

**HARRISON HOLIDAY PARK**  
**BOARD OF DIRECTORS MEETING**  
**Monday, July 11, 2022**  
**Zoom**  
**Time: 4:30**

**Meeting Minutes for Posting**

**In Attendance:**

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

**1) Meeting called to order at:** 4:42

**2) Additions to Agenda:** Confirming a date for the AGM. To be determined following Treasurer's report.

**3) Approval of Agenda:** approved

**4) Approval of Minutes of meetings:** June 29, 2022, BOD meeting minutes, 5 Yes, 0 No. *passed*

**5) Business arising/unresolved from June 29<sup>th</sup> BOD meeting**

a. Board positions: Unanimous consensus to move forward without replacing Cliff until the AGM due to the time period between now and then being so short.

b. A list of members whose gate cards have been deactivated will be kept and updated by Office Admin and posted where it can be viewed by Caretaker.

**Action:** Kelly will double check there is list posted.

c. It was agreed that the board will collect names for a possible lottery draw re boat storage at the AGM mid to end of August. It was also agreed that we would accept suggestions from the membership for an alternative solution. The board will review submissions and use them to put together an alternative motion to present to the membership at the AGM. It will be up to members which rule they would prefer to see put in place.

**Action:** Members will be notified that the BOD will be accepting alternative suggestions to the lottery draw for how to determine who gets the boat spots year over year. These suggestions need to be submitted no later than September 3, 2022, in order to be considered as part of the alternative in the motion that will be included in the pre-meeting package.

d. MEMO prepared to remind members of the liability insurance rule, as well as to advise members (beyond the meeting minutes) of the Rules changed by the board for ratification at the next AGM was approved 5-Yes, 0-No.

- Awning to Aluminum awning
- Rule 1.C. Grandfather rule
- Rule 1.C.2. Colours

The MEMO also includes a plan for a motion to be brought forward to the membership at the AGM regarding fencing, that addresses a question put forward at the June 12<sup>th</sup> SGM.

e. Aging chains to be replaced with marine rope on the waste pump.

**Action:** Bob to follow-up, schedule the project and oversee completion.

f. Playground safety concerns:

**Action:** Kelly will forward Bob the Fraser Health Playground Guidelines for review.

**Action:** Bob will review what needs to be done with Caretaker. Also, due to safety concerns the tire horses will be removed.

g. Rule 1.G.1. will need to be reviewed and modified then, a motion put forward at the AGM, for how sites not in compliance are dealt with in the future.

**Action:** XXX will review and put a recommendation forward at the end of July. Ideas to consider provided they are not in breach of our Bylaws.

- Remove that the board will hire and put the onus on the member to hire
- Can fines for noncompliance include a deadline for fine payment?
- Continued noncompliance and/or unpaid fines may lead to gate card being deactivated
- Gate card will not be reactivated until both the cleanup is complete, and all fines are paid.

If the recommended changes to Bylaw A.3. pass then we will not need to spell it out here that noncompliance with these Rules and Regulations can result in being deemed to be a member not in good standing and having services withheld, including gate card access. We would simply point members to Bylaw A.3.

h. Grandfathering – The grandfathering rule is going to be presented to the membership for a vote at the AGM. Should member sites be required to be compliant with all R&R prior to sale?

**Action:** All board members to reread this rule and be prepared to discuss it at the next BOD meeting.

*Rules and Regulations C. Specifications for Structures and Changes to Them: 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.*

## 6) Business that arose from Special BOD meeting held June 19th, 2022 Meeting Minutes

A) Update on sites not currently meeting the standard set in Rule 1.G.1. Site Cleanliness/Tidiness (Maintenance).

**Action:** XXX-A few sites have been identified as possibly needing letters, these will be checked and followed-up on.

**Action:** XXX-Sites that have received initial letters yet continue to be noncompliant and have not already provided the BOD with a reasonable date to complete the work, will be sent registered letters.

**Action:** XXX will draft a letter to be sent to XXX giving him XX days to clean up his lot.

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. Next steps?

Possible Bylaw change as per the committee to bring forward at the next AGM...

A.3	A member in good standing is a member who is not in default on annual dues or any other levies between said member and the Association and who is not in default of the Constitution, Bylaws or Rules and Regulations of the Association. A member who is not in good standing may not attend, present motions, give a proxy or vote at any meeting of the Association.	A membership is deemed to be in good standing if said membership is not in default of any dues or other levies as set out by the Board and is in compliance with the Bylaws and/or Rules and Regulations.
ADD to A.3		A membership that is not in good standing: <ul style="list-style-type: none"> <li>a. cannot attend, give a proxy, or vote at a General Meeting, and</li> <li>b. cannot support a member resolution, and</li> <li>c. may have their services (water, electricity, cable, and gate card) provided by the HHPA withheld.</li> </ul>

**Discussion:** Under c. there was a suggestion to change 'may' to 'will'? A suggestion was also put forward to change 'gate card' to 'gate card access' as we will not be confiscating member's gate cards.

**Action:** **Patty** will ask Bylaws committee to give a explanation re what b. means and get back to everyone.

**8) Tabled conversations from previous board meetings below:**

A. **Kelly** - Follow up regarding the LOTR. We have received confirmation that we must file this year.

**Action:** Kelly will follow through to ensure this happens and let us know if any additional information will be required regarding the board.

B. **Sharon** – update on how the HHPA privacy policy is progressing. Sharon would like to give opportunity for other board members to give feedback/suggestions before she sends out an updated draft.

**Action:** Any board member with feedback to share, please send to Sharon in the next few weeks.

C. **Dana** – Discussion regarding adopting BOD voting policies.

**Action:** Dana will follow up with a written version of what was discussed and agreed upon.

**9) Reports:**

**Caretakers report:**

1. Speedbumps ongoing.
2. Brick planter.
3. Main sign (wrecked due to storm).
4. Replacing roof shingles as needed.

5. Replacing horseshoe pits (ongoing).
6. Weeding and salting islands.
7. Finishing off firehose boxes.
8. Emergency warning horn.
9. Day to day operations not included above.

### **Treasurer's report:**

- I have met with the Year End Accountants last week and ironed out details of year end.
- Now that I have met with the accountant and have received some direction, I will proceed with preparing / closing of the year end books and final postings and current year budget vs actual reports.
- I have confirmed that we will see year end financials on or before August 31<sup>st</sup>, 2022, to review as a Board before the AGM.
- The accounting firm is recommending that we schedule the AGM for Sat Sept 24<sup>th</sup>, 2022
- I spoke with my contact at Prospera Credit Union with regards to investing Contingency funds and have some information we can discuss and decide on how to proceed
- I worked with Cliff, Bob & Lynn on drafting and sending out letters to members with regards to Lot Cleanup situation and potential fines.
- I worked with the BOD, Frank, and Lynn to review the procedures for the TRIAL Tenting Registration Form. Lynn and I have setup a system so we can gather some stats at the end of the trial period to report back to the BOD and membership with regards to usage, number of guests, how many times etc.
- Lynn and I have setup a Bright colored VISITOR pass to be displayed roadside on ALL permits in the park that stipulates if it is an RV or TENT permit and the dates. This should allow very clear permit information for Frank and Roland so they can drive by and see the permit and know if they need to ask any questions. Both the member and the guest must come to the office to register their guests and sign the waiver
- The Canada Day weekend Frank and Roland had to go around on Sunday morning and hand out forms to 3 members to come and register at the office. This is going to take a bit of time for members to understand they don't get to park an RV or tent trailer in front of their property without paying for it, but I am confident it will come as members were cooperative to the staff.
- May and June have been very busy months with activity in the park and increased amounts on all utilities.
- Collection of dues is all reconciled and accounted for with members
- Liability Insurance copies currently are still in a state of concern with 78 + members still not providing the office with copies of their NEW/Renewed Insurance. The BOD needs to review and discuss this matter as to how we want to proceed to contact the members as this is quite a large number to ask the Office Manager to take on on her own. We need to get this to a caught-up state so she can then maintain the situation.
- I have scanned copies of all of the past year Hydro bills and am working on reviewing these to see if there is areas, we can save money for moving ahead as there is proposed large increased coming from Fortis and BC Hydro
- I have confirmed with the Law Firm in Port Coquitlam that we do in fact need to file the Land Owner Transparency Report so Lynn is gathering the details I need and I will continue with this filing.

### **Action Items following discussion:**

**Action:** Sharon will work with Lynn (or independently) at the office to call members who liability is out of date or nonexistent. A spread sheet (or something similar) will be used to keep notes on who has been contacted and when etc.

**Action:** Kelly will give Lynn a heads up that Sharon will be coming to the office to give her a hand with the list.

**Action:** Kelly will have Gerald sign a confidentiality form as he will be working with Kelly regarding Hydro

**Action:** Bob will look into the loose branches left behind by Hydro as well follow-up regarding the trees of members that have filled in forms at the office but have not yet been addressed.

### **Special Projects Report July 10<sup>th</sup>, 2022:**

- Discussed with Head Caretaker the potential use of expanding spray foam for securing fence posts. Based on product reviews that recommend non-use in high wind areas and Frank's observation of some that have failed, we agreed that this type of product should not be allowed due to safety concerns.
- BC Building Code specifications for Landings and Stairs provided to VP regarding Replacement / Repairs to clubhouse emergency exit, currently noncompliant and a potential liability risk. Awaiting a decision on next steps to rectify.
- OFFICE: Painting of temporary sheathing still not completed.
- UNOFFICIAL REPORT – OFFICE SETTLING: June 30th. I met with and assisted the structural engineer with examining the crawlspace. I am awaiting his report. Conversation during the site meeting is that the overall integrity of the foundation is in fairly good condition except for the settling, resulting in two foundation cracks approximately 1/4" to 3/8" at the top, tapering down to zero at the bottom. Cracks are located on the West and North elevations. The engineer's opinion is that there is not a concern that the building will collapse as a result of the long-term settling. Monitoring of further settling has begun. Future options will depend on what the Board and/or membership decides.

Options are:

1. Continue to monitor the settling over an extended period to determine if further settling occurs.
2. Repair foundation cracks from the interior and jack the framework up from the foundation to a level point and fill in the gaps between the framework and concrete foundation – adjust/repair any exterior components affected by the raising of framework as required. This option will allow for future leveling if substantial settling continues.
3. Remove portions of the covered porch deck and excavate North and West portions of the parking area to determine the extent of foundation undermining. Replace and prepare subgrade material as per additional Geotechnical Engineer specifications (TBA). Repair/Replace foundation as determined by additional Structural Engineer specifications (TBA)

### **Discussion and Actions:**

For now, we will continue to monitor while we await the Engineer's Report.

**Action:** Dana will take over the concern re Clubhouse Emergency Exit stairs as a Special Project.

### **10) Correspondence:** Discussion re numerous outstanding responses

New correspondence since June 29

#### **From:**

July 2 letter from Susan Grimmer re Kidz Club

July 3 re clubhouse changes (XXX)

July 5 letter of concern re conflict resolution (XXX)

July 5 renew policy send to BOD (XXX) – forwarded to Lynn to follow-up

July 5 concerns re trespassing (XXX)

July 7 complaint against neighbor (XXX)

**To:**

July 6 response re clubhouse changes (XXX)

July 6 written complaint dated July 1, 2022 re neighbors (XXX)

July 7 concern re staff (XXX) – initial letter only

July 7 response to ongoing concern regarding soil in park (XXX)

**11) Email Votes: none**

**12) New Business: none**

**13) Confidential BOD Business: 7:44 pm to 8:11 pm**

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**Meeting adjourned at:** 8:11 pm

**Next meeting to be held on:** July 26, 2022 @ 6:30

**Prepared by:** Patty Warkentin