

BOD Minutes

Harrison Holiday Park Association
Zoom Meeting
Monday Jan 29th, 2024 @ 6pm

Board Members:

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: Staff absent due to evening meeting.

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

Items for discussion:

- 1. Meeting Called to Order:** 6:04 pm
- 2. Additions to Agenda:** None
- 3. Approval of Agenda:** Approved
- 4. Approval of past BOD meeting minutes:**
 - **Oct 21st** – Approved Jan 5/24 via Email.
 - **Dec. 11th** _ Minutes undergoing final approval.
- 5. Staff Reports – (See Schedule A):**
 - **Caretakers Report**
 - **Office Administrator Report:** Discussions on process of emailing about liability insurance.
Action - To make sure that the email auto response is working while people are off.
- 6. Board of Directors reports**
 - **Treasurer Report:**
 - Treasurer is working on Year End, staff T4s and finishing financial projections for April 30th year end.
 - Working on liability insurance files with Office Administrator.
 - Working on draft budget for the 2024/25 season.

Snapshot of Bank at December 31, 2023

Chequing Account	\$ 1,009.61
Savings Account	\$185,493.77
<u>Contingency Account</u>	<u>\$457,185.99</u>
TOTAL	\$643,689.37

- 7. Opening Park (President):** Discussion was held regarding the spring official opening. Although Easter falls on the last weekend in March, it was determined that according to Bylaw B.3 we are unable to open prior to the regulated date of April 1st. The winter booking rule remains in effect for the Easter weekend.
- 8. Setting GM Date (President):** Saturday, April 13th, 2024, at 10am, in the Clubhouse. Registration will be open at 9am. Package to be sent out by March 28th, 2024.
- 9. HHPA 50th Anniversary and Social Committee Update (President):**
- Social Committee has confirmed funds are in place for the coming up year's regular events.
 - Board and Committee are investigating other means for fundraising.
 - Planning has commenced for the anniversary events pending the budget approval from the membership at the April 2024 GM meeting.
 - Committee working to finalize planning the Anniversary event.
- 10. Caretaker's Winter Maintenance and Projects update (Liaison):**
- Confirmation received that the 2024 firepit permit has been obtained.
 - Discussion was held about tree removal completed in December.
 - Action – Liaison will review paperwork and report back.
- 11. Well Pump (Special Projects):**
- Action - Caretaker waiting for Inspector Report. Special Project to review adding protection around the well head.
- 12. Boat Storage (Park Enhancement and Safety):**
- Gravel has been added to boat storage and weed cleanup done.
 - Caretakers are reviewing trailer placement to maximize usage.
- 13. Digital Sign Board (Park Enhancement and Safety):**
- Working with Caretakers to determine sizing of box for housing the sign.
- 14. Front Gate Update, exit options and Security Cameras (Special Projects and Treasurer):**
- Action: Treasurer is continuing to research options with Shaw.
- 15. Update re Emergency Response Document (Park Enhancement and Safety):**
- Action: Park Enhancement will continue to update.
- 16. Update on destroying old Accounts Payable Files (Treasurer):**
- A request was made by the Office Administrator to manage the backlog of many years of accounts payable boxes that have been stored in the attic of the laundry room and in the crawlspace under the caretaker's house. This past spring the Treasurer and Vice President of 2023 retrieved the boxes and stored them in the Caretaker's garage. The income Tax act requires organizations including nonprofit to keep financial records for seven years. On Jan. 12th, 2024, all boxes were opened and reviewed by three board members and our office administrator to ensure these boxes met within these guidelines. This undertaking was completed in 8 hours. A motion was made by the Treasurer on Jan.13th, 2024 as follows. Motion to destroy 25 boxes of accounts payable from May 1991 to April 2015. Seconded by the President and approved. The cleaning up of old documentation and prep for destruction has been completed and a new procedure had been put in place for annually destroying

8-year-old accounts payable, so we avoid a future backlog. Treasurer and Office Administrator to schedule destruction of records.



17.50 Amp Upgrade (Special Projects):

- Action: Tabled – research is ongoing.

18. AED (Park Enhancement and Safety)

- Action: to see if parts are available for old AED to enable a 2nd unit available. Tabled until park open.

19. WHIMIS training for one of the caretakers (Park Safety and Enhancement):

- Action: On-line certification available. Caretakers have been sent link to take training

20. Member/Park Safety (Park Safety Park Enhancement)

- Safety groups/person(s) - (a) Fire Response & (b) First Aid (minimum Level C or Health practitioner member)**
- Fire Response volunteers to be made familiar with: What – Where – How Fire hoses work – perform a trial run**
- Proof test furthest fire hose location (#221 Park) from water pump(s)**
- Metal safety signs**
- Annual Fire Drill and Systems test**
 - Action: Park Enhancement will continue to update in preparation for Park opening.

21. Policies and Procedures (President):

- **HHP Anti Bullying / Harassment Policy / Procedure:**
- **Noise Complaints Policy and Procedure:**
- **Speeding, Parking, Weeding (Vice-President and Liaison):**
- **Trees Requests Policy and Procedures (President and Treasurer)**
- **Paperwork for contractors in park (Treasurer and Liaison)**
- Action: Policies in progress, will continue in email discussions.

22. Motion by Liaison to spend up to \$2,000 to spend on a lawyer for the logistic of listing lots on the MLS – 2nd by Park Safety. – Approved Action: President and Vice-President to investigate a quote for Lawyer

23. Correspondence:

Incoming

- Nov. 8th Walkway – Lot XXX
- Nov. 19th Concerning Tree – Lot XXX
- Nov. 22nd Foodsafe - Lot XXX
- Nov. 27th Unfinished Tree Removal – Lot XXX
- Jan 23rd Staff – Lot XXX
- Jan 23rd Minutes – Lot XXX
- Jan. 25th Fire risk in our Park – Lot XXX
- Jan 27th Outdoor Bandstand – Lot XXX

24. Next Board Meeting:

- Sunday February 25th, 2024, with Staff, 9:30 am.

25. Meeting Adjourned: 9:22 pm.

Schedule A

CARETAKERS REPORT – Frank Fong

CARETAKERS & ASSISTANT CARETAKER REPORT JANUARY 2024

1. Tighten laundry room door hinges.
2. Rebuild (support firewood storage).
3. Boat area has been cleared to an extent.
4. Remove tree stump from 146 & 269.
5. Repair water problem at 109.
6. Install shade covers for brightness exterior lights at the Clubhouse.
7. Sparrow showers have been completed.
8. Xmas decorations have been put out and taken down.
9. Replaced office interior lights $\frac{3}{4}$ done.
10. Water box riser installed at the island at Maple/Park one left.
11. Replace pump in pressure washer.

This report does not include regular duties.

OFFICE ADMIN REPORT - Lynn Gordon

January 2024

Membership Insurance and Liability:

Reminders for November 2023 - 28 letters were sent out Oct 26, 2023.

Reminders for December 2023 - 12 letters were sent out November 24, 2023

Reminders for January 2024 sent out December 17, 2023

Reminder liability insurance for December 22, 2023

Reminders for February 2024 sent out January 14, 2024

Audit for Additional Insurance and Liability Requirements:

Requirement for site # and or address sent out Dec 22, 2023

6 sites

Requirement to show liability amount sent Dec 22, 2023

1 Site

Liability Amount needed: Request sent Jan 14, 2024

5 Sites

Requirement: Start and end date of policy Request sent Jan 14, 2024

1 Site

Requirement site # and or address: Request sent Jan 14, 2024

27 Sites

Just a note: In November I worked with the President and Treasurer to modify the letter being sent to members for missing insurance details. Since the updated letter we are getting a much better response and getting the documentation right away.

Site Cleanup Balance Owing:

Site XXX - This is the only site for cleanup left they had until October 20th to pay and then cards deactivated.

INTERNET - There are 4 outstanding payments for internet.

- Membership cards for 2024-2025 have been completed.
- I have started updating member information in Sage.

Lots For Sale:

- There are currently 36 for sale.