
BOD Meeting Minutes

Harrison Holiday Park Association

Via Zoom

Tuesday, May 16, 2023 @ 6:00 pm

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

Guests: none

Items for discussion:

1. **Meeting Called to Order:** 6:03pm
2. **Additions to Agenda:** None
3. **Approval of Agenda:** Approved
4. **Approval of past BOD meeting minutes:**
April 15, 2023 – Approved by email May 16th
5. **Caretaker Report:** see Schedule A
Discuss plan for the old files previously stored under the caretaker house and now currently being stored in the shop – Treasurer to check with Office Administrator to determine the contents and year of the files to determine whether they need to be kept or destroyed.
6. **Office Admin Report:** see Schedule A
7. **BOD Reports:**
 - **Vice President** - see Schedule B
 - **Park Enhancement and Safety** – Verbal update on the fireboxes and extension for the hoses. Hoses have been ordered and ready for pick-up. The secretary will arrange the pick-up.
 - **Treasurer – See Schedule B** - Verbal report - Staff have consistently been given a 3% pay increase at the start of each fiscal year which is now. The regular 3% increase will be added to their first pay for May 2023
8. **Next steps re internet (Treasurer):** See Treasurer's report schedule B
9. **Next steps re spring cleanup.** May reminder notices went out to members who are not in compliance of the HHPA rules and regs. Next review scheduled for June.

10. **Concerns re: weeds in common area** – Vice-president will review with caretakers to set a completion date for weeding in common areas.
11. **Concerns re: washroom and office cleaning: Tabled**
12. **Bylaws meeting planning (President): Tabled**
13. **Job descriptions (President): Tabled**
14. **Correspondence**

Incoming Correspondence:

- April 17th - DVD movies - Lot XXX
- April 20th - Fire Hoses - Lot XXX
- April 20th - Clean-up Extension Request - Lot XXX
- April 20th - Clean-up Extension Request – Lot XXX
- April 20th - Power at HHP – Lot XXX
- April 21st - Clean-up Extension Request – Lot XXX
- April 24th - Clean-up Extension Request – Lot XXX
- April 26th - Branch - Lot XXX
- April 26th – Electrical Issues – Lot XXX
- April 27th – Update on Lot Cleanliness – Lot XXX
- April 28th – Clean-up Update – Lot XXX
- April 30th – Electrical Issues – Lot XXX
- April 30th - Electrical Issues – Lot XXX
- May 1st – Weeding – Lot XXX
- May 2nd – Update on Lot Cleanliness – Lot XXX
- May 2nd – Replacing Trees - Lot XXX
- May 3rd – Clubhouse Fireplace – Lot XXX ***
- May 4th – Clean-up on neighbouring lot – Lot XXX ***
- May 5th – Caretaker trailer – Lot XXX***
- May 5th – Update on Lot Cleanliness – Lot XXX
- May 5th – Clean-up Extension Request - Lot XXX
- May 5th – Electrical Issues Thank-you response – Lot XXX
- May 5th – Stump Removal – Lot XXX ***
- May 5th – Contact with neighbour request – Lot XXX Office admin is handling.
- May 6th – Kitchen access – Lot XXX ***
- May 7th – Power at HHP – Lot XXX
- May 8th – Derelict Lot – Lot XXX
- May 10th – Thank-you for extension – Lot XXX
- May 12th – Request to meet with BOD – XXX ***
- May 13th – Fan in Sparrow Bathroom – Lot XXX
- May 13th – Lot Clean – Lot XXX ***
- May 13th – Derelict Lot Response – Lot XXX ***
- May 13th – Bylaw Review – Lot XXX ***
- May 14th – Lot Clean - Lot XXX ***
- May 15 – Derelict Lot x 2 – XXX ***
- May 15 – Lot clean-up update – Lot XXX ***
- May 15 – Firepit – Lot XXX ***

****still requires a reply*

Outgoing correspondence:

April 19th - DVD movies - Lot XXX
April 26th - Fire Hoses - Lot XXX
April 26th - Clean-up Extension Request - Lot XXX
April 26th - Clean-up Extension Request – Lot XXX
April 26th - April 21st – Clean-up Extension Request – Lot XXX
April 26th - Clean-up Extension Request – Lot XXX
April 28th - Update on Lot Cleanliness – Lot XXX
April 28th – Letter Received through office – Lot XXX
May 2nd - Branch - Lot XXX
May 2nd - Letter delivered to lot - Lot XXX
May 5th - Power at HHP – Lot XXX
May 5th - Electrical Issues – Lot XXX
May 5th - Electrical Issues – Lot XXX

15. **In camera:** Discuss a members request to meet with the board.
16. Next Board Meeting: Tentatively May 30th to discuss upcoming SGM.
17. Meeting Adjourned: 9:45 pm

Minutes Prepared by: Letti Forsyth, Secretary

ADDITIONAL DISCUSSION TABLED TO A FUTURE MEETING:

1. Update re Well (Paul)
2. Update re moving Caretaker (Sharon)
3. Update re Kids Club. (Secretary)
4. Update re alternate RV roof structure proposal committee. (Secretary)

SCHEDULE "A"

CARETAKERS REPORT

April/May 2023

This report does not include regular duties.

1. Install water system for flower beds.
2. Pool preparation.
3. Dig trench for electrical cable and backfill.
4. 213/215/173 replaced water valve and standpipe.
5. Repair waterline behind waterfalls.
6. Weeding islands – on going.
7. Installed shop lights.

OFFICE ADMIN REPORT

May 15, 2023

This report does not include any daily office duties.

1. Attached is the liability insurance outstanding list as of May 15, 2023
2. There have been 2 sites that sold & one family transfer. There are currently 30 for sale.
3. The cleanup letters were sent out May 1st. There were 152 letters that were sent out in total (3 were mailed).
4. Change to Bylaws registered yesterday (Update to bylaws has to be done first and then the document submitted). Cost was \$50.00. I paid with my credit card.
5. The boat parking list is posted in the office and is attached there has been 1 from the waiting list that moved forward.
6. Very busy with dues, month end and year end.

Lynn

SCHEDULE "B"

Vice-President Report- (May 2023 meeting)

It has been a busy start to the season, nothing like hitting the dirt running. I would like to thank all the members who had patience as we repaired an electrical issue that affected some sites on Evergreen Oval, Dogwood and Park. The cause of the issue was the main cable running between 2 distribution panels. It had a faulty common wire and approx. 200ft needed to be replaced. Thanks to the expertise of Norich Electric for the hours of troubleshooting and the repair. Final cost is not in but is expected to run around \$15k.

I have been working on putting together a small committee to address the electrical concerns throughout the park as it has been reported that there are a few other areas experiencing similar issues. Gerald Arksey has volunteered to head this committee. With his vast electrical knowledge and expertise, he will work to prioritize the sequence of repairs. This will not be an overnight fix, however we are being proactive to the concerns. We will keep you posted on the progress.

There are many times I am reminded of why we love this park and the community within it. A perfect example was the other night when we were introduced to members at the clubhouse that we had not met before, the boat storage area came up in conversation, I mentioned the fact that we only had \$3k to get it done... within days, Ron called Roland and myself and said, "I can be there tomorrow". Ron (who owns Supreme Paving) came in with his equipment and a few of his crew and Roland volunteered on his day off to help coordinate the removal of the dirt and lay the gravel, so within one afternoon the addition to the boat storage is mostly completed.

The plans for the placement of Roland's unit are still in the drawing stage. We are aware of the concerns raised around the path being blocked off from Cedar. We hear you and can assure that we are taking these and all concerns into account, our intention is to leave the path open so that access to the laundry and office area remain usable.

There were 3 new member orientations I participated in since our last BOD meeting.

The work continues on member's personal files to ensure compliance with PIPA.

The clubhouse committee has done an incredible job to make the clubhouse a more desirable place to gather, play games, watch TV or just relax with friends and family. Please check it out on your next walk, it is fantastic to see it being used. Thank you, Darnell, Letti and Donna, for all your continued efforts. I hear there are more upgrades in the future.

Frank, Roland & Lynn have had their hands full this season, so when you see them, please take a moment to share a wave or a smile to thank them for all they do for our unique park.

A huge shout out to those members and our staff who make such a positive difference everyday...Thank you!

Sincerely,

Sharon Cross, Vice- President

May 16, 2023

- We have confirmed that the Shaw Internet member user pay program is going forward. We are still hoping for July startup with setup in the park to be announced shortly likely the last week of June. Members must be available at their trailer to do the install/transfer on the designated dates otherwise they will have to re-schedule directly with Shaw Bulk Services for a time/date that suits their needs, but billing/payment will still be effective for July 1, 2023.
- Shaw should be installing the new telephone system in the office before the end of May which will greatly improve the efficiency with call forwarding, call display etc. Shaw has also given us a wireless headset complimentary.
- The new door swipe system for the clubhouse is underway we are just waiting for the coordination of the Shaw Go Wifi Internet connection schedule date which we did not anticipate was going to be needed. The security company quoted based on using the current internet connection in the clubhouse however it was deemed that being this is a security system being installed in the park, it should have a dedicated internet connection of its own. First stage install is planned for Friday May 19 th 2023
- Insurance policy appraisal has come in and I will need to review this with our insurance carrier to see if there are any increases needed in coverage for the new fiscal year.
- Ongoing monthly email first time reminders and delinquency letters are being done by the Office Administrator regarding Members Liability Insurance and those that are non-compliant or expired the letter advises the member that gate cards are being deactivated and RED "Do Not Enter" tape is being put across the non-compliant lot to avoid risk to the membership until we receive a copy of proof of current insurance.
- New Liability Waiver forms for members and contractors are now included in the Green Card application process. We also now have a Volunteer Waiver form in place to allow members to volunteer in the park without risk to the membership.
- The new Clover Debit Machine has been installed and working in the office so we can now accept DEBIT ONLY and many members are using this service which is great, and Lynn is happy with this new procedure.
- We now have the AUTO DEPOSIT feature setup this year and members are making sure to include their lot number so Lynn has reported that this too is working better than last season. Email payments go to hhpapayments@shaw.ca
- Extra Repairs – We started off the year with jumping right into extra repairs needing to be done by Norich Electric in Evergreen Oval, Dogwood and Park. See Vice President report for more details. This cost for this emergency repair will be approximately \$15,000 and was not a budgeted item for 2023/2024 so we will be going back to the membership at the next GM to request permission to use funds from Contingency.
- The Caretaker home required the replacement of the washing machine, and the Caretaker truck required a new alternator.
- Emergency Exit signs emergency lighting in these areas and park trailer numbers consistent in the park need to be addressed in the next few weeks. Kelly and Paul will be meeting at the park to make some final recommendations to the BOD.
- No Snapshot of financials for this report as we are still working on closing off the April 2023 bank reconciliation.