

**HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
Sunday, September 19, 2021 @ 9:30 am
HHP Clubhouse
BOD Meeting Minutes**

In Attendance:

President	Patty Warkentin
Vice President	Bob Walters
Secretary	Cliff Eagar
Treasurer	Wayne Darlow
Park Enhancement	Sharon Cross
Special Projects	Desmond deLusignan
Park members Liaison	Dana Vandecasteyen

Visitors:

Park Caretaker	Frank Fong
Asst Caretaker	Roland

1) Meeting called to order at 9:30am

2) Approval of Agenda

Approved - 1st Bob, 2nd Dana, - All in favor

4) Approval of Minutes of meetings

A) Board of Directors meeting August 15th, 2021

Approved – 1st Cliff, 2nd Bob, – All in favor

5) Business arising from August Minutes

1. A note will be distributed of the meeting held on Sunday, September 19th
2. Status of Lawyers (see Item 10. 1 below).
3. Code of Conduct for BoD meetings was read out by Patty.
4. Board meeting confidentiality includes meeting topics discussed during meetings and includes correspondence between meetings. Those matters must remain private.
5. Emergency Evacuation Program
 - a. All the fire hydrants have been installed and tested – The ancillary equipment is stored in the workshop at this time. Protective barriers will be placed to protect the hydrants during the off season. Repaving of the roads will be done next season.
 - b. A committee will be established to determine the operating details of the system which will include the warning alarm system, where the hoses are located, signage, etc.
 - c. Emergency escape personnel gates – these will be installed during October
 - d. The emergency evacuation manual will be updated as details are worked out
6. Voting committee – an initial report has been generated and was reported by Jim Doucette at the AGM. Don Pepper was representing the Board together with Des on that committee. As Don is no longer a Board member, the meeting requested that Cliff replace him on that committee. There is no update from that committee at this time.

7. Tribunal update – Cliff circulated a draft response to the Tribunal which would be required to be submitted by September 24th and he requested further input to that response. This claim has progressed to a point that it cannot be ‘stopped’ and will proceed to the Tribunal delivering their finding/s. Cliff was requested to continue as the Associations representative on this matter.
8. Bylaw and R&R SGM – during Y2019, the Board prepared a draft copy of R&R changes to be discussed at a future SGM. Due to COVID this meeting was delayed, but has now been set for May 28, 2022. There are many members that have expressed an interest in being part of a committee/s tasked to work on our R&R’s, plus possibly some Bylaw changes.
 - a. Should a ‘town-hall’ type meeting be held ahead of the SGM so that any changes put forward have a good chance of being passed at the SGM?
 - b. We need to be cognizant of any standing rules that the Village of Harrison or the Societies Act may have, and which could possibly impact on proposed changes that we are considering.
 - c. It was proposed and seconded that a committee be formed and, depending on how many members volunteer their time, that separate committees be formed to discuss the R&R’s, as well as possible Bylaw changes.
 - d. A request for volunteers to be posted on our Web page with a closing date prior to our October meeting. We can then draw from a ‘hat’ who would form the committee/s. Cliff to get this drawn up and posted.
9. Emergency evacuation plan - Committee to be formed to work out the details and consisting of Frank, Roland, Bob, John and Coleen Bishop and Cliff.
10. Outstanding liability insurance on lots – there are still approximately 45 members with outstanding insurance on their lots.
 - a. The Board passed a motion stating that, at the start of the new season in April, any members that are still defaulting with their lot insurance, they be suspended from the Park until a copy of their liability insurance is provided to the office.
 - b. Until a copy of their insurance is paid, the Park will not accept their dues and hence they remain as members ‘not in good standing’ with the process that follows on from that status with time. Proposed by Bob, seconded by Des, all in favour
 - c. Bob will have a notice drawn-up in this regard and sent out to the membership. This notice to include for item 10.d) below.
 - d. An additional motion was passed by the Board stating that the above process will be applied to members whose liability falls due during the year and that power to their lot will be cut off and that they will be denied access to the Park until proof of insurance is provided. Proposed by Sharon, seconded by Patty, all in favour.
 - e. New members need to be made aware of these conditions at their induction meetings, that will not be able to take up residence in the Park until a copy of their lot’s liability insurance is provided
 - f. In addition, we possibly need to have liability insurance on our RVs to cover members should a fire, for instance, cause damage to a neighbour’s property. This should be brought to the R&R/Bylaw committee’s attention to investigate any required changes

- g. Also, we need to investigate whether the HHPA insurance includes cover for its office bearers
11. Winter residence update – A general discussion regarding residence during winter ensued. Eleven members applied for winter residence in the Park, a few of these applicants may have submitted request in case they were unable to go south for the winter.
- a. Not knowing how many actual winter residents we will end up with, the Board decided to allow all applicants to stay for the winter. A meeting was held with all the applicants to impress on them their responsibilities and that they have signed a contract with HHP to perform the duties stated on the application form.
 - b. A new member who has sold their house, has applied for casual occupation during winter. This member cannot state how long the period of full-time occupation required will be. They will, in all probability exceed the 14 consecutive days per month specification, and for that reason they were refused winter occupation.

6) Reports:

Caretaker's report:

- Power breaker box replacements on lots – Production of these boxes has ceased, and spares are no longer available. Quotes are being received for replacing these units throughout the Park. Sharon can assist with sourcing these units. The present system is not posing any hazard or danger to members. The possibility of including surge protection in this update should be considered.
- Clubhouse shelving – It is planned to move the library from the office area and install shelving in the alcoves on the stage to house the books, puzzles, etc. These will be installed during the off season.
- Speed bumps. The speed bumps will be removed during winter to allow for snow ploughing. Additional speed bumps are available to be installed in the Spring to curb speeding in the Park
- The fence along the one walkway still needs to be replaced
- The one exit landing from the clubhouse is being replaced
- Certain raised flowerbeds towards the Park entrance are going to be relocated
- Frank and Roland left the meeting at this time
- A letter needs to be sent to XXXXXXXX XXXXXX informing her that the area in front of the power box situated on her lot must be kept clear of flower-pots, etc. to allow unhindered access to the box.

President's report:

I just want to thank all of you who have shown your support for me. The only reason that I ran for the board is that I wish to see peace and tranquility permeate this park, I have no other agenda. I am willing to put in the effort to ensure that, as much as possible, my conversations and my decisions will always demonstrate my commitment that end goal.

I strongly believe in the importance of leadership that is consistently respectful, unbiased, approachable and accountable. I believe that the vast majority of members want unity and an end to the "us" and "them". As Cliff eloquently pointed out in his recent post to the membership, we have the best chance

of success when genuine change starts at the top. I believe in the potential of this current board to lead the way.

I have also been awestruck by so many members who have voiced their desire to be involved to help to make HHP an even better place. I can only see a brighter future ahead.

Vice President's report: Nothing further at this time

Treasurer's report:

For report to end of August as submitted by Don Pepper, past Treasurer, *see Schedule 1.*

Review and discussion of report

1. Emergency Evacuation Project - The \$30,000 requested to be transferred from the contingency fund to the operating budget at the September AGM does not appear in the August financial report but will appear in the September update.
 - a. To date \$27,031 has been spent, the emergency exit gates have been quoted at +/- \$2,400 and no cost is available for the back-up generator and its hook-up requirements.
 - b. The indication is that this project is going to overrun the initial budget of \$30,000
 - c. Sharon could offer assistance in sourcing the generator and its hook-up equipment
2. Noted that hydro costs are running on the high side at this time.
3. It was stressed that our Park is getting older and previous boards did not fund maintenance and replacement/upgrades sufficiently, we are now paying the price.
4. Bob, in his newly created role as Operations Director, emphasized that many replacements/upgrades had been carried out this past year in relation to previous years.
5. Realizing that the Park is getting older and that the infrastructure needs to be upgraded will require additional funds. Methods of funding this program were discussed and how the contingency fund could be boosted to cover these expenses.

Park Liaison

1. Dog park garbage can complaint handled
2. Fence line issue between neighbours at sites XXX and XXX brought to the Board's attention again. Refer decision on file made by the previous Board.
3. Lot XXX complaint re contractor cutting concrete without use of wet-saw, dust issue has affected neighbours. Warning letter to be sent to contractor

Special projects:

1. Six new picnic tables were built by a contractor.
2. Two shower stalls in the clubhouse men's washroom will need replacing when the budget allows
3. Discussion ensued regarding upgrades to the satellite washrooms. Requires to be included in a future budget

4. No further ongoing special projects

Park enhancement:

1. The gravel path leading to the clubhouse patio still need to be made 'wheelchair-friendly' by replacing the gravel with concrete pavers.
2. Consideration should be given to upgrading the Park information board opposite the clubhouse in the near future.
3. Sharon will place a request for volunteers on the website.

7. Correspondence: (compiled by Lynn)

From:

#X Apology letter and fine paid re: Clubhouse
#XXX Apology letter and fine paid re: Clubhouse
#XX Apology letter and fine paid re: Clubhouse
#XXX Question re proxy form (staff answered) other questions forwarded to Board
#XX AGM & CRT 3x , & Voting Committee
#XXX Re: Scrutineer/AGM
#XXX Not liking response from Board
#XX Re Board Meetings
#XX Re GM Minutes
#XX Re: All Candidates zoom meeting
#XX Re All Candidates zoom meeting (not liking Board response)
#XXX Re All Candidates zoom meeting
#XX Re: AGM meeting and COVID-19
#XXX Re: AGM meeting and COVID 19
#XXX Re AGM meeting & COVID 19
#XXX Re CRT
#XX Re Financials
#XXX Questions to Board (On Agenda)
#XXX Request confirmation of meeting date
#XXX Dog Park garbage
** #XXX File (hand delivered to office) copy attached
** #XXX Letter to Board copy attached

To:

#X Re: Clubhouse fine \$50.00 (Paid)
#XXX Re: Clubhouse fine \$50.00 (Paid)
#XX Re: Clubhouse fine \$50.00 (Paid)
#XX Re: AGM & CRT& Voting Committee
#XXX Re Scrutineer/AGM
#XX Board Meetings
#XX Re: GM Minutes
#XX Re: All Candidates zoom meeting
#XX Re: AGM and COVID 19

#XXX Re: AGM meeting and COVID 19
#XXX Re AGM meeting and COVID 19
#XXX Re CRT
#XXX Suspended from Park
#XXX Meeting date confirmed

8) Email Votes:

On [September 8th](#) an email vote was taken to proceed with a request previously sent to Eric Mollema (lawyer for HHPA), to issue XXXXX XXXXXXXXX a notice in accordance with BYLAW A.10.b) NOTICE OF SUSPENSION" Vote to proceed with notice: Yes = 6, No = 0

On [September 9th](#) a follow-up vote was taken in response to receiving a letter from opposing council. This vote was prefaced by an acknowledgment that, to continue with litigation, the matter would first need to be taken to the membership for a vote to proceed followed by approval of funding. Vote: 'To have our counsel tell opposing council, to proceed as he sees fit, or not?' Result: Yes = 5, No = 0

Note: For next steps taken, see Emergency Meeting, September 12, 2021.

9) New Business

1. Discussed a note from a member expressing their desire that this BoD endeavor to make the Park a place of enjoyment for all.
2. A new confidentiality agreement handed out to Directors for discussion and acceptance
3. Signatories for the banking account was agreed to be Wayne, Lynn and Cliff. Two signatures are required on cheques for payment to be affected.
4. Board email addresses and upgrading of website as carried forward from a motion passed at the General Meeting in May 2021. This could be tied in with changes to the Park's web site and the whole system could reside on/in the 'cloud' – we firstly need to specify what we want out of the system then engage an IT person to design and implement it. A committee should be formed to investigate this.
5. The following committees are suggested to be formed
 - a. Park enhancement
 - b. Email / IT
 - c. Web design
 - d. Bylaws / Rules and Regulations
 - e. Park emergency evacuation
 - f. Social
6. New members indoctrination – Aim for one meeting per month to be held on the Saturday preceding the Board meeting scheduled for every 3rd Sunday of the month. Ad-hoc meetings could be arranged as needed. Generally, Patty and Dana would run these meeting and other members are welcome to attend. Cliff will assist with the first meeting.
A list of topics to discuss at meetings is available and should be updated as new topics are identified eg. the emphasis on liability insurance on lots

10. Confidential BoD Business (Staff required to leave the meeting)

1. Following the AGM, as is the custom, the new Board members met to determine which portfolios would be assigned to whom.

At this informal post AGM gathering, Cliff briefed the new Board members of the pending legal actions which required action asap. Cliff explained this action as follows - on Thursday, 9th September, Eric Molema, the Board's lawyer informed HHPA that he had received a letter from XXXXX and XXXXX's lawyer stating that ". . . they deny any wrongdoing and demand withdrawal the steps you (this board) took". Eric proceeded to state "Considering the board's earlier instruction to proceed against XXXXX (and XXXXX), the board must now consider whether they want to hold to their previous instruction or place the process on hold."

"If you do not back down, there is a good chance that they proceed to the CRT. To restore their "good standing" they may even go to the considerable expense to approach the supreme court for an injunction to compel you to do so."

"We look forward to your instruction in this regard."

Patty (President) emailed Directors stating that our lawyer had been placed on 'hold' until further informed.

2. The XXXXX XXXXX meeting – What process should be followed? What are we looking for? An apology letter has been received from XXXXX XXXXX and he is scheduled to appear before the Board on September 25th, 2021. XXXXX will be asked to make an opening statement; questions will be put to him to which he can respond and thereafter the Board will caucus and decide the course of action to be taken in this regard.

3. XXXXX and XXXXX legal letter, next steps – On Sunday 12th, September, Patty, Sharon and Dana contacted XXXXX and XXXXX to ask whether they would be willing to suspend their lawyer from proceeding and they were willing to do that. Cliff explained that this all started back in February when the Board brought in a restriction with the intent to protect the winter residents and staff from the COVID pandemic, and it was from that small beginning when some members believed that their rights were being violated, it then 'mushroomed' into something that became uncontrollable. We are now at the crossroads, how we got here is important, but it is history – this team needs to decide on which way to go. We have two sets of lawyer's letters challenging actions. Both lawyers are on 'hold' at this moment, how do we proceed? Bob proposed and Dana seconded that we contact our lawyer to get his professional opinion then the Board would decide whether to act on his advice if he thinks we should proceed. Should we decide to proceed, we would first request ratification from the membership via a Special Meeting.

4. Roland requested that the issue between himself, XXXXXX XXXXXX and XXX XXXXXXXXXXXX be dropped.

Meeting adjourned: at 3:50pm

Next meeting to be held: October 17th, 2021, 9:30 am, location Clubhouse

Prepared by : Cliff Eagar / amended by Patty Warkentin

Schedule 1

Treasurer's Report submitted by Don Pepper (past Treasurer)

August Financial Snapshot:

Operating Capital	\$378,960.00
Contingency Fund	\$437,752.00
Distribution of funds	
Cash/chequing	\$23,203.00
Savings account	\$793,608.00

- Security costs will be ongoing and will now be shown as a separate expense under the maintenance expense items.
- The \$30000 allocation from the contingency fund will not appear on the statements until September as it was only approved at the AGM.
- Actual expenditures through August 31st (\$19048) are shown, however, the installation costs of \$7985 will appear on the Sept statements. To date \$27031 has been spent on this project. The gates have been quoted at \$2428 and no cost estimate has been received for the backup generator. Obviously this project will be well over budget and anything above the approved \$30000 will have to come out of general expenses.
- Also, the upgrades to the internet for the clubhouse and office will carry unbudgeted extra costs for the balance of this fiscal year.
- With Hydro costs running well above budget, cost overruns on the washroom upgrades, increased insurance cost, unanticipated electrical costs, unbudgeted Zoom meeting and related costs, higher than anticipated legal costs, the above items, and lower interest income, care and diligence will have to be exerted by this board to avoid an operating deficit. The savings that were incurred from the lack of pool and summer help have already been spent.
- The Contingency Fund is not a piggy bank at the disposal of the Bod for operating expenses. It's use to cover an operating deficit can only be approved by special resolution at the Spring GM or by implementing a special assessment at that meeting. One other matter must be dealt with and resolved by the new Board ASAP; MEMBER'S LIABILITY INSURANCE.
- There are currently 45 members who have not provided this proof of insurance. Aside from being in violation of Rule 2 c), they are placing themselves at a significant financial risk should a mishap occur on their site. I am also shocked by the number of members that have liability insurance, but don't have loss coverage for personal property or items on their site (decks, sheds gazebos, awnings, roofs etc.). The failure to provide proof of liability insurance places HHPA at risk of being liable by failing to exert due diligence to ensure the member has the required insurance. Frankly, not giving them a membership card until proof of insurance is provided is inadequate punishment for the financial risk they are exposing to themselves, the Park, and other members. The memberships should be suspended until valid proof of insurance is supplied. This has been going on since notices were sent out on May 23rd and 5 months is long enough.