

HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
Wednesday, June 29, 2022
Zoom
Time: 4:30 pm

Meeting Minutes

In Attendance:

President	Patty Warkentin
Vice President	Bob Walters (4:35 to 7:28)
Secretary	<i>Patty Warkentin- acting</i>
Treasurer	Kelly Stanoffsky (5:02to 8:26)
Special Projects	Dana Vandecasteyen
Park Liaison	<i>vacated</i>
Park Enhancement	Sharon Cross
No portfolio	Desmond DeLusignan - not in attendance

1) Meeting called to order at: 4:35

2) Additions to Agenda: none

3) Approval of Agenda: approved

4) Approval of Minutes of meetings

May 15, 2022 – BOD meeting approved for posting via email June 6, 2022

September 19, 2022 – amended version approved for posting via email June 18, 2022

June 16, 2022 – special BOD meeting approved for posting via email June 22, 2022

5) Discussion re board positions

6) Business arising from Special BOD meeting held June 19th, 2022 Meeting Minutes

- A) Sites not currently meeting the standard set in Rule 1.G.1.Site Cleanliness/Tidiness (Maintenance).
Action: Kelly will update us after a review
- B) Sites that do not have updated liability insurance on file at the office. This is an ever-changing list as site liability on member sites expires. We are currently sitting at 74 outstanding that we are needing proof of liability.
- C) **Rules & Regulations Updates** - Plan to advise members and staff of the new Rules and Regulations as they are updated. *Re GM and SGM, MEMO was sent to staff and put on FB Announcements, on June 19th.*
- D) Update on green-cards and amending liability paperwork. This has been completed and new forms are now in use.
- E) How do we ensure staff are up to date on who is 'Not in Good Standing' and their gate card has been deactivated? **Action:** Kelly to speak with Lynn to discuss keeping an updated list.

7) Debrief of June 12, 2022 meeting. Discussion what went well and what didn't.

A. Appointing a timekeeper at meetings. Action: Future GM's will have an appointed timekeeper.

B. Best way to go about addressing the question re "composite material" and what do we mean by that?

Motion put forward by Dana that would address this and more:

Rule 1.D.4 Currently reads:

Fencing shall be of wood or composite material and finished with approved park colours. See colour chart in the office. Plastic, wood or composite lattice or metal spindles are acceptable alternatives for paneling, provided that they are secured within a wood or composite frame on the front fence; and the side fence on a corner lot only. Gates can be wood and/or metal construction.

Motion to Change Rule 1.D.4. To Read:

Fencing shall be of wood, **commercially manufactured vinyl fencing material**, or **commercially manufactured wood/plastic composite material**, and finished with approved park colours See colour chart in the office. **Vinyl**, wood or **wood/plastic composite** lattice, or metal spindles are acceptable alternatives for paneling provided they are secured with a wood, vinyl, or **wood/plastic composite** frame. Gates can be constructed of wood, metal, **vinyl or wood/plastic composite**. **Concrete or metal posts and concrete or metal cladding are not permitted. Chain link or other mesh type fencing is not permitted. Metal post spikes or crushed rock may be used to secure posts in the ground. Cement or concrete is not permitted for securing posts.**

Rationale: These changes would allow vinyl fencing. It doesn't require painting and lasts longer than wood. It is easy to clean. Changes specifically refer to vinyl fencing material which avoids allowing vinyl house siding as a cladding. Changes further eliminate any possibility of concrete, metal, or any kind of mesh fencing, or concrete/cement for securing posts.

No seconder, motion failed. **Follow-up Action:** As vinyl fencing may be controversial, it was decided that this should be brought forward at the AGM for a vote. In the meantime, any member that is looking to put in a vinyl fence can be pointed to these meeting minutes which show the rule the board plans to present to the members in Fall, for a vote.

Action: Dana to speak to Caretaker regarding if lightweight spray foam or any other product should be added to the ways members can secure fence posts into the ground, prior to bringing to the membership at the AGM.

C. Tenting rule that required office involvement (re collection of dues) had no immediate plan in place for collecting on the day of the rule change. This created a challenge. In hindsight this would have been good to have ready prior to the vote as the effective date of the change was the day of the vote.

D. Addressing the Rules that did not get addressed at the June 12th meeting ([attachment](#)). What next?

- boat storage – pending a board vote so that we can still collect names in August should the rule pass at the AGM
- Grandfather rule was amended to add, “Repairs and maintenance are permitted *provided the existing footprint and existing basic structure are still maintained.*” The motion was then put forward by Dana to change Rule 1.C, to state:

For the purpose of this Section, the locations of sheds, decks, awnings, stairs, etc. on a campsite prior to November 15, 2004, are “grandfathered” in their position. “Grandfathered” means they are approved in their location although they do not conform to present Rules and Regulations, and they need not conform until they are replaced or re-positioned. Repairs and maintenance are permitted provided the existing footprint and existing basic structure are still maintained.

Seconded by Bob, passed unanimously (5-Yes 0-No). To be ratified by the members at the AGM.

- Colours – Concern that the fencing rule was passed and black had been removed, but we did not get to the motion re colours to allow for black spindles. Another concern was raised regarding the possibility of all black fences as opposed to using black as a contrasting colour. Original rule was amended to insert, “*Black or White may also be used for lattice, spindles or trim. Where lattice & spindles are painted black or white, then the frame and trim must be of an approved, contrasting colour from the*

approved chart," to ensure this would not be a concern, from now, until it can be brought back before the membership.

Motion put forward by Dana to change Rule 1.C.2. to state:

Colors: See chart in office for suggested color choices. Black may be used for trim upon approval by the Park Caretaker/Board of Directors. Black or White may also be used for lattice, spindles or trim. Where lattice & spindles are painted black or white, then the frame and trim must be of an approved, contrasting color from the approved chart. Prior to painting a green card must be obtained. A dry color sample shall accompany the application for a green card.

Seconded by Sharon, passed unanimously (5=Yes, 0=No). To be ratified by the members at the AGM.

- boundary fence lines – consider bringing forward at the AGM
- suggestions and concerns – consider bring forward at the AGM

8) Tabled conversations from previous board meetings below

A. **Kelly** - Follow up regarding the LOTR. *See Treasurer's report.*

B. **PO's** - Discussion re privacy concerns and the creation of policy and procedures to address. Sharon was unanimously voted in as a second Privacy Officer (see item 10.1.) and is working on this project. A first draft has now been presented to the board, via email. **Action:** Board to review and provide Sharon with feedback and suggestions.

C. **Dana** - Discuss, revise and possibly vote on adopting BOD Policies re voting. **Tabled**

9) Reports:

Caretakers report: Bob presented report.

1. Fraser Health has inspected the pool. Pool is now open. New times have been posted.
2. Fraser Health water inspector checked well and filters. All is good.
3. Just to let you know pool and water inspectors are two different categories so two different inspectors.
4. Speed bumps have been put out.
5. All planter water system in completed
6. Power will be off on July 11th for power box cleaning
7. This report does not contain day to day duties.
8. Paving is completed.
9. Mini golf is out.

Treasurer's report:

- I have been working with Lynn on reconciling dues payments, gathering liability insurance copies and sending out lot cleaning letters. This is a work in progress.
- I have started working on year end in preparation for discussion with the accounting firm.
- I have reached out to the bank to discuss investing the registration dues to get a better interest rate and hope to have a plan in place shortly
- I have contacted a law firm to get confirmation of what is involved for HHPA to file the Land Owner Transparency reports and hope to hear back by Friday. They will be pulling our document online to see how the society is registered for the property.

Special Projects:

- Emailed the engineer last week asking if there is a date available for a site visit/inspection. Awaiting a response.
- For safety reasons the office windows have been temporarily boarded up. The planned painting of the plywood yet to be completed.

Park Enhancement:

- The final flowers have been purchased for the summer season at a cost of 511.36. Pam & Ken did a fabulous job of getting it all done, and it looks fantastic.
- The Clubhouse projects are underway, the kitchen has been cleaned, and storage areas have been organized. The committee has worked knuckles to the bone and the efforts are showing. The Library is in the process of being emptied and a book sale was held to reduce the amount to be moved, the unwanted books will go to the local second hand store. Shelves will be reused from the old library and brought to the clubhouse to re-purpose what we can use. The back wall storage is still in the design/ discussion phase, but hopefully will get to it soon.
- The privacy policy re PIPA is a work in progress and a draft has now been presented to the board for input.

10) Correspondence:

From:

- May 9 concern re neighbor/fencing (XXX)
- May 13 response to board letter re clean up (XXX)
- May 13 Harrison Hot Springs Canada Parade 2022
- May 14 request for payment plan (XXX)
- May 18 missing property (XXX)
- May 18 concerns re another members lot (XXX)
- May 20 concerns re neighbor (XXX) *in person response pending as requested*
- May 20 concern re neighbor putting membership for sale (XXX)
- May 21 question re water supply pump (XXX)
- May 21 question re the pool (XXX)
- May 25 response with additional information requested (XXX)
- May 29 concern re altercation with neighbour (XXX)
- May 29 thank you response (XXX)
- May 31 concern re awning (XXX)
- June 1 Playground safety (**Barbara Mazzegga**) addressed in person
- June 2 boat storage rule (XXX)
- June 3 kids club T shirts (XXX)
- June 3 breakers on lots (XXX)
- June 4 funding assistance for fence (XXX)
- June 6 regarding kids club (XXX)
- June 6 flags and such (XXX)
- June 6 lot easements (XXX)
- June 7 theft and vandalism /confidentiality (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)
- June 14 request for permission to fix a grandfathered shed (XXX)
- June 14 condition of neighbors site (XXX)

June 14 Hydro (XXX)
June 16 concern re storage of soil in park area (XXX)
June 17 shed maintenance and grandfathering rule (XXX)
June 18 concerns re Privacy Officer (XXX)
June 23 concern re BOD response regarding her fence (XXX)
June 24 storage of items (XXX)
June 26 ongoing concern regarding soil in park (XXX)
June 26 concern re board member (XXX)
June 26 concern re stinky garbage near fire pit (XXX)
June 29 response to response re board member (XXX)

To:

May 17 response re Miami River easement (XXX)
May 18 response re bake sale fundraiser for Children's Hospital (XXX)
May 18 response re park benches and satellite washroom (XXX)
May 18 response to concern regarding lots not cleaned up (XXX)
May 18 response regarding diseased tree (XXX)
May 25 email to get additional information needed to respond (XXX)
May 25 request for payment plan (XXX)
May 26 Harrison Hot Spring Canada Parade forwarded to Social Committee
May 29 response regarding water supply pump and pool (XXX)
Kelly responded to email from an internet provider and let him know that this topic is on hold for now.
June 1 playground safety – in person meeting planned to address (XXX)
June 5 Kids club T shirts (XXX)
June 6 ordering for Kids club (XXX)
June 7 email sent to kids club regarding Harrison Hot Springs Canada Parade (kidsclubhhp@gmail.com)
June 9 concern re awning (XXX)
June 9 concern re boat storage (XXX)
June 15 response to email/letter re clean up (XXX)
June 16 Hydro (XXX)
June 16 response re concern about breakers on lots (XXX)
June 16 response to concern regarding neighbor/fencing (XXX)
June 16 concern re neighbor complaint (XXX)
June 17 response re suggestion for monitoring tenting (XXX)
June 17 response re lot easements (XXX)
June 17 response re theft and vandalism / confidentiality (XXX)
June 17 response re names of services available (example propane) to be posted (XXX)
June 17 response re condition of neighbors site (XXX)
June 17 response to concerns re another member's lot (XXX)
June 18 - 23 letters re cleanup of sites were sent out
June 18 response re flags and such(XXX)
June 21 response to concerns re Privacy Officer (XXX)
June 21 response to concern re altercation with neighbor (XXX)
June 22 response re staffing (XXX)
June 22 response re grandfathered shed (XXX)

June 22 response to question from June 12th meeting (XXX)

June 23 response to question re shed maintenance and grandfathering rule (XXX)

June 23 response to concern re storage of soil in park area (XXX)

June 23 response re missing property (XXX)

June 23 regarding funding assistance for fence (XXX)

June 28 response to concern re board member (XXX)

11) Email Votes:

1. Sharon to be appointed as a second Privacy Officer. (Vote completed May 25, 2022.)
6-Yes, 0-No, *passed unanimously*
2. May 15, 2022 BOD meeting minutes approved for posting. 6-Yes, 0-No, *approved*
3. Pool opening Wednesday, all day instead of part day. 4-Yes, 0-No, *passed*
4. Following the successful vote June 12th, 2022, Rule 2.G.1. now states...

1) Gazebos and Pergolas: One gazebo, no larger than 12' X 12', constructed of a metal frame with a roof of metal, poly-carbonate or canvas is allowed per site. In place of a gazebo, a pergola with a metal frame can be constructed. Windbreaks of canvas, vinyl or roll down blinds may be acceptable. Enclosures and windbreaks MUST be approved by the Board of Directors or their designate. Should a member decide not to have an **awning** (see 2.C.7), then two gazebos/pergolas, no larger than 12' x 12' each, will be permitted.

The rule should have stated that the 2nd gazebo/pergola could be in place of an 'aluminum awning.'

Rationale: Rule 2.C.7. doesn't mention just aluminum awnings but also "Standard RV canvas or roll-up awnings" and it was not the intention for the change voted in at the June 12th meeting to mean that if a member has a "Standard RV canvas roll-up awning" then he could not have the second gazebo/pergola. Adding the descriptor, 'aluminum,' to 'awning' will make the intention of the change clear. Following Bylaw D.10., if the BOD vote is successful, the change will be effective as of today. It will then be presented for ratification at the next membership meeting.

Motion to change the Rule 2.G.1. to state:

1) Gazebos and Pergolas: One gazebo, no larger than 12' X 12', constructed of a metal frame with a roof of metal, poly-carbonate or canvas is allowed per site. In place of a gazebo, a pergola with a metal frame can be constructed. Windbreaks of canvas, vinyl or roll down blinds may be acceptable. Enclosures and windbreaks MUST be approved by the Board of Directors or their designate. Should a member decide not to have an **aluminum awning** (see 2.C.7), then two gazebos/pergolas, no larger than 12' x 12' each, will be permitted.

Email vote completed June 15, Yes-6, No-0. *passed unanimously*

5. September 19, 2021, amended BOD meeting minutes.
 - At the February 2021 BOD meeting, it was decided to amend the September meeting minutes to include two BOD email votes that were taken prior to the AGM and the implementation of the new board. These were missed in the original meeting minutes. *See #8, email votes.*
 - The President's report has been amended to first person. *See #6, President's Report.*
 - Moved the Treasurer's report from #6 (Reports) to an attachment labeled **Schedule 1**. Schedule 1 is the report, presented in it's entirety as sent by the past Treasurer. Under #6, 'Treasurer's Report,' is the review and discussion of said report and it has now been clearly labeled as such.

- For the posted version, the confidential information will be removed.

Approved for posting on June 18, 2022, 6-Yes, 0-No.

6. June 16, 2022, Special BOD Meeting Minutes approved for posting via email on June 22, 2022.
5-Yes 0-No

12) New Business

- A)** Grandfathering – should member sites be required to be compliant with all R&R prior to sale?

Tabled

- B)** Boat storage – should we allow the sharing of a spot? *At this time no. Too many concerns.*

- C)** Playground area – safety concerns. *Patty gave a short rundown of a few areas needing to be addressed. These need to be discussed with Caretaker and a plan put in place.*

- D)** Dana - Motion: HHPA sanction and host a ZOOM board candidates meeting late August or early September including assistance moderating if required. Date to be decided no later than the July Board meeting.

Rationale: Except for last year the only time a candidate had an opportunity to speak directly to members was at the AGM for two minutes. An open candidates meeting would provide an opportunity to members, new and old, to hear what a candidate has to offer and why they wish to volunteer. This would allow for a better-informed decision for those who are voting.

Motion passed: 4-Yes 0 No.

- E)** Kids Club and the Canada Day Parade. The Kid's Club will not be participating this year but Susan Grimmer would like to see the Kid's Club participating again in the years to come providing a driver can be arranged.

- F)** Do we need to look at how Rule 1.G.1. reads and put a motion forward at the AGM as to how sites not in compliance are dealt with in the future? **Tabled**

13) Confidential BOD Business @7:55 pm to 8:26

Meeting adjourned at: 8:26 pm

Next meeting to be held: Monday, July 11, 2022 @4:30 pm

Prepared by: Patty Warkentin