

BOD Minutes

Harrison Holiday Park Association
In Person Meeting at HHPA Club House
Sat. Oc. 21st, 2023 @ 8:30am

Board Members in attendance:

President	Letti Forsyth
Vice President	Linda Costain
Secretary	Frances Toebaert
Treasurer	Kelly Stanoffsky
Special Projects	Curtis Litle
Park Liaison	Larry Sargeant
Park Safety and Enhancement	Ron Wallace

Staff:

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

Regrets:

None

Items for discussion:

1. **Meeting Called to Order:** 8:37am
2. **Additions to Agenda:** Add kitchen supplies – added to report for Liaison.
3. **Approval of Agenda:** Approved.
4. **Approval of past BOD meeting minutes:**
 - **Sept. 27th, 2023** – approved Oct 27th via Email.
5. **Staff Reports – (See Schedule A):**

Caretaker:

Action – President to discuss with member volunteers about coordinating with caretakers when assisting with kid's club projects.

Action – Liaison & Treasurer to review with Winter security members about location of parking vehicles for winter stay at the upcoming meeting on Oct. 28th.

Action – Caretakers to supply Special Projects the amount of feet needed for gutter guards to finish off gutters in remaining buildings.

Office Administrator:

Discussion regarding outstanding liabilities and the ongoing challenges for the Office Administrator to obtain the appropriate detailed documentation.

Action – The Treasurer will continue to monitor outstanding liability insurance past due date. The treasurer will review and update the memo currently being sent to members explaining to them why the update to the rule was made.

6. Board of Directors reports (See Schedule B):

Treasurer: confirmed funding was available for snow blower from operations budget and shed was purchased from well head budget

Liaison – Kitchen equipment – Liaison shared concerns from members that our Kitchen is not properly stocked. A suggested list was presented to be purchased for the kitchen prior to next season.

Action - Treasurer to review budget to see if funds are available for Clubhouse in current budget. President to reach out to Clubhouse enhancement committee to see if there are any available funds left over in their “budget” and if they are willing to consider purchasing any Kitchen supplies?

7. In Camera meeting:

In Camera meeting started: 9:41 am Oct 21/23

In Camera meeting Ended: 9:54 am Oct 21/2023

8. HHPA 50th Anniversary from Social Committee (President):

Social Committee Director submitted a request for a budget for the 2024 summer season to Celebrate the 50th year of the park.

Action – Motion to add to the budget for 50th anniversary of \$12,300 (\$30 dollar per membership) as a special levy to the 2024/2025– approved. This will still need to be approved by the membership at the April GM.

9. Noise Complaints (President):

Action – Investigation complete and a response will be sent to both parties.

Action – Board will review procedure for responding to noise complaints.

10. Assistance Caretaker Awning (Liaison):

A new awning was purchased as part of the Assistant Caretaker’s relocation budget.

Awning will remain park property.

11. Laundry Room access (Special Projects and Park Enhancement):

Discussion included pathway to laundry.

Action: need new walk bikes signage. Special Projects and Enhancement & Safety are reviewing the completed Assistant Caretaker relocation project and will update BOD at next meeting.

Special Projects to review AED location.

12. Paperwork for contractors in park –

Action – Review of Policy and Procedures to define what level of documentation needed for various level of contractors is ongoing.

13. Caretaker’s Winter Maintenance Update (Liaison):

Winter projects have commenced. President suggested Liaison to prepare a written report for future meetings updating on what has been done.

14. Well Pump (Special Projects):

Ongoing. Update to be provided at next meeting.

15. Boat Storage (Liaison): Ongoing.

16. Digital Sign Board (Park Enhancement and Safety): Tabled

17. Winter Security Update (Treasurer):

The final meeting with Winter Security will be held Oct 28th. Winter Security to run from Nov 1, 2023, to March 31, 2024.

18. Internet Update (Treasurer):

- Ongoing work with individual members that are reaching out with difficulties with their internet final billing. If members are still having billing issues and being invoiced please send an email to bulkaccountingquiries@sirb.ca and cc treasurer@harrisonholidaypark.com so the Treasurer 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.

19. Next steps regarding the office building (Special Projects): Tabled

20. Front Gate Update, exit options and Security Cameras (Special Projects): Tabled

21. Update re Emergency Response Document (Enhancement): Tabled

22. Update re confidential files project (Privacy Officers): Ongoing

23. 50 Amp Upgrade (Special Projects): Tabled

24. Speeding, Parking, Weeding (President):

Action – to create a clear policy procedure (VP and Liaison to bring to next meeting) – any vehicle left in the park off season needs to have full insurance – and proof of insurance at office.

25. Kids Club Update and non member updates (President): Tabled

26. Update re alternate RV roof structure proposal committee (Liaison): Tabled

27. Tree Trimming -

Action – To review tree policy this winter before any additional applications is received before the 2024 season.

Correspondence:

Incoming

- Sept. 17th - Stop the Noise - Lot XXX
- Sept. 19th – Frustration and Thoughts – Lot XXX
- Oct. 14th – New Pathway – Lot XXX
- Oct. 18th – Noise Complaint brought to our attention – Lot XXX

Outgoing

- Oct. 20th - Member motion – Lot XXX
- Oct. 20th – Kids Club Painting – Lot XXX
- Oct. 20th – Tow Truck Speeding – Lot XXX

- Oct. 20th – Ideas for Consideration – Lot XXX
- Oct. 20th – Kids Club – Lot XXX
- Oct. 20th - Racial Slur by member – Lot XXX
- Oct. 20th – Complaint – Lot XXX
- Oct. 20th – Complaint against a member – Lot XXX
- Oct. 20th – AGM Sept. 2nd – Concern Lot XXX
- Oct. 20th – Dog Park Grass – Lot XXX
- Oct. 20th – Negative Remarks – Lot XXX
- Oct. 20th – Pool Closure – Lot XXX

President and Treasurer are still handling this past season’s internet and Weed correspondence together with Office Administrator.

28. Next Board Meeting: Nov 28th – Location Langley – 6pm

29. Meeting Adjourned: 11:47am

Schedule A

CARETAKERS REPORT – Frank Fong Oct. 2023

- A. Winterized pool and pool washrooms
- B. Pathway to laundry is complete
- C. Sprayed moss on all roofs
- D. Clean out all storm drains
- E. Back and front fences Roland’s site in progress
- F. Install new gutter at far side of office and storage shed
- G. Relocate gutters around office
- H. Leaf cleanup ongoing

This report does not include regular duties.

Action: Caretakers to supply the amount of ft need for gutter guards to finish off gutters. To review the Contractor hours off season – might have to update rule to clarify.

OFFICE ADMIN REPORT October, 2023 – Lynn Gordon

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

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

Reminders for November will be going out Friday Oct 20, 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 currently 36 memberships for sale.
- There is 1 outstanding payment for cleanup the gate card have been deactivated.
- The new list for cleanup they have until October 20th to pay and then gate cards will be deactivated.
- There are currently still 4 outstanding lots that have not paid for their internet.
- Does not include any daily office duties.

Action – fines for outstanding liability insurance past x date – to review to add to fines under Safety.

Treasurer to update the memo to be sent to members explaining to them why the update to the rule was made.

Lynn

Schedule B

Treasurer Report

October 20, 2023

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.
- Working on Winter lists and expenditures with new board members and staff
- Ongoing work with individual members that are reaching out with difficulties with their internet final billing. If members are still having billing issues and being invoiced please send an email to bulkaccountinquiries@sjrb.ca and cc treasurer@harrisonholidaypark.com so I can try to assist if possible.
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- Winter Security will start November 1, 2023
- Review of Winter Expenditures with BOD
- Snapshot of Bank at Sept 30, 2023

Chequing	15,196.75
Savings	307,586.12
<u>Contingency</u>	<u>457,185.99</u>
TOTAL	\$ 779,968.86