

# BOD Minutes

Harrison Holiday Park Association  
Zoom Meeting  
Sunday Feb. 25th, 2024 @ 9 AM

## **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:** 9:16am - 9:55am

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

## **Guests:** 10:01am - 10:26am

Member request to attend meeting – Lot XXX

## **Items for discussion:**

- 1. Meeting Called to Order:** 9:03 AM
- 2. Additions to Agenda:** Remove Schedule D from Anti Bullying
- 3. Approval of Agenda:** Approved
- 4. Approval of past BOD meeting minutes:**
  - **December 11<sup>th</sup>** – Approved via email Jan. 29th, 2024.
  - **January 29<sup>th</sup>** – Approved via email Feb. 18th, 2024
- 5. Staff Reports – (See Schedule A):**
  - **Caretakers Report**
    1. Thanked Caretakers for the improved look of the park.
    2. Caretaker requested approval for topsoil for Club house new grass area – **Approved.**
    3. Caretakers to review the depth of the pea gravel around Playground and confirm if top up is needed.
    4. Treasurer to order two back boards for the Basketball court. Frank to provide size.
    5. Look into a short-term hire for Start up to assist Caretakers on the days off (ie Tuesday to Friday). Proposed for consideration in the 2025 Budget.
    6. Replace 5 fan (rheostats) switches in the clubhouse and kitchen.
    7. Trench and conduit to be installed for Cable line to be run in two areas of the park.

8. Water tap to be installed near the fire pit after Cable Repair has been installed.
9. Pool planned to be ready for May long weekend.
10. Schedule annual inspection of transformer boxes every Fall. Enter into the Perpetual Calendar.

- **Office Administrator Report:**

Will continue to review liability. Treasurer and Vice-President to assist in follow-up of lots missing info. In hopes that we have all updated before season opening.

**6. Member's Request to attend:**

**In Camera: 10:01 am - End of In Camera: End: 11:09**

**7. Board of Directors reports: (See Report Schedule B):**

- **Vice President:**

- Discussion re: guest sign. (We have a board outside the office which is seldom used.)  
**Action:** VP will check with Lynn to ask her thoughts on this. Policy requires review.
- Discussion regarding Washroom Cleaning. **Action:** Review policy and consider checklist and review appropriate cleaning supplies

- **Special Projects:**

- **Park Enhancement and Safety:**

- **Action:** Fire Hose Testing – Perform tests to ensure there is enough water pressure if there happens to be multiple. Also need to get the second pump up and running.
- **Action:** Source a software/hardware program for the message board.
- **Action:** Review with the Local Fire Department to see if any additional information is required.

- **Treasurer Report and Budget Review:**

Quotes required for 2024 Budget Planning

- Special Projects provide a firm quote for – 3<sup>rd</sup> bathrooms, pool deck area leveling, 2<sup>nd</sup> sump pump etc.
- Discussion regarding the Shop Pick Up Truck, it is a 2007, has almost 200,000, the history of repairs done and maintenance schedule for shop truck.
- Liaison to source a 2<sup>nd</sup> mobile vehicle so the caretakers can work separately.
- Suggestion to hire addition summer help, countered to look at properly supporting caretakers with the correct equipment instead.
- Special Project Materials and Cost for the Bandstand stage extension – possible portable instead of fixed
- Caretakers request replacement of Tractor. Suggestion to maybe add a bobcat instead of replacing the tractor. So would have the two units. On hold as Tractor was just overhauled.
- Further discussion on all assets to happen with BOD at a later date.

**Snapshot of Bank at January 31, 2024**

Chequing Account \$ 867.20

Savings Account \$157,226.66

Contingency Account \$457,185.99

TOTAL \$615,279.8

#### **8. Pet disposal bags: (President):**

- The pet disposal bags seem to be being abused and is costing the park about \$1,000 a year. Use of these bags were supposed to be as an emergency when members found themselves without a bag. It was felt this money could be put to better use. **Action:** It was decided to remove the Pet Disposal Bag Boxes and advise Membership that it is their responsibility to provide their own bags.

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

- Confirmed water/power requirements can be met for the 50<sup>th</sup> Anniversary events tentatively scheduled. etc. – liability still under review.
- Planning on going.

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

- Noted that Winter is also the time when our staff take their holidays, as each staff member gets 5 weeks of time off. Now realize how this effects the amount of time available for winter maintenance and projects. Acknowledged that our expectations of what is completed need to reflect staff on site along with the weather.

#### **11. Boat Storage (Park Enhancement and Safety):**

- Finalizing number of spots – estimated is 21. (15 large and 6 small)

#### **12. Policies and Procedures (President):**

- **HHP Anti Bullying / Harassment Policy / Procedure:** just finalizing.
- **Noise Complaints Policy and Procedure:**
- **Speeding, Parking, Weeding (Vice-President and Liaison):** Vice-President to finalize and send to 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.

#### **13. Listing lots on the MLS (President)**

- Waiting for a quote from the lawyer to review our bylaws, rules & regulations regarding MLS listings. Phone call schedule for Monday Feb. 26<sup>th</sup>.

#### **14. Correspondence:**

- **Incoming (See Schedule D) –**
  - Jan. 31st - Shaw Wi-Fi Cable – Lot XXX
  - Feb. 1st - AED – Lot XXX
  - Feb. 16th - Property / Membership values – Lot XXX
  - Feb. 17<sup>th</sup> - Firepit – Lot XXX
- **Outgoing**
  - Feb. 1st - Walkway – Lot XXX

- Feb.1st - Food safe – Lot XXX
- Feb. 13th - Staff – Lot XXX
- Feb. 18th - Fire risk in our Park – Lot XXX
- Feb. 18<sup>th</sup> - Outdoor Bandstand – Lot XXX
- Feb. 19<sup>th</sup> - Unfinished Tree removal – Lot XXX
- Feb 22nd - Jan 23rd Minutes – Lot XXX

**15. Next Board Meeting:**

- **March 10<sup>th</sup>, 2024 9:30 – Budget Review**
- **Option if needed March 18<sup>th</sup>, 2024 – 6:30 – Budget Review**
- **April 7<sup>th</sup>, 2024 – 9:30 – In park Clubhouse.**

**16. Meeting Adjourned: 1:54 pm.**

***Schedule A***

**CARETAKERS REPORT – Frank Fong**

CARETAKERS & ASSISTANT CARETAKER REPORT  
FEBRUARY 2024

1. Completed installation of office lights.
  2. Plow roads.
  3. Fix water leak due to frost.
  4. Paint bare spot in clubhouse.
  5. Exterior clubhouse lights are complete along the boardwalk.
  6. Installed light timers @ Dogwood/Park and playground area.
  7. Installed gutter guards on house, both satellite washrooms and the pump house.
  8. Reinstall Sparrow washroom doors.
  9. In progress transferring materials from Roland’s old lot to the new one.
- This report does not include regular duties.

**Office Administrator’s Report – Lynn Gordon** - Note: Vacation Feb. 6 – 22, 2024

**Membership Insurance and Liability:**

**Green** gate cards deactivated and red tape on site.

**Yellow** have submitted and have a line through.

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

3 remaining outstanding.

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

1 remaining outstanding.

Reminders for January 2024 sent out December 17, 2023 – 16 letters sent out.

11 remaining outstanding.

Reminder liability insurance for December 22, 2023 – 2 letters sent out.

2 remaining outstanding.

Reminders for February 2024 sent out January 14, 2024 – 19 letters sent out.

14 remaining outstanding

Reminders for March sent out February 4, 2024 – 21 letters sent out.

21 remaining outstanding

## **Audit for Additional Insurance and Liability Requirements:**

Requirement for site # and or address sent out Dec 22, 2023 – 6 letters sent out.

4 still working on.

2 remaining outstanding.

Requirement to show liability amount sent Dec 22, 2023 – 1 letter sent out.

1 remaining outstanding.

Liability Amount needed: Request sent Jan 14, 2024 – 5 letters sent out.

3 remaining outstanding.

Requirement: Start and end date of policy Request sent Jan 14, 2024 – 1 Letter sent out.

0 remaining outstanding.

- 1. Requirement site # and or address:** Request sent Jan 14, 2024 – 27 letters sent out.  
**18 remaining outstanding**

- 2. Site Cleanup Balance Owing:**

One site outstanding.

- 3. INTERNET** - There are 4 outstanding payments for internet.

4. Still updating member information in Sage.

- 5. Lots For Sale:** There are currently 36 for sale.

6. On December 21, 2023 the office was made aware that site XXX had listed with a realtor and then had a potential sale below is the email in regards to the sale. I have not heard from or received any further communication from the member on XXX.

**\*Note As of Feb.26<sup>th</sup> I have still not heard from this member.**

## **Schedule B**

### **Vice President Report – Linda Costain**

I am in the process of preparing and compiling the documents to be included in the HHPA Policy and Procedures Manual.

- Bullying and Harassment Policy – under review
- Tenting on Members Sites Rule 1 A3
- Site Cleanliness/Tidiness (Maintenance) Rule 1G1
- Temporary Tarps Rule 2 D
- Guests Parking an RV on Park Property Rule 3C3
- Speeding Rule 5 A1
- Guests Parking an RV on Member(s) Rule 3C4
- Compliance with Park Rules and Regulations Rule 4A
- Gas Fire Pits – Green card and CSA approved Rule 5B
- Discharge of Firearms, Fireworks and all Weapons Prohibited – Rule 5D

### **Special Projects Report - Curtis Litle**

- 1. Front entrance TV display signboard.** - I have been in contact with Paul from site 117 who is a carpenter and is going to build us a weatherproof box for the TV that will be the display and message sign on the front entry billboard. The box will have a hinging front door with a Plexi glass insert front and screened vent holes on the bottom and the upper sides of the box for ventilation.

2. **Outside band stand and cover.** - I'm looking into adding on to our existing bandstand on the basketball court to increase the size for bands that have four or more members. I think that a portable platform put up in front of the existing permanent platform will work the best. Then it can be put away and stored when not in use. I'm also looking at building or purchasing a removable canvas covering that will go over top of the bandstand area to keep rain and tree debris from falling on the band when they're playing at the basketball court area.
3. **Front entry in and out camera.** - I will be getting in contact with Shaw. They currently look after our existing cameras in the park to find out what the options are to install an entry camera to have a view of the person (Driver) entering the park and an exit camera for Driver leaving the park. We will place them, so that not only we could have visible view of the driver's face, but also a view of the license plate.
4. **New well head extension protection.** - I'm looking into the best type of well head frame cage to protect the new well head extension in the storage area beside the clubhouse. The frame will stop any damage that may occur with trailers and equipment, moving in and out of that storage area.
5. **50-amp service and possible solar add-on package.** - I am looking into options of upgrading the power in the park to 50 Amps and it looks like it may not be affordable and therefore I'm also looking into a solar package that could be an add-on to the lots to lessen the load on the current 30-amp power supply to each lot that could be available to people wanting to add on the solar package.
6. **Office foundation, leveling floor** - In the month of April, I will be working with Frank and Roland to install the correct adjustable metal posts metal and repair the damaged wooden post on the beams in the office building. We will adjust the new metal posts elevation to level floor joist height down to re-level the floor.
7. **Additions to my list** – Inspecting our electrical vaults and all our breaker panel boxes to make sure they're waterproof, have no infestations and are structurally stable.

#### **Park Enhancement and Safety Report – Ron Wallace**

1. I could not assess the condition of the AED held in the office as it was closed when I arrived last week. The battery and pads will most likely need to be replaced if it is usable at all.
2. All metal safety sign Amazon links have been forwarded for purchase. I will talk with Frank/Roland about where to post when the signs arrive.
3. I have asked Frank/Roland for an update on their WHIMIS training.
4. I met with Cliff (#220) at HHP last week to further develop the HHP Emergency Response Plan. It should be ready for review in a week. I want to thank Cliff for his valued input.
5. Must proof test furthest fire hose location (#221 Park) from water pump(s) to determine pressure drop. (Larry and Curtis to assist?)
6. Propose we perform an annual Fire Drill (test the system at least) during the May long Weekend.