

# BOD Meeting Minutes

Harrison Holiday Park Association  
Combined HHPA Board Room and Zoom  
Sunday, August 13, 2023 @ 9:00

## **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	Vacant (See #14)

## **Items for discussion:**

- 1. Meeting Called to Order:** 9:08 am
- 2. Additions to Agenda:** none
- 3. Approval of Agenda:** Passed
- 4. Approval of past BOD meeting minutes:** August 9<sup>th</sup>, 2023 – draft pending
- 5. Staff reports:** See schedule A
- 6. AGM Planning** – Reviewed expectations to be completed for AGM
- 7. Board of Directors reports** - Vice-President and Treasurer, See schedule B - Motion to accept the financials from the accountants, 2<sup>nd</sup> by Larry and passed.
- 8. Winter security** – Meeting set for Aug. 26<sup>th</sup> to review winter security applicants. The secretary will put together all the applications in one email for review.
- 9. Adding building guidelines for auxiliary roof structure to our rules regarding the chain:** The rule doesn't clarify the type of chain to be used for attaching the roof to the trailer support beam. Action: The Vice President will look into what is required to satisfy the questions that tabled this rule at the SGM so the motion can be put forward at the AGM.
- 10. Next steps regarding the office building? Without a Special Projects bod member, who will oversee this project?** Tabled. To be addressed by the next Special Projects BOD member.
- 11. Job descriptions (President):** Tabled Action: BOD members to review draft proposal over the next week and present any suggestions, questions, or concerns to the president.

## 12. Correspondence: May 15 – Aug. 13

### Incoming Correspondence:

- May 13<sup>th</sup> – Bylaw Review – Lot XXX
- May 19<sup>th</sup> – Minutes - Lot XXX
- May 21 – Loose Dog – Lot XXX
- May 23<sup>rd</sup> – Kids under 12 – Lot XXX
- June 9<sup>th</sup> – electrical Issues – Lot XXX
- June 22<sup>nd</sup> - Tree Branches – Lot XXX
- June 23<sup>rd</sup> – Poison Mice – Lot XXX
- June 25 – Dog Running Loose – Lot XXX
- June 26 – Neighboring fence – Lot XXX
- July 5<sup>th</sup> – Website Minutes – Lot XXX
- July 9<sup>th</sup> – Kids Club Volunteers – Lot XXX
- July 8<sup>th</sup> – Cleaning – Lot XXX
- July 13 – RV Placement – Lot XXX
- July 13 – Tree of Concern – Lot XXX
- June 14 – Annual Yard Sale – Lot XXX
- July 14 – Contractor Speeding – Lot XXX
- July 13<sup>th</sup> - RV Placement – Lot XXX
- July 27<sup>th</sup> – Memberships for sale Website – Lot XXX
- July 28<sup>th</sup> – Member request to meet – Lot XXX
- July 30 – September meeting – Lot XXX
- July 30<sup>th</sup> – Contractor Access – XXX
- July 31 – Contractor Access – Lot XXX
- Aug. 2 – Tree third Request – lot XXX
- Aug. 3<sup>rd</sup> – Meeting Minutes and Financial – Lot XXX
- Aug 6 – Complaint – Lot XXX
- Aug. 6<sup>th</sup> – Complaint Form – Lot XXX
- Aug 6 – Police Incident – Lot XXX
- Aug. 7<sup>th</sup> – Police Incident – Lot XXX
- Aug 7 member motion – Lot XXX
- Aug 8 – Request for next BOD meeting – Lot XXX
- Aug. 8 – using power tools – Lot XXX
- Aug. 8<sup>th</sup> – Clubhouse Rental – Lot 271 XXX
- Aug 10 – Receipt request – Lot XXX
- Aug. 11 – Fan/Air running lot 108 – Lot XXX
- Aug. 11 – Minutes and Financials – Lot XXX
- Aug. 11<sup>th</sup> – Response Police Incident- Lot XXX
- Aug. 11 – Disabled Key Pass – Lot XXX
- Aug. 12<sup>th</sup> – Meeting Request Response – Lot XXX
- Aug. 12 – Site Cleanliness Fine – Lot XXX
- Aug. 14 – Agenda – Lot XXX
- Aug. 13 – Wasp Nest on Lot 107 – Lot XXX

## Outgoing Correspondence:

- May 6<sup>th</sup> – Trees – Lot XXX
- May 12<sup>th</sup> – Request to meet with BOD – Lot XXX
- May 14<sup>th</sup> – Lot Clean - Lot XXX
- May 15<sup>th</sup> – Fan in Sparrow Bathroom – Lot XXX
- May 19<sup>th</sup> - Clean-up on neighbouring lot – Lot XXX
- May 21<sup>st</sup> - Loose Dog – Lot XXX
- May 25<sup>th</sup> - Clubhouse Fireplace – Lot XXX
- May 25<sup>th</sup> - Caretaker trailer – Lot XXX
- May 25<sup>th</sup> – Power at lot 354 – Lot XXX
- May 26<sup>th</sup> – Derelict Lot x 2 – Lot XXX
- May 27<sup>th</sup> – Kitchen access – Lot XXX
- May 27<sup>th</sup> - Minutes – Lot XXX
- May 28<sup>th</sup> – Lot Clean – Lot XXX
- May 31 – Tree stump removal – Lot XXX
- May 31<sup>st</sup> – Tree Stump Removal – Lot XXX
- May 31<sup>st</sup> - Bylaw Review – Lot 91 XXX
- June 1<sup>st</sup> – Lot for sale - Lot 267 XXX
- June 6<sup>th</sup> – Propane Certification – Lot XXX
- June 6<sup>th</sup> – Crack in Cement – Lot XXX
- June 6<sup>th</sup> – Fire pit – Lot XXX
- June 6<sup>th</sup> – Lot 73 – Lot XXX
- June 6<sup>th</sup> – Clubhouse Washrooms – Lot XXX
- |June 6 – Firepit – Lot XXX
- June 8<sup>th</sup> – Loose Dog – Lot XXX
- June 8<sup>th</sup> – Minutes - Lot XXX
- June 8<sup>th</sup> – Loose Dog – Lot XXX
- June 8<sup>th</sup> – Kids under 12 – Lot XXX
- June 13 – Electrical Issues – Lot XXX
- June 16<sup>th</sup> – Tree form – Lot 123 XXX
- June 17<sup>th</sup> - Annual Yard Sale – Lot XXX
- June 23<sup>rd</sup> – Lot 95 Roof Stop Order – Lot XXX
- June 24<sup>th</sup> - Poison Mice – Lot XXX
- June 26<sup>th</sup> - Dog Running Loose – Lot XXX
- June 26<sup>th</sup> – Advertising Signage – XXX
- June 27<sup>th</sup> – Dog Complaint – Lot XXX
- July 10<sup>th</sup> - Website Minutes – Lot XXX
- July 14<sup>th</sup> – Tree Branches – Lot XXX
- July 18<sup>th</sup> – Air conditioning unit – Lot XXX
- July 24<sup>th</sup> - Kids Club Volunteers – Lot XXX
- July 24<sup>th</sup> - Cleaning – Lot XXX
- July 28<sup>th</sup> - Memberships for sale Website – Lot XXX
- Aug. 1<sup>st</sup> - Contractor Access – XXX
- Aug. 8<sup>th</sup> – Clubhouse Rental – Lot XXX

- Aug. 10<sup>th</sup> - Police Incident – Lot XXX
- Aug. 10<sup>th</sup> - Meeting Minutes and Financial – Lot XXX
- Aug. 10<sup>th</sup> - Police Incident – Lot XXX
- Aug. 11<sup>th</sup> - Complaint Form – Lot XXX
- Aug. 12 – Minutes and Financials – Lot XXX
- Aug. 12<sup>th</sup> - Meeting request response – Lot XXX

**Total Internet Correspondence Incoming and Outgoing Emails - 577**

**Total Site Cleanliness Incoming and Outgoing Emails - 312**

**13. Memo – To include:**

- shed height rule,
- accusations re: shredding,
- parking,
- clubhouse rules and
- site cleanliness.

**14. Resignation of Park Enhancement:** This resignation came just prior to the meeting commencing. The treasurer will temporarily deactivate the email until a new BOD assumes the position.

**15. Next Board Meeting:** Aug. 26<sup>TH</sup> 9am

**16. Meeting Adjourned:** 11:16am

**Minutes Prepared by: Letti Forsyth**

**DISCUSSIONS NEEDING TO BE BROUGHT BACK TO THE TABLE OR UPDATED IN REPORTS:**

1. Update re Well (Enhancement/VP)
2. Update re Emergency Response Document (Enhancement)
3. Next steps re electrical issues. (VP)
4. Update re moving Caretaker (To be included in VP report?)
5. Update re Kids Club. (To be included in Secretary report?)
6. Update re alternate RV roof structure proposal committee.
7. (Secretary)Document retention plan (Treasurer)
8. Update re confidential files project (Privacy Officers)

## Schedule A

### CARETAKERS REPORT:

1. Dig trench for electrical wire for #384
2. Install light at clubhouse, gazebo, and front sign.
3. Reroofed main power panels @ #25, & #407.
4. Dig trench and install conduit for internet & backfill. – Kelly will reach out Shaw to schedule an appointment for installation.
5. Fire hose boxes.
6. Set up mini golf.
7. Repair water leak in front and back of garbage area.
8. Install locks, handle @ storage room in clubhouse.
9. Boat area has been cleaned out.
10. Replace 1 flagpole.
11. Installed adjustable hinges on clubhouse doors.
12. Wi-fi for generator installed.
13. Clean up around Kidz clubhouse awning.
14. Dig trench and install electrical and sewer for Rolands's trailer.

This report does not include regular duties.

- Discussion with caretakers regarding removing firepit when there is a fire ban. Action – Caretakers will remove fire pit during provincial/village fire bans.
- Addressed a comment with the staff made at the candidates meeting in the park that the Staff has met with a member with numerous complaints about the BOD and the member plans to bring them to the staff. Staff has denied meeting with any member and giving them a list of complaints. They did share they had a few concerns but assured us those concerns no longer apply. Staff was also encouraged to feel comfortable addressing any concerns at anytime with the board as we are here to support them and work through any concerns.
- Vice President requested a report on which trees may need servicing or removal in the main park area.
- Caretakers requested an update on re grassing area near clubhouse. Action – Kelly will review the budget to see if funds available.
- Liaison asked about more diligence be applied to members who are not in compliance with parking rules. Lynn said she has warning notices that can be used. It was suggested that a safety fine be created. – Action Caretakers will start addressing members not compliant by providing warnings and asking members to move their vehicles.

## Schedule B

Vice-President Report- (August 2023 meeting)

Hello fellow members,

Update on the electrical concerns: Gerald Arksey volunteered to meter a few areas of concern and found one site who had issues turned out to be a faulty inverter on the RV. The other appears to be caused by incorrect wire used for the shed. Members involved have been notified. Please ensure you are checking that your equipment is working properly and contact the BOD if you believe it may be an issue coming from the main power so we can put you on a list to review as soon as possible.

Settling of office building – The office building has been surveyed over the past year and appears there have been no measurable changes that have occurred over the past 10 months.

Relocation of Caretaker - The base work to move the Assistant Caretaker are progressing. The shed has been removed from the site and relocated to the caretaker's site, the hydro jet has been pre-arranged to open the trench for the water, sewer and electrical all at the same time, and Norich Electrical is coming in to install the electrical we require on or around Aug 11th. Once this is completed, we can relocate the caretakers RV to the new location.

Wellhead- This work needs to be done in good weather as some welding is involved. I have secured a revised quote (with a purchase order number) from AJ Pumps for the extension of the wellhead valid until October or as soon as we can clear that site. Caretakers are getting quotes for the plumbing, fencing and costs associated with the modifications to the decking and building a ramp in the back of the laundry area.

Clubhouse – A reminder that there is a minimum age restriction for unsupervised children in the clubhouse, and that you will require your gate key for entry. Please ensure your children are not jumping on the game tables, counters, or anywhere where they could cause damage to property, themselves, or others.

Destruction of equipment in clubhouse – The air hockey game was damaged to the point of non repair, at this time there is no talk of it being replaced until funds are raised or allocated, or a new one is donated.

A huge shout out to all our members, and to our staff who choose to make a positive difference each and everyday...Thank you!

...In a world where you can choose.... BE KIND!

Sincerely,

Sharon Cross