

# BOD Meeting Minutes

Harrison Holiday Park Association  
Zoom Meeting  
Wed. Sept. 27th 2023 @ 6:00pm

## **Board Members:**

### **Present:**

President	Letti Forsyth	Treasurer	Kelly Stanoffsky
Vice President	Linda Costain	Special Projects	Curtis Litle
Secretary	Frances Toebert	Park Liaison	Larry Sargeant

### **Absent :**

Park Safety and Enhancement      Ron Wallace

### **Staff:**

### **Absent due to evening meeting:**

Head Caretaker	Frank Fong
Assistant Caretaker	Roland LaCompte
Office Administrator	Lynn Gordon

## **Items for discussion:**

- 1. Meeting Called to Order:** 6:06 pm
- 2. Additions to Agenda:** None
- 3. Approval of Agenda:** Approved
- 4. Approval of past BOD meeting minutes:**
  - **Aug. 27th, 2023:** Approved via email 9/26/23.
  - **Sept. 2<sup>nd</sup>, 2023:** Approved
- 5. Staff Reports – (See Schedule B):**
  - **Caretakers Report – Special Projects was able to address questions regarding the report.**  
**Action Item:** Special Projects to follow up with Caretaker and report back to board on what actual process was to clean out 3 storm drains.
  - **Office Admin Report** –The Treasurer shared that our office administrator has reported she is still addressing member's concerns regarding the new rule requiring the member's lot number being added on their liability insurance policy. She is remaining consistent with requesting an updated copy. **Action:** BOD to provide more education to be sent out to members on this subject.
- 6. Board of Directors reports (See Schedule B):**
- 7. Winter Security Update (Treasurer):** The winter security meeting has been scheduled for Sat. Sept. 30<sup>th</sup>, 2023, at 9:30am. All winter security members have been notified.

- 8. Winter Internet Update (Treasurer):** Cut off for requesting winter internet through the off season was Sept. 15<sup>th</sup>, 2023. The Treasurer will confirm winter internet lots with Shaw by Sept 30<sup>th</sup>, 2023.
- 9. Next steps regarding the office building (Special Projects):** Plywood has been removed and safety film has been added to the glass on the front windows in front of the Office Administrator desk area for safety. The Office Building has had minimal settling over the past year, possibly due to the original windows not being properly installed. **Action:** Special Projects will continue to investigate and to review under the building with the Caretakers to have some foundation cracks to be filled.
- 10. In Camera meeting**  
In Camera meeting started: 6:46 pm Sept 27/23  
In Camera meeting Ended: 7:15 pm Sept 27/23
- 11. Laundry Room access (Special Projects and Park Enhancement):** Special Projects and Park Enhancement/Safety are strongly recommending that access to the laundry room remain inside the park to maintain members' safety accessing this amenity. They are proposing maintaining the walkway between the Caretakers house and the new location of the Assistant Caretakers trailer to allow for that option. The treasurer confirmed additional funds are still available under the approved budget for the Assistant Caretaker relocation project. It was agreed that providing a fenced walkway is preferable for the safety of the members in the park. **Action:** Special Projects will obtain an estimate to ensure the cost remains within the budget.
- 12. Caretaker's Winter Maintenance and Projects Budget update (Liaison):** Liaison has requested a budget update so Winter Maintenance and Projects can be discussed and scheduled with Caretakers. **Action:** Liaison, Special Projects, Park Enhancement and Safety, and Treasurer will schedule a separate meeting to discuss.
- 13. Front Gate Update, exit options and Security Cameras (Special Projects):** Discussion included placing Security Cameras at the front entry and exit gates to be looked in to, for the 2024-25 budget. **Action:** Special Projects to bring pricing forward for 2023/2024 budget.
- 14. Update re Emergency Response Document (Enhancement):** Special Projects reported on behalf of Park Enhancement and Safety as he was unable to attend the meeting. Looking into WHIMIS and first aid for staff. Emergency Response Document continues to be developed. Safety Training for the staff and the Park Emergency Response Document are all going to be reviewed this winter in preparation for Spring when the park reopens.
- 15. Update re confidential files project (Privacy Officers):** Member PIPA files are approximately 50% completed and are projected to be completed by the end of November.
- 16. Digital Sign Board (Park Enhancement and Safety):** Discussion was held regarding replacing the old member information board by the kid's clubhouse with a Large Screen TV with a recirculating message. **Action:** Special projects and Park Enhancement/Safety to confirm if electricity and cabinet will protect TV from the elements and report back to the BOD at next meeting.
- 17. HHPA 50<sup>th</sup> Anniversary and Social Committee (President):** Social Committee has requested to host the 50<sup>th</sup> Anniversary. Plan is for Summer instead of Fall, as Oct. is the actual anniversary, and more people will be in the park. **Action:** President to request action plan and budget from the Social Committee prior Jan. 2024 for consideration.

- 18. Well Pump (Special Projects):** Reported that one well head needs to be extended. Discussed the value to the membership to activate the second well pump. **Action:** Special Projects to get quotes from contractors for next meeting.
- 19. Boat Storage (Liaison):** The extension to the current Boat Storage area needs to be completed this winter. Discussion included funds required to complete this project and clean-up of boat storage area. **Action:** Treasurer requested an estimate to complete this project which the Liaison will provide.
- 20. 50 Amp Upgrade (Special Projects):** Special Projects discussed the feasibility of a 50 AMP upgrade to the park – can this be done over time? And what kind of costs are we looking at? **Action:** Special Projects to speak with a member about research he has already done on this subject and report back to board at the next meeting. Caretaker is proposing to start updating some site power plugs to Winter GFI covers in phases each Winter. **Action:** Special Projects to investigate cost of this is within current budget.
- 21. Speeding, Parking, Weeding and Noise Complaints (President):** President is recommending we review these rules over the winter with plan to provide more transparency to all members in how infractions will be managed. Discussion included reminders via Email, Facebook and in meeting packages. Concerns have been shared by members regarding the use of e-bikes and e-scooters in the park. **Action:** BOD will further investigate this prior to the Spring GM.
- 22. Kids Club Update and non member updates (President):** Discussion held regarding kidz club and non member volunteers. IE what we will require for these volunteers working with our children. Discussion was also held regarding the need for a review of the kidz clubhouse requiring some winter work to get it cleaned up inside. **Action:** President and Special Projects to review building. President and Treasurer to review volunteer requirements.
- 23. Update re alternate RV roof structure proposal committee (Liaison):**

Tabled

**24. Correspondence:**

**Incoming**

Aug 7 - Member motion – XXX  
 Aug. 13 - Sale of Lot - XXX  
 Aug. 14 – Agenda – XXX  
 Aug. 14 - Important Bylaw Change – XXX  
 Aug 14 - Meeting Minutes and Financial – XXX  
 Aug 17 – Petition for Agenda for AGM – XXX  
 Aug. 18 - Re: XXX – XXX  
 Aug. 18 - Condition of Sale – XXX  
 Aug. 18 – Dangers Dead Branches – XXX  
 Aug. 19 – September Meeting – XXX  
 Aug. 19 & 20 – Sale of Lot – XXX  
 Aug. 19 – Reporting Disgusting Behaviour – XXX  
 Aug. 21 – Following up – Lot 163 Tracey Newton  
 Aug. 21 – Tree Request – XXX  
 Aug. 24 – Social Club – XXX  
 Aug. 24 – Proxy – XXX  
 Aug. 25 – Speeding– XXX

Aug. 26<sup>th</sup> – Family Emergency – – XXX  
 Aug. 27<sup>th</sup> – Dirt Bike – XXX  
 Aug. 27<sup>th</sup> – Memo Harrison Holiday Park – XXX  
 Aug. 29<sup>th</sup> – Lot for sale – XXX  
 Aug 29<sup>th</sup> – Tent Offence – XXX  
 Aug. 30<sup>th</sup> – Memo Harrison Holiday Park– XXX  
 Aug. 30<sup>th</sup> – Kids Club Painting – XXX  
 Sept. 1<sup>st</sup> – Tow Truck Speeding – XXX  
 Sept. 1<sup>st</sup> – Ideas for Consideration – XXX  
 Sept. 3<sup>rd</sup> – Kids Club – XXX  
 Sept. 3<sup>rd</sup> – AGM Minutes – XXX  
 Sept. 4<sup>th</sup> - Racial Slur by member – XXX  
 Sept. 4<sup>th</sup> – Complaint – XXX  
 Sept. 5<sup>th</sup> – Complaint against a member – XXX  
 Sept. 5<sup>th</sup> – No Subject – XXX  
 Sept. 6<sup>th</sup> – AGM Sept. 2<sup>nd</sup> – Concern– XXX  
 Sept. 7<sup>th</sup> – Dog Park Grass – XXX  
 Sept. 9<sup>th</sup> – Negative Remarks – XXX

Sept. 9<sup>th</sup> – Grass – XXX  
Sept. 10<sup>th</sup> – Pool Closure – XXX  
Sept. 17<sup>th</sup> – Stop the Noise – XXX

Sept. 17<sup>th</sup> – Complaint of Lot – XXX  
Sept. 21<sup>st</sup> - Advertising memberships of Facebook – XXX

### **Outgoing**

Aug. 13 - Sale of lot– XXX  
Aug. 17 – Tree Request – XXX  
Aug. 18 - Important Bylaw Change – XXX  
Aug 18 - Meeting Minutes and Financial – XXX  
Aug. 19 - Complaint of 220 using power tools – XXX  
Aug. 19 - Condition of Sale – XXX  
Aug. 21 – September Meeting – XXX  
Aug. 20 – Sale of 186 Dogwood – XXX  
Aug. 22 - Re: Don Grant – XXX  
Aug. 23 – Dangers Dead Branches – XXX  
Aug. 23 – Agenda – XXX  
Aug. 23 – Following up – XXX  
Aug. 23 – Dangers Dead Branches – XXX

Aug. 23 - Fan/Air running lot – XXX  
Aug. 23 - Wasp Nest on Lot – XXX  
Aug. 23 - Disabled Key Pass – XXX  
Aug. 24 – Exit Gate – XXX  
Aug. 27 – Proxy – Lot – XXX  
Aug. 30<sup>th</sup> - Memo Harrison Holiday Park – XXX  
Sept. 1<sup>st</sup> - Memo Harrison Holiday Park – XXX  
Sept. 22 – Reporting Disgusting Behaviour – XXX  
Sept. 25<sup>th</sup> – Grass – XXX  
Sept. 25<sup>th</sup> – AGM Minutes – XXX  
Sept. 26<sup>th</sup> - No Subject – XXX  
Sept. 26<sup>th</sup> - Advertising memberships on Facebook – XXX  
Sept. 26<sup>th</sup> – Family Emergency – XXX

**25. Next Board Meeting: Park Board Room Oct. 21<sup>st</sup> 9am.**

**26. Meeting Adjourned: 9:18 PM.**

**Minutes Prepared by Frances Toebaert, Secretary**

### ***Schedule B***

#### **CARETAKERS REPORT – Frank Fong SEPTEMBER 2023**

1. Modify fence for new electrical on #103.
  2. Install gutter downpipe around office.
  3. Install gutters on storage shed by garbage cans.
  4. Closed pool and winterized pool washrooms.
  5. Rolands’s trailer moved to new location.
  6. Work on new location on going
  7. Clean up old location.
  8. Cleaned out 3 storm drains in front of the office.
  9. Removed plywood off office windows and reinstalled blinds.
- This report does not include regular duties.

#### **OFFICE ADMIN REPORT - September, 2023 – Lynn Gordon**

There were reminder 35 letters for liability insurance sent out September 13, 2023

Reminders for October 2023 24 letters were sent out September 13, 2023

**Just a note:** Even though with every email sent out I put in the updated rule where the lot number and park address are to be on the form and there has been nothing but arguments with members and insurance agencies. Is there something else that should be added?

*Please note the following:*

*The update regarding liability insurance. was voted in July 29, 2023*

5. Each membership must maintain a minimum of one million dollars (\$1,000,000.00), year-round, liability insurance for their site(s).

It is the members responsibility to ensure a current valid copy of proof of liability insurance, which includes the HHP park address and site number, is provided to the HHPA Office each year upon renewal of their policy.

Please have the above noted on your policy added.

Thank you

- There are 7 boat stalls not being used.
- There is 1 site for the scheduled meeting appointment on September 30<sup>th</sup> @9am Confirmed 199 Evergreen Oval
- There are currently 35 sites for sale.
- There are 3 outstanding payments for cleanup the gate cards have been deactivated.
- There is a new list that I do not have amounts for.
- There are 5 outstanding payments for the internet.
- From the AGM are there any changes to the Rules and Regulations?
- Does not include any daily office duties.

Thank you very much for taking the plywood off the windows. It is great to have sunlight again!

Lynn

### **Schedule C**

#### **Special Projects Report - Special Projects Litle:**

- Front gate was repaired and put back into operation.
- Removal of plywood window covering in office was completed.
- Roland's trailer will be to its new location on Sept 23.

#### **Treasurer Report – Kelly Stanoffsky**

- Ongoing work is being done with the Office Administrator regarding Monthly updates to Members Liability Insurance and those that are non-compliant. We currently have a large list of members that we are contacting to get additions/corrections to their policy wording to include the park location address and the member site number.
- As we head into the final month before the park closes for the season. I would like to remind members that the weeds are already growing at a great pace. Please bring some salt to your site and give the ground a good covering before you close up to assist in slowing down the fall growth.
- Reminder to the board and membership that November to March is the time of year when our 3 staff take their vacation during the park Winter Closure.
- I have been working with individual members that are reaching out with difficulties with their internet to get the issues resolved with our Shaw Rep. If members are still having billing issues and being invoiced please send an email to [bulkaccountinquiries@sjrb.ca](mailto:bulkaccountinquiries@sjrb.ca) and cc [treasurer@harrisonholidaypark.com](mailto:treasurer@harrisonholidaypark.com) so I can try to assist if possible.
- Shaw Internet will shut down automatically on October 31, 2023, and members are not required to return any equipment it stays in their trailer. Shaw will activate all accounts again on April 1, 2024. Billing for the 2024 – 2025 season will be due for those Bulk Internet members at the same time as the 2024-2025 dues.

- Winter Security packages have been prepared to hand out to the members selected Saturday September 30<sup>th</sup>, 2023 at 930am in the clubhouse
- Snapshot of Budget VS Actual Financials on July 31,2023 were reviewed with this new board.

**ACTION ITEM:** Treasurer to meet with Liaison and President to review budget further re Winter Project spending.

Harrison Holiday Park Association  
DRAFT Budget May 1 2023 - April 30 2024

		Budget	Snap Shot Qtr 1	
		May 1 2023 - Apr 30 2024	May 1 2023 - July 31 2023	
1				
2				
3				
4				
5	<b>REVENUE</b>			
6	Total Dues based on budget \$1660.00	Annual Dues (410 lots x \$1479.50)	606,185.00	606,185.00
7		Special Assessment - Shaw Cable (410 lots x \$181.50/7 months)	74,414.00	74,415.00
8	NEW Income	Shaw Internet (Individual Member Bulk 5 year program)	-	32,329.40
9		Interest Income	5,000.00	3,767.83
10		Laundry	2,700.00	1,042.00
11		Site Transfer Fees	1,000.00	300.00
12		Speeding Tickets and Fines	600.00	2,303.50
13		Winter Hydro	10,000.00	Includes fines for weeding
14		Boat Storage Fees	3,000.00	1,400.00
15		Misc Revenue	1,546.00	1,415.00
16		Other Income Kids Program	200.00	-
17		<b>TOTAL REVENUE</b>	<b>\$ 704,645.00</b>	<b>\$ 722,856.73</b>
18				
19				
20	<b>EXPENSES</b>			
21		5% of Dues - Contingency	30,309.25	30,309.25
22		Wages (EI, Corp. Tax, Vac Pay, Benefits + 3% raise + 1% Xmas Bonus)	154,506.00	43,350.19
23		Office Expenses	6,000.00	1,753.91
24		Accounting Services	6,000.00	-
25		Bank Charges/Misc charges	900.00	147.81
26		AGM and Board Expenses	3,000.00	664.87
27		Boat Storage Expansion	3,000.00	1,575.00
28		Legal Expense	3,800.00	-
29		Maintenance - General	6,000.00	619.40
30		Maintenance-Water System	10,000.00	3,094.71
31		Maintenance - Building	19,000.00	549.81
32		Maintenance - Equipment	2,800.00	2,346.90
33		Replace/Repair Electrical	2,500.00	-
34		Maintenance - Paving	5,800.00	-
35		Maintenance - Clubhouse	7,300.00	7,338.66
36		Garbage Removal	9,000.00	5,724.75
37		Washroom Supplies	4,200.00	2,516.58
38		Washroom Maint/Repairs	3,000.00	208.57
39		Pool - Maint/Repairs/Chemicals	9,200.00	3,444.56
40		Equip/Tool - Rentals/Purchase	3,500.00	291.77
41		Maintenance - Hydro	2,000.00	15,254.95
42	NEW Expense	Electrical Repairs	-	19,020.31
43		BC Hydro	92,300.00	31,712.96
44		Fortis Gas	9,500.00	1,694.42
45		Shaw Cable	75,920.00	41,523.95
46	NEW Expense	Shaw Internet (Individual Member Bulk 5 year program)	-	11,838.40
47		Telephone/E-mail Equipment/Security Cameras/Cell Phones	11,600.00	3,288.66
48		Sewer Maintenance	2,500.00	-
49		Insurance - Buildings/Equipment/Volunteers	43,395.00	40,475.00
50		Property Taxes	105,000.00	98,182.06
51		Village HHS Sewer/Water	52,624.00	49,526.52

Harrison Holiday Park Association  
DRAFT Budget May 1 2023 - April 30 2024

50		Tractor - Repairs & Maintenance	3,000.00	294.18	
51		Vehicle - Repairs/Maintenance/Fuel	10,000.00	2,254.29	
52		Insurance - Vehicle	1,600.00	1,579.00	
53		Tree Cutting/Removing & Wind Damage	22,000.00	1,260.00	
54		Landscaping/grounds/Plants (Park Enhancement)	2,500.00	4,342.47	
55		Dog Park Expense	500.00	313.49	dog bags & smaller garbage bin & smaller garbage can bags
56	NEW	Park Safety & Equipment	2,000.00	-	First Aid kit replenishment/ Emergency Exit Signage
57		Lighting & Electrical (Park Enhancement)	4,500.00	-	LED Conversions Lites, Electrical
58		Kids Program - Expense	1,800.00	-	
59		Website & Email Expense	2,500.00	-	Go daddy email addresses and Website domain fees
60		<b>TOTAL EXPENSES</b>	<b>704,645.00</b>	<b>382,488.15</b>	
61					
62		<b>BUDGET SHORT/OVER</b>	<b>0.00</b>	<b>340,368.58</b>	
63					
64		<b>Contingency Fund Expenditure to be spent in budget year May 1 2023 to April 30 2024</b>			<b>Contingency Amount</b>
65	1	Assistant Caretaker Trailer Relocation & Upgrades to Well head	\$ 20,000.00		Approved by membership at April 2023 SGM
66		<i>Trailer Health Identified and Timed to remove trailer over wellhead by Dec 31 2023</i>			
67					
68		Phase 2 Bathroom Reno			
69		shower pan bases / seal grout	\$ 20,000.00		Approved by membership at April 2023 SGM
70		<i>(\$16,700 for tile work and showers)</i>	\$ 40,000.00		