

**HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
Friday July 29th, 2022
@ Harrison Holiday Park Board Room
Time: 3:00 pm**

Meeting Minutes/Posted Version

In Attendance:

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

1) Meeting called to order at: 3:20 pm

2) Additions to Agenda: none

3) Approval of Agenda: approved

4) Approval of Minutes of meetings: The July 11, 2022, BOD meeting minutes have 4/5 approvals so far.
Action: Kelly will review them and approve by email.

5) Tabled conversations from previous board meetings below:

A. **Kelly** – LOTR - Information needed has been forwarded to Garten and Harris (law firm) and it is now in their hands.

B. **Sharon** – Update re HHPA Privacy Policy. The latest updates were sent today for review by all BOD members.

Action: BOD members to review latest updates and provide Sharon with any additional feedback. Next step will be the approval process.

C. **Sharon** – Updates re outstanding Liability Insurance? (*see Park Enhancement's report*)

Additional calls were made on the 24th. The list has now been updated and we are down to about 28 sites still outstanding (which is a HUGE improvement from 90!).

Action: Sharon and Kelly will draft a registered letter for approval to be sent out to members still on the outstanding list.

- Note: *White stakes cannot go outside the gate on a site with no liability. That is inviting guests onto the site which puts the park at risk.*

Action: Bob to have Caretakers remove any white stakes from sites without liability (site #XXX). In future white stakes will not be put in front of a members site that has not provided the office with proof of liability insurance. Also, a reminder to ensure no green cards have been issued to sites

with no proof of liability. If insurance runs out on someone with a current green card, then it needs to be red tagged (to stop work) until proof of insurance has been provided.

Action: Remove ads posted on the Website and included on the office list, as being for sale, as this could encourage people to go on the site.

- *It has come to our attention that there are sites that may never have had insurance.*

Action: A better monthly process needs to be created to ensure this is not slipping through the cracks in the future. We also need to focus on the education of our members which starts at the orientation.

- *It was discovered that old forms appear to be still in circulation at the office.*

Action: Kelly will ensure old forms have been replaced with the new updated forms.

D. **Kelly** – Updates regarding site cleanliness/tidiness.

Action: Sharon and Kelly will take original list and go back to check properties.

Action: Registered letters will start going out to members not responding.

Action: BOD to go by XXXX's place and note if anything more needs to be done.

Action: Send Stef a thank you note from the bod for his help with XXXX's lot.

E. **Bob** – Update on the loose branches left behind by Hydro as well as the follow-up regarding the trees of members that have filled in forms at the office but have not yet been addressed.

Action: Scott will knock down the loose branches left behind by Hydro. He will return to complete the list when the temperature cools down. Bob will let us know when he is coming back.

Action: Broken branches left hanging in trees... if posing a risk to members, the area needs to be cordoned off with caution tape until they have been dealt with.

F. **Kelly** – Lynn has the list of members whose gate cards have been deactivated.

Action: Kelly will purchase a white board which will be kept in the Caretaker's office and kept updated by Lynn.

G. **Bob** – Update re playground safety concerns. These concerns have been reviewed with the Caretakers. The horses were removed. Pea gravel has been ordered for the playground.

H. **Kelly** – **Action:** Kelly will review and put forward a suggestion to modify Rule 1.G.1. to be put forward at the AGM as to how sites not in compliance are dealt with in the future.

I. Possible Bylaw change to A.3. as per the committee to bring forward at the next AGM... **Tabled**

J. Grandfathering – The grandfathering rule (see below) is going to be presented to the membership for ratification at the AGM. Should sites be required to be compliant with all R&R prior to sale of memberships?

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.

Consensus of the BOD is that there would be too many issues and it should be presented to the membership as above.

9) Reports:

Caretaker's Report: no changes since last report.

Special Projects report:

Office Settlement:

The engineer has indicated that due to staff shortages during vacation time he is running behind on his report. He hopes to have it soon. The cost for his initial site visit and report will be in the \$800 range. Plywood not painted/stained inside and outside.

Clubhouse EXIT Stairs:

I have spoken with Jim the Handyman and he thinks he can fit the alterations in around the first week of August. I am guessing around \$600

Discussion:

Re painting needed:

Action: Kelly will contact HUB (insurance carrier) re possible rider on our policy? Something we can carry as a board? Also get recommendations re waivers for volunteer workers.

Re propane tanks: Inspector indicated we need two 100s at a cost of approx. \$4500.00 plus taxes.

Action: Dana will measure for space and will also get quote from Kodiak. Also check into possibly tying into the natural gas at the Clubhouse.

Park Enhancement Report:

Gardens- the gardens are finished around the lights and have now been planted.

Clubhouse improvements - more progress has been made with "cleansing" the accumulated stuff that is no longer being used.

More materials have been requested to compete table and chair storage, a PO has been issues to use at ACE and materials should be purchased next week.

We are removing the separation wall in the near future and paint is being chosen to paint the walls to a lighter color.

To date the committee have raised over 1000.00 towards these improvements.

PIPA POLICY- there has been more input received and it is in final stages, soon ready for approving.

Liability calls - as of July 29th there were about 28 sites that do not have a current copy on file, these lots have received their 2nd call. Letters should be sent.

Discussion:

Labeling of the Fire Equipment boxes

Action: Kelly will provide labels X10 – 'Emergency Fire Equipment'

10) Correspondence:

From:

July 13 response to BOD response (XXX)
July 14 response to BOD response (XXX)
July 17 question re contingency (XXX)
July 18 dog park garbage (XXX)
July 20 Concern re neighbors' tree (XXX)
July 26 concern re hot tubs on sites (XXX)

To:

July 13 response to re neighbor (XXX)
July 13 response to request for permission to fix a grandfathered shed (XXX)
July 13 response to concern re stinky garbage near fire pit (XXX)
July 22 question re contingency (XXX)

11) Email Votes:

Vote to pass Rule 7.D. (below) for the sole purpose of collecting names prior to the AGM should the rule be passed by the membership. Passed 5-Yes, 0-No.

7.D. Boat storage spots for the following year will be determined annually by a lottery which will be drawn at the Fall AGM. Members will submit an application to the BOD between August 15th and August 31st, in order to be included in the lottery. The first 15 names drawn will secure a spot for the next season and all names not successful in securing a spot will be placed on a wait list in the order they are drawn. The annual fee will be due May 1st. Fees not paid within 30 days (by May 31st) will be considered as forfeiting your spot and it will be offered to the next person on the wait list.

12) New Business

A) Plan for collecting names of who is planning to run for the board. We should also be including who would like to run for Registrar at the same time?

Action: 1st step would be to collect names for the All Candidates Meeting on September 4th. Dana will draft MEMO asking for names to be forwarded by September 1st to bod address. This will be posted on FB Announcements. It will also be emailed as well as mailed out to those not on email.

B) Plan for collecting names for winter security residents.

Action: Winter fee needs to be determined. Kelly needs to assess the costs of winter hydro before we can determine what the increase would need to be to cover.

Action: Kelly will talk to Lynn about checking with BC Assessments and possibly Village of Harrison. Also, to gather more information on how this was handled in the past.

13) Confidential BOD Business – 5:20 pm to 5:31 pm

Meeting adjourned at: 5:31 pm

Next meeting to be held on: Thursday August 18th @ 4:00 pm

Prepared by: Patty Warkentin