

BOD meeting Minutes

HPHA Boardroom

Sunday April 7th, 2024 @ 9:30am

Board Members:

President: Letti Forsyth

Vice President: Linda Costain

Secretary: Frances Toebaert

Treasurer: Kelly Stanoffsky

Special Projects: Curtis Little

Park Liaison: Larry Sargeant

With Regrets:

Park Safety and Enhancement: Ron Wallace

Staff: 9:33 am to 10:26 am

Head Caretaker: Frank Fong

Assistant Caretaker: Roland Lecompte

Office Administrator: Lynn Gordon

Items for discussion:

1. Meeting Called to Order: 9:33 am

2. Additions to Agenda: add Cable to include in 15

3. Approval of Agenda: Approved

4. Approval of past BOD meeting minutes:

- **Feb. 25th** - Approved via email April 3rd, 2024
- **March 10th** - Approved via email April 3rd, 2024

5. Staff Reports - (See Schedule A):

1. Caretaker:

- Cleanup and repair of the main breaker boxes.
- Trench for water to the fire pit in processes.
- Fixed the floor in Kid's club.

2. Office Administrator:

- Continuing to work on member's outstanding non-compliant liability insurance.

6. HHPA 50th Anniversary and Social Committee Update (President):

- Bottle return – the social committee has a new volunteer to handle the bottle recycling. Bins have been moved back to their original spots.
- 50th anniversary dinner will be partially subsidized by tickets sold and will be a sit-down dinner served buffet style by volunteers to control portions.
- Committee to review budget after GM.

- Requested ideas about fundraisers.
- Insurance for Anniversary event undergoing – rider required for the event.

7. Kids Club update (President):

- Adding an air vent to be installed by caretakers.
- Clubhouse will undergo a thorough cleaning and reorganization prior to opening in July.
- First weekend the employees may assist with the kid's events for the 50th if needed.

8. Electricity and Solar (Special Projects):

- Upgrading our current electrical 30 amp system to 50 amp may cost between 5 m and 6 m.
- Looking at alternative options for members to supplement their power and minimize circuit breaker tripping.
- Special Projects to create a document for circulation in spring memo.

9. Water Restrictions (Liaison and Treasurer):

- To add to spring memo – water and power saving tips. Use of timers, repair any water leaks, even a slow drip uses quite amount of water over time.

10. Building Perimeter Drains (weeping Tiles): Special Projects

- Look into weeping tile and drain cleanout – to review plans to see where clean outs are, and schedule clean out.

11. Green Waste Procedure (Treasurer):

- Migrate away from plastic. Suggestion will be added to Spring Memo.

12. Park Grass Releveling (Special Projects):

- Special Project to look into options and bring costs back for review.

13. GM Meeting (President):

- Package sent out to members on March 28th, 2024.

14. Policies and Procedures (President):

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

Policies in progress, will continue in email discussions.

15. Shaw Cable (Treasurer):

Park opening saw several issues with the shaw cable and shaw internet. A number of members have expressed their inability to connect. Board released a notice on how to contact Roger/Shaw Bulk accounts. Members with non park assigned equipment have been told they can not use such equipment. HD channels no longer seem to be available, along with Sports channels. Action: Treasurer to contact Roger's account rep and investigate problems.

16. Correspondence:

Incoming:

- Feb 22nd - Request to attend BOD meeting – Lot XXX
- March 22nd -Trailer Clean-up - Lot XXX
- March 22nd - Observations - Lot XXX
- March 22nd - Aviva Elite Rv Quote - Lot XXX
- March 22nd - Property/Membership Values - Lot XXX
- March 22nd - Power to Site - Lot XXX
- April 1st - Cable/Internet not working - Lot XXX
- April 1st - Cable/Internet not working - Lot XXX
- April 3rd - Internet - Lot XXX

Outgoing:

- Feb. 27th - AED - Lot XXX
- March 1st - Property/ Membership values - Lot XXX
- March 10th - Firepit - Lot XXX
- March 10th - Follow-up to member's attendance at meeting - Lot XXX
- March 23rd - Power to Site - Lot XXX
- April 3rd - Trailer clean-up - Lot XXX
- March 23rd - Aviva Elite Rv Quote - Lot XXX
- March 23rd - Property/Membership Values - Lot XXX
- April 2nd - Cable/Internet not working - Lot XXX
- April 2nd - Cable/Internet not working - Lot XXX
- April 4th - Observations - Lot XXX
- April 4th - Internet - Lot XXX

17. Next BOD Meeting: April 29th, 2024 @ 6:30pm

18. Meeting adjourned: 1:03pm

SCHEDULE A

Caretakers Report - Frank Fong:

CARETAKERS & ASSISTANT CARETAKER REPORT
MARCH 2024

1. Installed power to TV for Park advertising.
2. Placed TV in the bulletin board spot.
3. Removed doggie bag dispensers.
4. Reinstalled doggie bag dispensers.
5. Remove insulation from under office.

6. Picked up frost free hydrant and water line.
 7. Start up satellite washrooms.
 8. Repaired concrete cracks at bulletin board.
 9. Installed the mirror for fire exit.
 10. Start up waterfalls.
 11. Install new basketball nets.
 12. Painted trim around the TV at the bulletin board.
- This report does not include regular duties.

Office Administrator's Report – Lynn Gordon:

Membership Insurance and Liability:

Reminders for April 2024 - 44 sent out March 3, 2024

Requirement site # and or address Request – 2 letters sent March 2024

Boat Parking Area:

There are only 4 spots in the new boat area available.

Site Cleanup Balance Owning: none

INTERNET - There are 4 outstanding payments for internet.

- Still updating member information in Sage. Completed

Lots For Sale:

- There are currently 36 for sale.

Pending Sales

- one

This report does not include any daily office duties.