

**HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
Saturday, August 20, 2022
@ Harrison Holiday Park Board Room
Time: 8:30am**

Meeting Minutes

In Attendance:

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

Visitors:

Caretaker	Frank Fong
Assistant Caretaker	Roland

1) Meeting called to order at: 8:58 am

2) Additions to Agenda: Review of job descriptions (see 12.h.) PO Box procedure (see 12.i).

3) Approval of Agenda: approved

4) Approval of Minutes of meetings: *July 11, 2022, and July 29, 2022, BOD meetings approved via email*

5) Continuing, outstanding and tabled items from previous board meetings below:

A. **Kelly** – LOTR – Documents have been emailed to Garton & Harris Lawyers and email confirmation has been received indicating they would be working on our file in September. If they need any further information, we will hear from them at that time. They were sent property tax assessment and Society information.

B. **Sharon** – The HHPA privacy policy is now in its final draft and ready for BOD approvals.

C. **Sharon** – Liability Insurance. Report is that the situation regarding outstanding liability insurance has greatly improved. We are down to approximately 15 still outstanding plus some new recently expired policies.

- **Action:** Sharon A review and decision needs to be made regarding if any registered letters are needed.
- **Action:** Kelly/Patty Monthly process for expiring paperwork to be reviewed with Lynn.
- **Action:** Conversation re liability needs to be added to new member orientation.

D. **Kelly** – Cleanup of member sites. Sharon and I did a drive about through the entire park that took 4 hours to do.

Action: Kelly There will be another set of letters going out to members shortly to remind them of their obligations to keep their lots clean and weeded.

E. **Bob** – Any updates on the tree situation **tabled**

F. **Kelly** – Update re white board - Lynn has advised that the staff have a morning meeting every day and that she updates the caretakers on deactivated keys and they keep the information in their phones so the white board will not be needed.

G. Consider modifying Rule 1.G.1. to be put forward at the AGM as to how sites not in compliance are dealt with in the future. A few ideas were discussed.

Action: Kelly will put forward a suggestion for further BOD discussion.

H. Waivers for volunteer workers. Kelly has reached out to our insurance company, and they have no document templates they can offer us at this time. They suggested contacting a law firm.

Action: Kelly will continue to investigate what may be already available for us to use.

H. Possible Bylaw change to A.3. as per the committee to bring forward at the next AGM discussed.

I. Plan discussed for collecting names of who is planning to run for the board as well as for Registrar(s) and names for the boat storage lotter should the lottery get passed at the AGM.

J. Moving forward re plan for collecting names for winter security residents?

- Winter fee needs to be determined. Kelly will assess the costs of winter hydro before we can determine what the increase would need to be to cover. We will be looking at a change from \$175.00 to possibly \$200.00 plus cable per month to be more in line with the fees for the in-season months.

Action: Kelly/Patty Confirm with Lynn if cable is included in the winter and if so how much the cost is.

- Sharon brought up the concern regarding whether we know if the number is actually 10.

Action: Kelly will talk to Lynn about checking with Village of Harrison and/or BC Assessments to ensure we have the correct #.

9) Reports:

Caretaker's Report: In addition to daily duties...

1. Main advertising sign in front of the park has been repaired and reinstalled.
2. The siren for fires or other emergencies, for notification to members, has been installed and tested.
3. Pea gravel has been spread around small playground. More needed.
4. The horse swing have been removed due to safety concerns.
5. Horseshoe pits have been replaced.
6. All planters with hydrants have been cleaned up and new gravel has been put down.
7. The AC unit has been cleaned.
8. Note: There is a quote from Arctic Arrow Power (re green power boxes). See 12.a.

Discussion:

Action: Kelly will investigate where the pea gravel came up and inform Frank. Additional pea gravel is needed for playground area and will be ordered

Action: Kelly will send Fraser Health link to Caretakers, so they have the information they need re playground safety requirements.

Action: Dana has horseshoe replacement posts to donate which he will give to Frank.

Action: Dana and Sharon will investigate possibly hooking up our generator to natural gas.

- New Business **A** through **F** were discussed. See section 12.
- Dana added that the pipe installation looks great.
- Discussion re generator functions.
Action: Dana will get information from Kelly and then talk to Patrick from Absolute Power re service follow-up/maintenance.
- Discussion re Emergency Evacuation Plan.
Action: Caretakers The locks on the new perimeter emergency exit gates are to be changed out to match washroom keys so that all member have the ability to unlock from the inside if needed as an escape route in an emergency. Caretakers will also inform Cliff so that he can include this information in the Emergency Evacuation Plan.
Action: Caretakers Red posts will be put outside the front of each lot that has an emergency exit gate so that members will know where these gates are. Kelly will investigate possible signage for red posts.
Action: Patty will contact Cliff regarding a completion timeline for the Emergency Evacuation Plan.
- Gravel and Dirt storage discussed. Project, once approved, will fall under the role of Special Projects.
Action: Caretakers will work with Dana and bring forward their ideal solution(s) for gravel and dirt storage to be priced out, approved and then a plan put in place.
- Emergency Exit Clubhouse stairs discussed. Caretaker(s) will work with Dana on this project.
- Members not parking as per the Rules and Regulations (2 feet off the pavement). Firemen are first responders, and this becomes very important when emergency vehicles are navigating through the park such as a firetruck. Other larger vehicles also need extra space to navigate. Ideas to curb this behavior discussed.
- Use of clear plastic for putting out yard waste discussed. Black plastic bags will not be picked up. Brown, yard waste bags are totally acceptable and actually preferable. Another preferable option is garbage bins provided that they are not too heavy and contain **strictly yard waste**.
Action: Consider a notice/reminder to members.
- Clubhouse piping sweating and needs to be wrapped. Island at the end of Maple needs to be reduced in size.
Action: Roland will speak with the person that wrapped pipes to see what might be involved and costs. There is some money in the maintenance budget and what projects might be best to do now and what could be budgeted next year needs to be determined.

Treasurer's Report:

July 2022 Financial Snapshot:

Distribution of Funds as per Bank Statement :

Cash/Chequing.....	\$ 18,514.00
Savings.....	\$858,727.24
GIC's.....	\$ 0.00
Less Outstanding Cheques (\$	3,874.35)

Total **\$ 873,366.89**

Distribution of Funds as per Budget Allocation:

Operating Capital.....	\$408,540.89
Contingency Fund.....	\$463,186.00
Total	\$871,726.89

Difference is \$1640.00 due to NSF cheque

Special Projects report:

Special Projects Report.

1. Office: Still waiting for the engineer's report re settling of foundation. Sent email query August 16th. Painting of temporary board-up still needs to be scheduled. Monitoring of further settlement is ongoing.
2. Non-compliant stairs/landing: Waiting to see if we can get liability coverage and waiver for possible member for hire participation in rectifying this concern.
3. Backup Generator: I was able to reach Absolute Power Aug 16th. Patrick will not be disputing the failed Technical Safety Inspection. He agrees that we now need to install two 123 gallon tanks to comply with the relaxed code requirements as per my communications with the inspector. I did discuss the possibility of connecting to natural gas. I think we should investigate this possibility further. I think Sharon and I could look at this and if feasible, Absolute Power is willing to quote on the work. No quotes for this avenue have been provided thus far. If cost prohibitive compared to the proper sized tanks plus propane, then we proceed with obtaining the correct sized propane tanks and removal of existing undersized tank.

10) Correspondence:

From:

July 28 query regarding where to send ideas for motions (XXX)
Aug 1 query regarding Liaison (XXX)
Aug 4 dispute resolution re neighbor (XXX)
Aug 5 thank you (XXX)
Aug 5 concern re use of items from the Clubhouse (XXX)
Aug 6 hot tubs (XXX)
Aug 9 thank you for response (XXX)
Aug 9 concern re appliance being put in garbage (XXX)
Aug 10 Suggestions re boat storage (XXX)
Aug 13 complaint re staff (XXX) – *forwarded to Bob for follow-up*
Aug 17 boat storage (XXX)
Aug 18 thank you to the board (XXX)

To:

July 30 Response to resignation letter from **Susan Grimmer** re Kidz Club

July 30 query regarding where to send ideas for motions (XXX)

Aug 3 response to query regarding Liaison (XXX)

Aug 5 response to letter of concern re conflict resolution (XXX)

Aug 5 response to complaint against neighbor (XXX)

Aug 6 re hot tubs on sites (XXX)

Aug 8 Concern re neighbors' tree (XXX)

Aug 9 response to dispute resolution re neighbor (XXX)

Aug 16 concern re hot tubs on sites (XXX)

Aug 17 thank you from the BOD for lending a helping hand (XXX)

11) Email Votes:

On August 10, 2022, the July 11, 2022, BOD meeting minutes unanimously approved for posting

On August 8, 2022, the July 29, 2022, BOD meeting minutes unanimously approved for posting

12) New Business

a) Bob (and/or Frank) – Arctic Arrow quote for additional work recommended following the July 11, 2022, cleaning of the power distribution boxes.

- The distribution power box near the pool needs to have the transformer bonding strap replaced – see attached photo.
- Oil samples should be taken from each transformer and tested. Some transformers also showed signs of oil leakage so this should be investigated as well.
- Duct seal should be applied to seal off the underground ducts at entry points to each distribution power box.
- It is recommended to clean the distribution power boxes at 3-year intervals

Down time for work approximately 6 hours. Estimated cost \$8,015.00 + GST.

Action: Kelly will need to review budget to see if we are able to find the money as this was not budgeted for.

b) Access to the Clubhouse (*concerns re younger children using unsupervised and leaving a mess behind*)

Possible solutions discussed:

- As with the pool, children under the age of 12 should be required to have adult supervision.
- Discussion around changing access to the Clubhouse. If we changed it to members gaining access with their gate card, this could resolve a few issues:
 1. Young children would not have easy access without the knowledge of parents/grandparents.
 2. It would supplement the security cameras, providing us with greater security.
 3. We would no longer be dependent on the Caretaker(s) to open and close (currently 9:00am to

9:00pm to line up with pool hours) allowing for greater flexibility with Clubhouse hours.
Extension of Clubhouse hours to be revisited.

Another concern is with lights in the Clubhouse. The need for members to find the lights and the lights being turned off when Clubhouse not in use.

Action: Sharon to look into/oversee the installation of industrial motion sensors for Clubhouse lights.

c) Condition of the washrooms.

As discussed, when creating the budget for the year, deep clean of washrooms needs to happen. There is money in the current budget for the stripping and sealing of the floors but currently no money to outsource this to another company.

Action: Caretakers The cost stripping and sealing the floors was factored into our budget and is on the Caretaker to-do list to be done.

Action: Sharon - Fourteen washroom fans to be ordered and replaced. Sharon to oversee this project.

Action: Caretakers The floors used to be hosed down, but the electric heaters are too close to the floor. Caretaker(s) will look into the raising of the electric heaters to allow for easier cleaning of the tiled area moving forward.

d) Plan for a 'Depreciation Report.' A few options discussed re possible committee to oversee this project or hire out. **Tabled for Fall.**

e) Caretakers cell phones. One of the phones is having issues. Discussion was held with the BOD and caretakers on the current cell phone needs IE Data, phone type etc.

Action: Kelly will be looking into a more cost-efficient phone plan and carrier.

f) Salt - Salt was discussed IE Rona vs Costco vs Staff time to go to Costco at this time it was decided that we will continue with getting salt from Rona.

Alternatives being considered including possibly having storage to allow for larger amounts be delivered.

New forklift also needed or an upgrade of the hydraulics on the tractor (Roland looking into this).

Action: Caretakers, please bring your ideas, including cost estimates, to the next board meeting for additional discussion.

g) Plan for a separate 'Member's Personal File.'

A limited # of keys will be in the custody of the BOD. How many and which BOD members still to be determined.

Action: Kelly and Sharon Prepare a file cabinet for use including have the lock changed.

Action: Kelly and Sharon Ensure we have sufficient files and labels.

h) Review of job descriptions (BOD and staff)

Action: Dana will forward what we currently have to Kelly.

i) Post office box procedure. Consider having this the responsibility of office admin. One key held by Office Admin and the other by the BOD President? All mail addressed to the BOD should be date stamped and put unopened in the President's box and the President notified that there is mail.

Action: Kelly and Patty to discuss with Lynn.

13) Confidential BOD Business - none discussed

Meeting adjourned at: 12:45 pm

Next meeting to be held on: August 31st or sooner (Kelly will let us know)

Prepared by: Patty Warkentin