

# BOD Meeting Minutes

Harrison Holiday Park Association

Board of Directors Meeting

Held Via Zoom Conference Call

Thursday Feb. 23, 2023, | 6:00 pm

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## Board Members

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President	Patty Warkentin
Vice President	Sharon Cross
Secretary	Letti Forsyth
Treasurer	Kelly Stanoffsky
Special Projects	Vacant
Park Liaison	Larry Sargeant
Park Safety and Enhancement	Paul Leblevec

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## Guests

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No Guests in Attendance

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Item	Subject
1	Welcome/Meeting Called to Order – <b>6:01pm - With a new board member/secretary, it was explained that the purpose of recording the meeting is for the benefit of the Secretary, indicating the recording would be deleted once the minutes are approved. It was recommended the Secretary take notes as well.</b>
2	Additions to Agenda - <b>None</b>
3	Approval to Agenda - <b>Approved</b>
4	Approval of past BOD meeting minutes: <ul style="list-style-type: none"><li>• Minutes of January 22, 2023, approved via email, February 10, 2023.</li><li>• Minutes of the February 02, 2023, Special BOD meeting, approved via email February 22, 2023.</li></ul>
5	Caretaker Report January 2023 ( <b><i>See Schedule A Page 5</i></b> )
6	Office Administrator Report (no report on vacation)

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**Old Business from previous meetings**

- a) Update re aid form for Winter Cleanup of Member Sites (Treasurer): **Tabled to August.**
- b) Update re New Member Orientation Package (Vice President): **Vice-President is working on final clean-up of document.**
- c) Update re meeting with Scott's Tree Service for explanation of quote and how he charges (Park Liaison, Treasurer & Caretaker): **Liaison will arrange with Caretakers to arrange a meeting with Scott's tree service to have him explain how he specifically quotes including a breakdown of how he charges.**
- d) Update re waivers for contractors and volunteer workers (Treasurer): **Treasurer expects to hear from the lawyer this week and will share information at that time. If she doesn't get an answer, she will try a different lawyer.**
- e) Clubhouse – Safety/Security (Park Enhancement and Safety): **Looking into a member friendly system that will be used to access the clubhouse vs. leaving it unlocked all the time. Possibility of using Key scan cards or a punch keypad. Treasurer reaching out to original supplier of gate key to see if the gate key system can be expanded to include the main clubhouse entry and if so, at what cost.**
- f) Update re separate Member's Personal File (Vice President, Treasurer as the Privacy Officers of HHPA): **Work is continuing to prepare a secured area and locking filing cabinets.**
- g) Dinner for Staff (All): Date still to be determined.
- h) Update re Fire and Emergency Evacuation Plan (Park Enhancement & Safety and Vice President): **Park Enhancement continuing to work on plan and will meet with Staff and a member of the Burnaby Fire department to test equipment and review the Evacuation plan.**
- i) Moth Balls Containing Camphor or Naphthalene. When should the planned notice go out to members? **Tabled to August**
- j) Discussion re possible SGM to review Bylaws. **President will speak to Bylaws committee chairperson and report back.**
- k) Job Descriptions (Roles and Responsibilities) - **Tabled**
- l) Plan regarding Winter Security for 2023-2024 -Treasurer: Present and discuss where we are currently at with regards to our investigation into zoning, Village of Harrison bylaws and the history of winter security. **The Treasurer is heading this Winter Security investigation and will be reviewing all data gathered with Park Enhancement and the Office Administrator before the Treasurer makes arrangements with the Village for a face-to-face meeting. Together with the BOD a list of specific questions will be drafted to discuss with The Village of Harrison to ensure we receive the accurate information we are seeking on this subject.**

- m) Update re Power and Payment Procedures (Treasurer): **Tabled to August. Goal is to have new procedure in place for the next off-season and include sending this out to the members with the September 2023 Memo.**
- n) Update re Park AED replacement (Park Enhancement and Safety): **Park Enhancement will order new parts required. Established that AED is good for 10 years.**
- o) Assistant Caretaker's RV overtop of well #1. Options update: **Park Enhancement will meet with Caretakers to review possible options.**
- p) Updates re Lot Cleanup Process for Spring & Member Opening Reminders (Park Liaison, Park Enhancement and Safety, Caretakers) - **Continuing to work on**
- q) Boat Storage for Spring/Summer 2023 **Treasurer will discuss with Office Administrator if new rules are being followed including posting of waiting list.**
- r) Update re Fire Emergency Exit Signage (Park Enhancement and Safety, Caretaker & Treasurer): **Park Enhancement will research appropriate visible signage adjacent to emergency exits at members lots. VP will ensure that the New Member Orientation will include the information that their washroom key will also unlock these exits.**
- s) Update re Gate Key System (Park Liaison, Special Projects): **Refer to note in e)**
- t) Update re Park Asset and Maintenance List (Vice President): **Vice-President and Treasurer report a successful inspection of Primary Caretaker Residence. Issue found with furnace. Waiting on a repair quote. Structurally sound but could use a cosmetic refresh. Requested caretaker advise when something needs repair/replacement as it is the parks responsibility to keep the caretaker residence in good repair.**
- u) Update re Perpetual Calendar (Vice President and Treasurer): **Work in progress**

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## Directors Reports

- A. Vice President *(See Schedule B Page 5)*
- B. Treasurer's Report - *(See Schedule C Page 6)*

**(In Camera 10 pm to 10:17 pm)**

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## New Business

- A. Social Committee request to allow public entry to Artisan Market (Secretary): **Upon review of allowing public entry, it was established that an Artisan Market violates rule 8.C. Secretary (BOD liaison to social committee) will communicate findings to Social Committee Director.**
- B. Registration for GM revisited: **Secretary will assemble a GM registration committee.**

- C. Review of what has been previously proposed to be on the list of Rules & Regulations and Bylaws for the April GM and discussion re additions and priorities (President): **Due to the lateness of hour it was agreed that this would be discussed via email.**
- D. Rule changes re setbacks update: (Secretary, President) **Due to the lateness of hour it was agreed that this would be discussed via email.**
- E. BOD Representation for Tech committee: **To be determined.**

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**Ongoing, Incoming and Outgoing Correspondence****Incoming Correspondence:**

Sept 18 Bringing in Contractor to help build fence/email sent to office XXX  
Jan 20 - Dangerous Tree Clarification XXX  
Jan 28 - Directors Position on BOD XXX  
Jan 31 - Important Message XXX  
Feb 2 - Response to MEMO from BOD to wish Dana well XXX  
Feb 3 - Re: Announcement from BOD XXX  
Feb 5 - Extended Stay XXX  
Feb 13 - Extended Stay XXX  
Feb 15 - Gas Inspection (Ron Clare)  
Feb 19 - Minutes XXX

**Outgoing Correspondence:**

Jan 31 - Response sent RE: Important message XXX  
Feb 2 - Forwarded well wishes from member XXX  
Feb 9 - Response to Extended stay XXX  
Feb 14 - Response to Extended stay XXX

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Next meeting date - **Special BOD meeting re April GM planning and Spring MEMO, March 6th @ 6pm**

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**Meeting Adjourned – 11:10pm**

**Minutes prepared by Secretary – Letti Forsyth**

## **SCHEDULE "A"**

**CARETAKERS & ASSISTANT CARETAKER REPORT** – does not include regular daily duties.

Renovation of office washroom ongoing.

Loading firewood to remove from park.

Changed locks on library.

Stripped washroom floors to prepare for sealing.

Staining fire pit benches in progress.

Returned generator propane bottle to Kodiak.

Light sensors have been installed in clubhouse.

## **SCHEDULE "B"**

### **Directors Reports**

#### **Vice President Report:**

A meeting was held with Leigh of Norich Electric to discuss our transformer issues. Norich was given the PO, and the work is scheduled to commence March 9th. A reminder that the main power will be turned off for the entire day.

Vagabond electric has completed the rewiring of light switches and installation of 3 occupancy sensors in the clubhouse.

An inspection of assets has begun and went well. A leak was identified in the furnace/ hot water tank area which has affected the floor and ducting below, this is currently being addressed.

February was a milder month with little to no snowfall. The first signs of spring can be seen by the early crocuses and primrose blooming!

It's hard to believe the park will be reopening in 4 weeks! This is the perfect time to do some early pruning or start cleaning up the winter debris that blew your way.

See you soon!

Sharon

## SCHEDULE "C"

### Treasurer's Report:

#### Financial Snapshot of bank accounts at February 17, 2023

1020	Petty Cash	\$500.00
1030	Chequing Account	\$48,542.10
1035	Prospera Credit Union Equity Share	\$5.00
1060	Prospera Savings	\$126,478.14
1061	Prospera Savings - Contingency	\$463,185.99

#### NOTES:

1060 Prospera Savings balance includes prepaid member dues of \$5,349.40 and the transfer of \$26,615.01 from the contingency fund.

1061 Prospera Savings - Contingency is lower now by \$26,615.01 \*

\* All of the repairs are now complete that were voted on to expense from the contingency fund as per the minutes of the April 17, 2022, Spring GM.