

**HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
Saturday, Oct 8 and October 16, 2022
ZOOM
Time: 9:00 am**

Meeting Minutes

In Attendance:

President	Patty Warkentin
Vice President	Sharon Cross
Secretary	Kari-Lynn Bruce
Treasurer	Kelly Stanoffsky
Special Projects	Dana Vandecasteyen (<i>regrets re October 16th</i>)
Park Liaison	Larry Sargeant
Park Safety and Enhancement	Paul Leblevec

Visitors:

Caretaker	Frank Fong
Assistant Caretaker	Roland Lecompte

1) Meeting called to order at: October 8, 2022 - 9:06 am
Continuance October 16, 2022 - 9:07am

2) Additions to Agenda: see New Business items J to N

3) Approval of Agenda: Approved

4) Approval of Minutes of meetings: *August 20, 2022, and August 28, 2022, meeting minutes approved and posted (see email votes).*

Approve September 24, 2022, AGM minutes to post in draft form

Action: Kelly will send to update via word and

Action: Kari Lynn will update final count and send out as FINAL and await approvals

Approve September 24, 2022, BOD meeting (following the AGM)

Action: Paul/Larry/Kelly to send approve email to Kari-Lynn (already approved by Patty, Sharon, Dana)

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

A. Landowner Transparency Report update:

- Kelly - received email from Law firm October 4, 2022, 10:29 am, acknowledging notice has been filed.
- Patty - has signed off
HHPA is now compliant, and this item is complete

B) Sharon – Liability Insurance update

- Sharon - A review and decision needs to be made regarding if any registered letters are needed. 12 or so sites that have not sent in information.

- **Action:** Kelly will take this back and work with Lynn. We need to send out registered letters, Kelly has meeting with Lynn this afternoon October 8, 2022, and give update on what will happen going forward.
- **Action:** Kelly will update the insurers that HHPA has 3 new members and none over 70 years of age.

Kelly/Patty Monthly process for expiring paperwork to be reviewed with Lynn.

This item is complete

C. Kelly – Cleanup of member sites. Are we going to let this go now for the season or follow through...?

- Will leave this for remainder of this year. A few trailers have a lot of wood/debris under around trailers and email to those members to clean up due to rodents nesting over winter. 2 warnings and power cut off? 1 board member must be in attendance to check. Park Enhancement & Park Liaison would be the Board Members in charge of this.
- **Action:** Paul and Larry with Frank to do this. Kelly/Paul/Larry will meet to discuss process.

D. Sharon – Any updates on the tree situation?

- **Action:** Sharon will investigate further and provide. Liaison needs to be cc'd on form. Liaison will acknowledge form received and provide updates.

E. Waivers for volunteer workers. Kelly will continue to investigate what may be already available for us to use. Update:

- **Action:** Kelly will reach out to Law firm and ask how much to draft. Board Member overseeing volunteer work should be Paul as Park Enhancement/Safety.
- Need to be careful how much volunteer work is being done to not take away from paid staff job.

F) Clubhouse

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

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:
- Young children would not have easy access without the knowledge of parents/grandparents.
- It would supplement the security cameras, providing us with greater security.
- 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.
- **Action:** Larry can investigate scan system that does not cost a lot. Frank and Roland advised there used to be a scan card system– should we put in a new system that covers Clubhouse, Pool, Gates, Laundry room, Library?
- Paul spoke of multiple doors/windows in the clubhouse, needs to be inspected and closed correctly in the evenings. Dana to advise Frank and/or Roland include checking doors/windows when closing up at 9:00 pm.
- No drinking in clubhouse without permission – we've never had any complaints in the past.
- Continue discussion and bring forward to membership in Spring to add to the rules.
- **Action:** Larry will look into club access piece.

- **Action:** Kelly will speak to Lynn and find out if any enhancement that can be made on current system

Sharon is looking into the installation of industrial motion sensors for Clubhouse lights.

Update: Met with contractor October 3, 2022, with Frank. Sharon donated 3, and contractor will need to simplify wiring. Cost will be labor and minor supplies.

- **Action:** Sharon will get a quote and keep BOD up to date.
- **Action:** Paul and Sharon to discuss offline regarding Safety and hand over past information. Rotten step by clubhouse to be looked at.
- **Action:** Kelly to discuss with Lynn about parking in the handicap spot.

6) Reports:

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

1. Painted the fence at the house.
2. Painted fence at walkway #191.
3. Painted the big sign out front.
4. Winterized the pool and pool washrooms.
5. Cleanup of leaves is ongoing.
6. The mini-golf has been disassembled and stored.
7. Cleaned all the street lights.
8. Starting to replace sewer pump chain.
9. The gutter guards around the clubhouse have been installed.

Winter To Do List 2022-2023

1. Ducts will be cleaned upon installation of fans.
2. Discussion of perimeter drains – Roland advised will drain to dog park - due to be cleaned this year.
3. Discussion of every 5 yds needs to be blown out underground 6ft down.
4. Discussion of gutter guards on office. There are no gutters on office as flat roof – however drains well on its own.
5. Drain tile around shop to be done.
6. Discussion if roofs treated for moss. Yes, 30 Seconds product is used.
7. Discussion of satellite bathrooms. The new showers were not tiled/drained properly. They were not done sloped properly. Alpine Tile will be coming in for clubhouse and Roland will have them look at the satellite.
8. Pump house insulation is done.
9. 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.

For Follow-up Discussion:

Discussion was held with regards to the need for additional pea gravel being for the playground and the status of this order. **Action:** Kelly/Sharon will follow up with Caretakers.

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

Discussion was held regarding different options for long term power sources and options for the current Generac Water Suppression System. Currently working on this – has a quote under \$5k – still waiting for a 2nd quote requested October 4, 2022. **Action:** Dana and Sharon will continue investigating hooking up

our generator to natural gas vs the current proposal of larger propane tanks that will have a shorter life span.

Action: Dana will get information from Kelly and then talk to Patrick from Absolute Power re service follow-up/maintenance.

Update: Permit is still open, Absolute Power office concerned about fine. Email to inspector and waiting for 2 quotes before going forward- Roland needs to download app on his phone still – asked to do again and then set up time

- Discussion re 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 from her work.

Update: Not done yet – Frank added to list now for winter – Kelly is looking at templates when returns to work.

- 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.

Update: No reason for special project – no engineering required – storage container, putting it between shop and laundry room. No lid required, will tarp it. Big square box, divided into 2 sections, dirt on one side, gravel on the other, just drive in with tractor

- Pump-house piping sweating and needs to be wrapped.

Action: Roland will speak with the person that wrapped pipes to see what might be involved and costs.

Update: Went and spoke to him, did not get anything out of him. Cost will be around +\$5K perhaps fan in summer?

- Island at the end of Maple needs to be reduced in size.

Kelly advised nothing left in budget – will need to put in next year, will make driving area bigger and easier to plow in winter and maneuver. \$7 per sq. ft

Sharon and Frank – Arctic Arrow quote was estimated at \$8,015.00 plus GST for additional work recommended following the July 11, 2022, cleaning of the power distribution boxes.

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

Update: Still looking into this

Kelly and Frank – was there a quote for the Clubhouse washrooms, specifically the men's shower? Did quote include the demo? Approximately \$1200. Frank and Roland can do but will keep it in budget.

Action: Kelly needs to review financials

Dana and Frank – discussion re: pool patio – when was this built? Deck behind the chain link fence was built approximately in the late 70's early 80's. Frank was going to get a quote for sinking – needs to be raised. And thought would get a quote on the pool deck as well? No budget for the pool in budget this year.

Action: Frank to get quote on sinking patio behind chain link while getting quote for pool deck.

Treasurer's Report:

Financial Snapshot on September 30, 2022

1020	Petty Cash	500.00
1030	Chequing Account	27,249.03
1035	Prospera Credit Union Equity Share	5.00
1060	Prospera Savings	238,432.60
1061	Prospera Savings - Contingency	489,801.00

- I have been working with the staff and members with regards to the Winter Security Program and all parties have been notified of acceptance.
- Winter Security Orientation meeting was held with members staying in the park to discuss duties, roles, and responsibilities. They will all receive a package by the end of October with their checklists to be done during their walkabouts for security in the park to be turned into the office two times per week.
- We have received confirmation from the Lawyers office that our Landowner Transparency filing is now complete
- Proof of Liability Insurance is an ongoing monthly challenge tracking down members that still are non-compliant with regards to Liability Insurance on their sites. This is a work in process that myself, Lynn, and Sharon have been working on since July. It is getting better, but many are still outstanding.
- I have reached out to the law firm to work on getting a volunteer waiver drafted for use in the park
- Pump-house costs \$23,000.00 – to be brought forward in AGM (spring 2023)

Confidential BOD Business In camera October 16, 2022, 9:26 am - 9:31 am

10) Correspondence:

From:

Aug 5 concern re use of items from the Clubhouse (XXX) *response outstanding - discussed*

Aug 9 concern re appliance being put in garbage (XXX) *response outstanding - discussed*

Aug 23 concern re staff incident Aug 13 (XXX)

Aug 24 boat storage (XXX)

Aug 25 concerns re condition of neighbors site (XXX)

Aug 27 boat storage (XXX)

Aug 28 Concern re men's washroom door (XXX)

Aug 28 boat storage (XXX)

Aug 29 boat storage grandfathering (XXX)

Handwritten and undated – concern re racist comments to daughter (XXX)

Aug 31 concern re uncomfortable incident (XXX)

Sept 4 concern re Shaw contract (XXX)

Sept 6 concern re site rentals (XXX)

Sept 8 concern re RVs in the park (XXX)

Sept 8 concern re trees (XXX)

Sept 8 winter security #1 (XXX)

Sept 9 concern re trailer in park (XXX)

Sept 9 response to response re condition of neighbors site (XXX)

Sept 11 response re fence X3 (XXX)
Sept 11 questions re agenda (XXX)
Sept 11 questions regarding financial statements (XXX)
Sept 14 question re winter security (XXX)
Sept 13 re quote for office (XXX)
Sept 15 thanks for response with additional question (XXX)
Sept 16 question re winter security #2 (XXX)
Sept 18 question re winter security #3(XXX)
Sept 20 concern re staff (XXX)
Sept 20 concern re contractors (XXX)
Sept 21 response re hot tub (XXX)
Sept 23 question re winter security #4 (XXX)
Sept 23 question re winter security #5(XXX)
Sept 21 response re petition (XXX)
Sept 24 question re winter security #6 (XXX)
Sept 25 concerns re winter residency (XXX)
Sept 28 question re winter security #7 (XXX)
Sept 29 question re winter security #8 (XXX)
Sept 29 response to question from the BOD (XXX)
Sept 29 accessibility - pool area (XXX)
Sept 29 cleanup of the Miami River area (XXX)
Sept 30 concrete around pool area (XXX)
Oct 1 handwritten note (received on the 7th) re neighbors' site (XXX)
Oct 1 pool lift and aquatic wheelchair (XXX)
Oct 2 accessible speed-bumps (XXX)
Oct 5 handwritten note re bird seed and rats (XXX)
Oct 7 request for site survey and property measurements (XXX)
Oct 7 request and volunteering regarding painting pool area and more (XXX)
Oct 9 concern re solicitation (XXX)
Oct 10 response to BOD email (XXX)
Oct 11 response to BOD email (XXX)
Oct 15 volunteering to paint (XXX)

To:

Aug 22 response to concern re neighbor putting membership for sale (XXX)
Aug 24 response re fence staining (XXX)
Aug 24 response to concerns re trespassing (XXX)
Aug 24 regarding posting memos (XXX)
Aug 24 response re dog park garbage (XXX)
Aug 29 Suggestions re boat storage (XXX)
Aug 29 response re boat storage (XXX)
Aug 30 response re boat storage (XXX)
Aug 30 response re boat storage (XXX)
Aug 30 boat storage grandfathering (XXX)
Aug 30 response re boat storage (XXX)
Sept 9 response re Shaw contract (XXX)
Sept 9 response to concern re trailer in the park (XXX)

Sept 11 response re green card for fence disassembly X3 (XXX)
Sept 15 response to questions re agenda (XXX)
Sept 15 response to question re quote (XXX)
Sept 16 response to additional question (XXX)
Sept 16 response re winter security #1 (XXX)
Sept 16 response to concern re uncomfortable incident (XXX)
Sept 16 response to concern re racist comments to daughter (XXX)
Sept 16 response to complaint re staff (XXX)
Sept 18 response to questions re financial statements (XXX)
Sept 18 response to question re winter security #2 (XXX)
Sept 21 concern re hot tubs on sites (XXX)
Sept 21 response to concern re petition (XXX)
Sept 23 response to question re winter security #3 (XXX)
Sept 23 response to question re winter security #4 (XXX)
Sept 23 response to concern re contractors (XXX)
Sept 23 response to question re winter security (XXX)
Sept 23 reminder of need to remove hot tub and inform BOD when completed (XXX)
Sept 29 response to question re winter security (XXX)
Sept 29 response to response re condition of neighbor's site (XXX)
Oct 1 response to question re winter security (XXX)
Oct 1 response to question from the BOD (XXX)
Oct 3 response to concerns re winter residency (XXX)
Oct 15 response re accessibility - pool area (XXX)
Oct 15 response regarding accessible speedbumps (XXX)
Oct 15 response re cleanup of the Miami River area (XXX)
Oct 15 response to response re door slamming (XXX)

11) Email Votes:

September 13th - August 28, 2022, BOD meeting minutes unanimously approved for posting
September 18th - August 20, 2022, BOD meeting minutes unanimously approved for posting
October 10th- September 24, 2022, Special BOD meeting minutes unanimously approved for posting
October 14, 2022 - DRAFT version of the June 12, 2022, Rules and Regulations Special General Meeting Minutes unanimously approved for posting

12) New Business

A) We need to relook at the liability for contractors' issue. Liability from member's site is applicable for private contractor to come and do work on the site. There is a sign off section when applying for a green card that states if something happens, park is not responsible. This is the indemnification form updated in June 2022. Must be signed at every green card issuance.

Action: Kelly will take to lawyer's office to have looked at and drafted properly for indemnity and volunteer waiver.

B) Posting the June 12, 2022, SGM and the September 24, 2022, AGM as a draft copy on the Website. These minutes will be presented for approval at the Spring 2023 GM.

C) BOD representation on Committees.

- Social Committee: *Kari-Lynn Bruce (agreed to at Sept 24th BOD meeting)*

- Website/Tech committee: Dana (TBD)
- Voting/GM Registration/Tellers committee: *Kelly will form a committee (agreed Oct 16th BOD meeting)*
- Fire Evacuation Planning Committee: Paul LeBlevec
- Clubhouse Committee: Sharon Cross
- Bylaws Committee: Patty and Paul (TBD)
- Depreciation Report Committee: Tabled
- Strategic Planning Committee: Tabled
- What to do with Rules and Regulations Committee moving forward? Tabled

D) **Kari-Lynn** New member orientation list review. This list has been newly compiled by Kari-Lynn for review (as per the BOD Sept 24, 2022, meeting). Improvements needed included...

- Add conversation re liability
- Add conversation re winter security (possibly include a form for them to sign that they understand this is a seasonal campground and what that means)
Action: Kelly will look at the membership application and agreement and take to lawyer
- Newsletters to be sent January, February and March, getting ready for opening in April. Education to include weeds, VRBO, hot tubs/spas/pools that require plugs (plugged in or not), etc.
- **Action:** Sharon to send Kari-Lynn the previous notes from Orientation

E) **Moth balls** containing Camphor or Naphthalene discussed.

- Concerned member called Fraser Health; Metro Vancouver, then called Sharon to advise it was a Harrison Hot Springs Village rule/bylaw.
- Asked member to send something in writing
Note: Cliff and Ken addressed this a few years back. Village advised that it was for indoors use only and in a container.
Action: Sharon to look into this

F) **Bird Seed /rat concern**

- Sharon did go to speak to member however unable to make contact
- **Action:** Kari-Lynn to follow up and write letter about complaint received about feeding wildlife and specifically bird feed and attracts rats/mice

G) Updating our Bylaws with recent changes – discussed. See 'K' below.

H) Lynn will be in charge clubhouse and items within for use of members (rental) and BoD will check the items upon taking/returning

I) **Tree forms:** Kelly confirmed arborist form and waiting for trees to be looked at in the fall, both from April 23, 2022. Head Caretaker & Liaison to be involved. 17 requests in office from Jan 2022 to Oct 2022. Frank advised would be taken care of in the fall. Should be taken care of multiple times in the season.

Additions to agenda...

J) **Spring GM** discussion – tentatively April 8, 2023, package to be sent 2 weeks before.

K) Adding updated R&R and Bylaws as well as DRAFT 2022 AGM Meeting Minutes and the new Privacy Document to the website

- All changes to Bylaws will need to be approved by the BC Societies Registrar prior to being in effect. Once we have approval, these will be updated and posted on the Website.
- When updating the Rules and Regulations as well as the Bylaws to the website, there are 35 members that will need hard copies mailed to them. Once ready, these will be sent along with a copy of the DRAFT AGM Meeting Minutes.
- **Action:** Patty – to update the Rules and Regulations and post to the website at same time as the DRAFT AGM minutes are posted so that members will be able to see what was changed. Bylaws to follow once approved.
- Consider also posting to the FB site?
- Privacy document to be added to the website.

Action: Sharon to send a copy of the document to Support to add to website

L) Vinyl siding on sheds

- **Dilemma:** In 2018, the membership voted to allow vinyl siding on sheds but the Rules and Regulations were never updated with this information. We could simply update R&R to correct the situation except that the shed rule was just recently voted on. The new rule was passed to read as written and the 2018 change re 'vinyl' was not included in the revised wording.

Solution: Paul made a motion that 'vinyl' be included using a board vote, to later be voted on (*ratified*) by the membership at the April GM.

Larry seconded

Motion passed unanimously.

M) Job Profiles for Caretakers regarding painting

- Kelly reviewed what she has in documents and there is no mention of painting.
- Discussion in regards to membership volunteering and need for liability waiver.
- Kari-Lynn gave back ground on pool painting
 - Advised was told by member approved 5+yrs ago through previous board and approved colors are dark grey/grey/yellow
 - Will need to confirm and speak to Frank
 - If Frank wants painting done, should be asking the Board for direction. Sharon oversees schedules so should go through Sharon.

N) Building access and Safety - discussed

- Is there a work safe plan and/or OH&S (example - pre-trip inspections on equipment)?
- Paul would like to be let into any/all buildings as BOD member responsible for park Safety.

Action: Sharon is happy to set this up next time in park

13) **Confidential BOD Business**, In camera, October 16, 2022, 11:10 am – 11:30 am

Meeting adjourned at: October 8, 2022 @ 12:30 pm and October 16, 2022 @ 11:33 am

Next meeting to be held on: November 20, 2022 @ 9:00 am

Prepared by: Kari-Lynn Bruce