

# BOD Meeting Minutes

Harrison Holiday Park Association

Zoom Meeting

Monday Dec. 11<sup>th</sup>, 2023 @ 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

## **Regrets:**

Staff absent due to an evening meeting.

## **Staff:**

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

## **Items for discussion:**

- 1. Meeting Called to Order:** 6:05 pm
- 2. Additions to Agenda: President - #26** – in camera meeting
- 3. Approval of Agenda:** Approved
- 4. Approval of past BOD meeting minutes:**
  - **Sept. 27<sup>th</sup>** – Approved by email Oct. 27<sup>th</sup>
  - **Oct. 21<sup>st</sup>** – Tabled - Still being reviewed.
- 5. Staff Reports – (See Schedule A):**
  - **Caretakers Report**
    - Action: To ask Caretakers to clarify to identify what work is completed by an outside contractor in their reports
  - **Office Administrator Report**
    - Action: Continuing to have member liability insurance documents updated. Working with Treasurer to update the procedure for dealing with missing details on liability insurance.
- 6. Board of Directors reports (See Schedule B):**
  - **Special Projects**
  - **Treasurer**
    - Action – to have a board review of Finances in January.
    - Action – clean up of old (over 10 years) documentation and prep for destruction.

**7. Proper use of emails (President):**

- Discussion held regarding proper use of emails. BOD should always reply to the last email sent, and only reply with information relevant to the email.

**8. Obtaining Approvals (President):**

- Discussion held on the procedure of obtaining approvals for budgeted items, and non budgeted items.

**9. HHPA 50<sup>th</sup> Anniversary and Social Committee Update President):**

- Action – President will schedule meeting with Social Director and Treasurer.
- Action – to request Committee to submit a proposal including cost.

**10. Laundry Room Access (President):**

- Special Projects inspected the new laundry room access. Reported that a scooter can pass through the space easily and wide enough to walk through with a laundry basket or wagon.
- Action - to post a sign to walk bikes.

**11. Caretaker's Winter Maintenance and Projects update (Liaison):**

- Bathroom upgrades ongoing. Action: to strip and clean the bathroom floors and seal the grout.

**12. Well Pump (Special Projects):**

- Action - Caretaker waiting for Inspector Report by end of year.

**13. Boat Storage (Park Enhancement and Safety):**

- See attached diagram. Action: to setup clear layout for use of the boat storage going forward. Need to research further use of the storage area.

**14. Digital Sign Board (Park Enhancement and Safety):**

- Action: reviewing how to update the contents.

**15. Next steps regarding the office building (Special Projects):**

- See report in schedule B.

**16. Front Gate Update, exit options and Security Cameras (Special Projects):**

- Action: Treasurer is continuing to research options with Shaw.

**17. Update re Emergency Response Document (Park Enhancement and Safety):**

- Action: Park Enhancement will continue to update.

**18. Update on confidential files project (Privacy Officers):**

- Finished separating the Confidential information in membership files, moved to Pipa Files.

**19. 50 Amp Upgrade (Special Projects):**

- Action: Tabled – research is on going.

**20. Update re alternate RV roof structure proposal committee (Liaison):**

- Action: Tabled.

**21. AED (Park Enhancement and Safety)**

- Action: to see if parts are available for old AED to enable a 2<sup>nd</sup> unit available.

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

- Action: On-line certification available – to review to send both caretakers.

**23. Member/Park Safety (Park Safety Park Enhancement)**

**a. Safety groups/person(s) - (a) Fire Response & (b) First Aid (minimum Level C or Health practitioner member)**

- Action: to put out a request for volunteers of Fire Responder/First Aider to make up a go to list.

**b. Fire Response volunteers to be made familiar with: What – Where – How Fire hoses work – perform a trial run.**

- Action: Create a “fire brigade”, and setup training.

**c. Proof test furthest fire hose location (#221 Park) from water pump(s)**

**d. Metal safety signs**

- Action: review where to place signage.

**e. Annual Fire Drill and Systems test**

- Action: To setup a “Fire Drill” training

**24. Policies and Procedures (President):**

- **HHP Anti Bullying / Harassment Policy / Procedure (Vice President and Park Enhancement & Safety)**
- **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.

**25. In Camera Meeting:**

- Start: 8:45 pm
- End: 9:31 pm

**26. Correspondence:**

**Incoming**

- Oct. 24<sup>th</sup> Looking for a response – Lot xxx
- Nov 5<sup>th</sup> Leaf Blower – Lot xxx
- Nov. 8<sup>th</sup> Walkway – Lot xxx
- Nov. 18<sup>th</sup> Internet – Lot xxx
- Nov. 19<sup>th</sup> Concerning Tree – Lot xxx
- Nov. 21 Follow Up question – Lot xxx
- Nov. 22<sup>nd</sup> Foodsafe - Lot xxx
- Nov. 27<sup>th</sup> Unfinished Tree Removal – Lot xxx
- Nov. 29 Christmas Decorating – Lot xxx

**Outgoing**

- Nov. 2<sup>nd</sup> Frustration and Thoughts – Lot xxx
- Nov. 12<sup>th</sup> Leaf Blower – Lot xxx
- Nov. 16<sup>th</sup> Noise Complaint – Lot xxx
- Nov. 16<sup>th</sup> Noise Complaint – Lot xxx

- Nov. 22<sup>nd</sup> New Pathway – Lot xxx
- Nov. 22<sup>nd</sup> Internet – Lot xxx
- Dec. 10<sup>th</sup> Christmas Decorating – Lot xxx

**27. Next Board Meeting:**

- Monday January 15<sup>th</sup>, 2024, normal meeting 6 pm.
- Monday January 29<sup>th</sup>, 2024 for Budget 6 pm.
- Sunday February 25<sup>th</sup>, 2024 with Staff, time to be announced.

**28. Meeting Adjourned: 9:54 pm**

*Schedule A*

**CARETAKERS REPORT – Frank Fong**

1. Red tape non insured lots.
2. Roland’s front and back fences completed.
3. Clean up leaves – on going.
4. Removed speed bumps for snow plowing purpose.
5. Swings, basketball nets and volleyball net put away for the winter.
6. Tractor went in for maintenance – and repair.
7. Disconnect mower deck and put on counter weight for the tractor.
8. Organize equipment under awning to get ready for winter.
9. Picnic tables are in storage for the winter.
10. Fixed water leak lot 1 also fixed water leak by clubhouse.
11. Cleaned all gutters – on going.
12. Inspected under the office with Curtis.
13. New unit lot 336 backed in.
14. Saved member 2 hrs of driving by recovering deck furniture.
15. Screwed on post caps for Roland’s fence.
16. Locked satellite washrooms for the winter.
17. Winterized satellite washrooms.
18. Clubhouse furnace was serviced (by Century – part ordered).
19. Removed unworking Xmas lights that were around the office.
20. Demo Sparrow showers in preparation for retiling.

**OFFICE ADMIN REPORT - Lynn Gordon**

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

Just a note: This is still an issue. 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.

There are currently 36 for sale.

This is the only site for cleanup left they had until October 20<sup>th</sup> to pay and then cards deactivated.  
Site xxx

There are 4 outstanding payments for internet.

Membership cards for 2024-2025 have been completed.

Does not include any daily office duties.

Lynn

### ***Schedule B***

#### **Special Projects – Curtis Litle**

This report was compiled by: Curtis Litle Special Projects HHPA Oct 27 2023

#### **Office Crawl space inspection Report**

A Visible inspection was done by Curtis and Frank of the Main Office Building on Oct 26 2023.

The inspection was of the office building foundation pony walls, footings, floor joist, load beams, sump and moisture penetration in the crawl space.

#### **Findings: Foundation walls and footings:**

- All foundation walls and footing show no signs of moisture /age degradation.
- The NE corner of the building foundation and footing has sunk approximately 1 1/4" and shows a crack in the wall from the movement. I believe this was due to improper placement of the roof eve drain down pipe not being routed far enough from the building foundation. This issue has been solved. Frank informed me that the down pipe was re-routed sometime ago.

#### **Joist load beams and support legs, wood / adj metal post:**

- The beam under the boardroom and laundry room has a support leg on the South end showing signs of dry rot, and the beam has settled about 3/4" on that end. The support leg needs to be rebuilt and or better replaced with an adjustable metal post to allow for slow adjustment to raise the beam back up into the correct position.
- The beam under the office /entry area has a crown near the center of the beam of about 2". Most like due to ground movement below the cement pile for the support leg. The beam needs to be lowered slowly over time to not cause any structural cracking and or damage.

#### **Moisture and water penetration:**

- The Crawl space is dry and does not smell wet or moldy, the sump is bone dry and appears to not have had any water present in a long time.
- The area under the office / entry was insulated with pink between the joists. Most of the insulation has fallen down and is laying in the floor and is mostly unusable.
- The crack in the NE corner of the foundation wall will need to be filled and sealed with a waterproof caulking to stop any water entry and or pest entry.

#### **Summary of maintenance required:**

- Fill and sealed the crack in the NE corner of the foundation wall with a waterproof caulking
- Replace the South end wood beam support leg that is showing signs of dry rot with an adjustable metal post to allow adjustment of beam back up in to place.

- The center wood support leg for beam under the office /entry area needs to be replaced with an adjustable metal post to allow lowering of the center of the beam about 2 ". The beam needs to be lowered slowly over time to not cause any structural cracking and or damage.
- The entire crawl space needs to be cleaned. All the fallen insulation and loose debris and waste construction materials need to be removed and disposed of.

**Treasurer’s Report: Kelly Stanoffsky:**

December 11, 2023

- 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 over 75 members whose policy wording does not meet the requirements. IE: additions/corrections to their policy wording to include the park location address and the member site number.
- 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](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 is all in place and reports are coming in but now without some follow-up from Lynn.
- YTD itemized Snapshot included this month May 1 – Nov 30 2023

**Snapshot of Bank at November 30, 2023**

Chequing Account	\$10,096.08
Savings Account	\$217,420.70
<u>Contingency Account</u>	<u>\$457,185.99</u>
TOTAL	\$684,702.77

- I will be contacting Pacific Blue Cross with regards to what our benefits plan looks like and what it covers as new CRA ruling re dental details need to be reported on T4’s for 2023.
- CRA CPP and EI changes for 2024 costing employees and employers more money
- These new rates were not reflected in the 2023/24 budget so there will likely be a shortfall.
- Next Winter Project planned is purging of old accounts payable invoices 10-25 years old.
- Lynn will be doing and update to the Sage Accounting System with all member details to be entered into this one place.
- Letti/Kelly & Lynn will be reviewing the forms and process for membership sale/transfer/documentation.
- Letti/Kelly will be reviewing the process, forms, and procedures for membership notification on tree form.

		Budget	Snap Shot
		May 1 2023 - Apr 30 2024	May 1 2023 - Nov 30 2023
1			
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5	<b>Total Dues based on budget \$1660.00</b>	Annual Dues (410 lots x \$1478.50)	606,185.00
6		Special Assessment - Shaw Cable (410 lots x \$181.50/7 months)	74,414.00
7	<b>NEW Income</b>	Shaw Internet (Individual Member Bulk 5 year program)	-
8		Interest Income	5,000.00
9		Laundry	2,700.00
10		Site Transfer Fees	1,000.00
11		Speeding Tickets and Fines	600.00
12		Winter Hydro	10,000.00
13	<b>In/Out income earmarked for boat area reno</b>	Boat Storage Fees	3,000.00
14		Misc Revenue	1,546.00
15	<b>NEW Income</b>	Site Cleanup	-
16		Other Income Kids Program	200.00
17		<b>TOTAL REVENUE</b>	<b>\$ 704,645.00</b>
18			<b>\$ 746,368.78</b>
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40	<b>NEW Unexpected Expense</b>	<b>Electrical Repairs</b>	<b>-</b>
41		BC Hydro	92,300.00
42		Fortis Gas	9,500.00
43		Shaw Cable	75,920.00
44	<b>NEW Expense</b>	Shaw Internet (Individual Member Bulk 5 year program)	-
45		Telephone/E-mail Equipment/Security Cameras/Cell Phones	11,600.00
46		Sewer Maintenance	2,500.00
47		Insurance - Buildings/Equipment/Volunteers	43,395.00
48		Property Taxes	105,000.00
49		Village HHS Sewer/Water	52,524.00
50		Tractor - Repairs & Maintenance	3,000.00
51		Vehicle - Repairs/Maintenance/Fuel	10,000.00
52		Insurance - Vehicle	1,600.00
53		Tree Cutting/Removing & Wind Damage	22,000.00
54		Landscaping/Grounds/Plants (Park Enhancement)	2,500.00
55	<b>NEW</b>	Site Cleanup	-
56	<b>NEW</b>	Dog Park Expense	500.00
57		Park Safety & Equipment	2,000.00
58		Lighting & Electrical (Park Enhancement)	4,500.00
59		Kids Program - Expense	1,800.00
60		Website & Email Expense	2,500.00
61		<b>TOTAL EXPENSES</b>	<b>704,645.00</b>
62			<b>576,040.89</b>
63		<b>BUDGET SHORT/OVER</b>	<b>0.00</b>
64			<b>170,327.89</b>
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69	Phase 2 Bathroom Reno	Satellite Washroom Renovation Phase 2	
70	shower pan bases / seal grout	Sparrow Building 1 Ladies Showers & Mens Showers & Bulge In Wall	\$ 20,000.00
		(\$16,700 for tile work and showers)	
			\$ 40,000.00
			\$ 24,983.42