for now.

10) Email Votes:

Mid term BOD shuffle (see below) was approved 5=Yes and 0=No

Patty Warkentin: President / *Acting Secretary*

Cliff Eagar: *Park Liaison*

Dana Vandecasteyen: *Special Projects*

approval of March 20, 2022, BOD meeting minutes 5 Yes, 0-No

approval of March 27, 2022, BOD meeting minutes 5-Yes, 0-No

11) New Business

1. Possible meeting dates from now until the AGM for review and discussion.

At this time it is looking like the AGM will need to be on the 3rd or 4th weekend in September.

Action: Kelly will check with accountant for possible dates that the information for the AGM could be ready by.

2. Kelly – Questions regarding Artisan Market.

Note: Lynn is the keeper of all Club House bookings.

Action: Bob to contact Gerald regarding the need to book all events through Lynn.

Action: Bob will confirm the Market is a members only event.

12) Confidential BOD Business *(Staff required to leave the meeting)* **in camera 11:54 to 12:20**

@ **12:20** - Returned to item 5.A. to complete discussion regarding office building.

Meeting adjourned at: 12:30 pm

Next meeting to be held at the HHPA Club House on: date still to be determined

Prepared by: Patty Warkentin