
BOD Meeting Minutes

Harrison Holiday Park Association

HHP Board Room (and zoom)

Saturday, April 15, 2023, 1:00pm

Board Members:

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 - Regrets

Guests:

Caretaker: Frank Fong

Assistant Caretaker: Roland Lecompte

Office Administrator: Lynn Gordon

Items for discussion:

1. **Meeting Called to Order:** 1:07 pm
2. **Additions to Agenda:** Replacing Grass around rock area between clubhouse and pool seating area.
3. **Approval of Agenda:** APPROVED
4. **Approval of past BOD meeting minutes:**
 - March 13, 2023 - Approved by email April 14th, 2023.
5. **Caretaker Report:** See Schedule A – Asst. caretaker would like to replace rocks between pool and rear of clubhouse. **Action:** Asst. caretaker will provide cost estimate to treasurer.
6. **Office Admin Report:** see Schedule B
7. **BOD Reports:** Reports went out in the April 8th GM meeting.

The treasurer shared that the debit machine is being set up and e-transfer will be simplified to auto deposit. A new phone system is being installed that is coming in cheaper than the current system but provides more options. A new computer is coming for Frank's office to replace his aging system. Gate card system will soon be scheduled in conjunction with IT too.

The Liaison suggested members applying for green cards be notified by the office when approved so they are prepared prior to their next visit to the park. Approved. The treasurer will inform the office administrator. **The Liaison** also requested to be notified whenever a green card is not

approved. Vice President suggested all rejected green cards be sent to Liaison for review before member being notified of a rejection. Approved. **Action:** The Vice-President will inform the caretakers.

8. **Process for internet signup & Memo to members (Treasurer):** List has started with taking names through the office Administrator. Need to get the info. out to members. Will send out via HHPA announcements and a spring memo. Will be including the new rules and bylaw and reminder for May 1st weed deadline.
9. **Next steps re moving Assistant Caretaker:** Ongoing discussions to create a caretaker's corner that supports member access to laundry room.
10. **Next steps re well issue:** Still researching options available once caretaker's trailer is removed from the well area which is tentatively planned for September.

11. **Correspondence:**

Incoming Correspondence:

Feb. 23 – New email address XXX
March 9 - Insurance for site XXX
March 23 – Setbacks XXX
March 25 – Letter delivered to Office XXX
March 26 – Trees XXX
March 27 – Plexiglass XXX
March 30 – Survey Plan XXX
April 2 – CC'd on office response Power Outage XXX.
April 5 – New member Orientation XXX
April 6 – Plexiglass Response XXX
April 7 – Proxy XXX
April 7 –re: boat storage CC'd on office response XXX
April 11 – MLS Listing XXX

Outgoing Correspondence:

Feb 19 – Minutes XXX
Feb. 24 – New email address XXX
March 13 - Insurance for site XXX
March 30 – Setbacks XXX
April 4 – Trees XXX
April 5 – Plexiglass XXX
April 5 - Survey Plan XXX
April 3 – Letter delivered to Office XXX
April 5 – Thank-you XXX
April 7 - New member Orientation XXX
April 15 - MLS Listing XXX

12. **Striking a committee re alternate RV roof structure proposal:** The Liaison to this committee will be the BOD Liaison to this newly formed committee. **Action: The Liaison** will reach out to

committee chair Mike Forsyth 240. **The Liaison** also discussed the influx of members calling the village office asking questions. This will be discussed further before a determination is made on how to proceed.

13. **Updating Rules and Regulations:** Posting a draft of the GM meeting minutes will provide members with information. **Action:** Will be posted on HHPA announcements and in the Spring Memo.
14. **Updating Bylaws: Action: The Treasurer** will work with Office Admin to register and post on Website.
15. **Review process for contractors working on members sites** - Member's must sign an indemnity form when having contractor's working on their sites.
16. **Kids Club: (Secretary)** – Approval given to post an announcement to start a committee to research reviving Kids club.
17. **Plan for addressing Spring Cleanup:** Enhancement and Safety and Liaison to meet with Treasurer to review process prior to May 1st.
18. **Next Board Meeting:** TBD
19. **Meeting Adjourned:** 3:36pm

Minutes Prepared by: Letti Forsyth Secretary

SCHEDULE "A"

CARETAKERS REPORT

APRIL 2023

1. Spread pea gravel in playground area.
2. Clean & pressure wash clubhouse awning & seating area.
3. Open satellite washrooms.
4. Stain fire pit benches.
5. Plumbed water filter drain.
6. Install speed bumps.
7. Gutters have been cleaned.

This report does not include regular duties.

SCHEDULE "B

OFFICE ADMINISTRATOR REPORT

APRIL 14TH, 2023

Provided update on lots whose liability insurances are overdue and soon to expire. Also included the lots cards that are currently deactivated for not providing the office with current liability.

Boat storage sheet as posted on office wall.

11	#31 Leti 340	Garage	Wynn 340	
10	344 Grimmer		Caroline	
9	Leti 340		Bernie	
<p><u>BOAT PARKING</u></p> <p>Waiting list</p> <p>153 - AL</p> <p>305 - WYMS</p> <p>322 - KIECH</p> <p>355 - Trevor-Madonna</p> <p>24 - Laurent-Judith</p> <p>303 - Martin-Waters</p>			Ellion	
		8	363 Chalmers	Toni Hart
		7	357 Mose	
		6	388 Scott Munro	
		5	257 Isabelle & Doug 159	
		4	387 Senft 70	
		3	#93 Skrijels	