

BOD Minutes

Harrison Holiday Park Association
Zoom Meeting
Sunday April. 29th, 2024 @ 6:30 pm

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: 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: 6:33 pm**
- 2. Additions to Agenda:** add status of Website – 10. A)
- 3. Approval of Agenda:** Approved
- 4. Approval of past BOD meeting minutes:**
 - **April 7th** – passed via email April 25th, 2024
- 5. Staff Reports – (See Schedule A):**
 - **Caretakers Report:**

Brush pickup – clarified that this is clean up of brush and tree debris around the park.
 - **Office Administrator Report:**

If members are having challenges requesting their insurance company provide the park address with lot number on their certificate of insurance, they are encouraged to call the office administrator or have their insurance company call the office administrator. We can accept a letter from the insurance agency stating that the liability insurance is valid for their lot if they state in the letter the full address.

6. Board of Directors reports:

Treasurer: Ordered safety bars, and soap stands for the Sparow bathroom. Also grass seed. Going into the new year – to review consumables – pricing etc.

7. In Camera: 7:06 pm.

Out Camera: 7:45 pm

8. Bathrooms (Vice President):

- a. Created a do to List of Cleaning of Bathrooms - week days – 1 time a day, Weekends – 2 times a day.
- b. Treasurer is creating a tools bucket for cleaning of bathrooms.
- c. Special Projects found a floor stripper that can remove the wax.
- d. Clubhouse bathrooms are being upgraded to Accessible.
- e. Considering parking by the Club house bathroom? ACTION: More research required to include time limits and if enough space to dedicate to parking spots

9. Rule 6G (Secretary):

- Add to procedures on additions about what should be included in the ads.
- Action: Treasurer and Secretary to work on adding a document to the HHPA Procedure of Sale of Membership for ads
- Motion to Spend up to 500 dollars to verify that the new rule 6G is within the membership’s right to add to their rules and regulations of the park.
Seconded by Vice President, Approved.

10. Electrical Outage Maple (Special Projects):

- a. There is a hole that can not be filled in as it’s waiting for parts. Need to come up with a safety Barrier for time wherever there is digging. Action: Investigate purchasing safety Barriers/Equipment as apposed to cones and warning tape.
- b. Liaison expressed concern that there is a delay in filling holes upon completion Action: Investigate an area for stockpile of Gravel/Dirt for fill.
- c. Concern was voiced on what should be done prior to digging first regarding buried lines. Action: Park Liaison/Special Projects/ Park Safety and Enhancement will develop a Policies and Procedures for How to Dig.
 - Action: President/ Park Safety and Enhancement to update “Safety Plan”

10A – Website: is undergoing a review by President and Treasurer to clean up outdated information and update with current forms. Process is ongoing.

11. Policies and Procedures (President):

- **HHP Anti Bullying / Harassment Policy / Procedure:** ongoing
- **Noise Complaints Policy and Procedure: (President and Vice-President)**

- **Speeding, Parking, Weeding (Vice-President and Liaison):** ongoing
 - a. Also, lights are required at night for all vehicles including bicycles and other wheeled vehicles.
 - b. Action: We need to complete the policies and procedures for parking and fully educate the park through and email campaign that parking will be enforced through fine. Parking memo to get sent out for May Long weekend. May 13th to Lynn.
- **Trees Requests Policy and Procedures (President and Treasurer)**
- **Paperwork for contractors in park (Treasurer and Liaison)**

12. Correspondence:

Incoming:

- April 8th - HHPA Website Submission – Lot XXX
- April 12th - Internet- Lot XXX
- April 12th - Attention Treasurer – Lot XXX
- April 12th - Social Club Budget – Lot XXX
- April 13th – Attention Treasurer - Wage increase for staff – Lot XXX
- April 13th - Thank you – Lot XXX
- April 15th - Recent emails regarding wifi and cable etc – Lot XXX
- April 15th - New Budget - Lot XXX
- April 15th - Memberships for Sale – Website – Lot XXX
- April 17th - Revolving Doors Band – Lot XXX
- April 18th - Memberships for Sale - Website-2nd request – Lot XXX
- April 20th - Ad Review – Lot XXX
- April 26th - RV Approval Request – Lot XXX
- April 22nd - Parking – Lot XXX
- April 23rd - New Rule 6 – Lot XXX
- April 23rd - RV Campground – public request
- April 24th - Kitchen – Lot XXX
- April 25th - Looking to Sell – Lot XXX
- April 24th - Membership for sale – Lot XXX
- April 27th - HHPA Website Submission – Lot XXX
- April 28th – Sale of Lot – Lot XXX
- April 28th – Event Board – Lot XXX

Outgoing:

- April 9th - HHPA Website Submission – Lot XXX
- April 12th - Internet- Lot XXX

April 12th - Attention Treasurer – Lot XXX
April 13th – Attention Treasurer - Wage increase for staff – Lot XXX
April 21st - Social Club Budget – Lot XXX
April 21st - Recent emails regarding wifi and cable etc – Lot XXX
April 21st - New Budget - Lot XXX
April 20th - Ad Review – Lot XXX
April 21st - Revolving Doors Band – Public Request
April 21st - Memberships for Sale - Website-2nd request – Lot XXX
April 23rd - RV Campground – Public Request
April 25th - Looking to Sell – Lot XXX
April 26th - Parking – Lot XXX
April 26th - RV Approval Request – Lot XXX
April 28th - Kitchen – Lot XXX
April 28th - HHPA Website Submission – Lot XXX
April 28th - Membership for sale – Lot XXX

13. Next Board Meeting: May 25th – 9:00 am at the Park

14. Meeting Adjourned: 10:57 pm

Minutes prepared By Frances Toebaert, Secretary

Schedule A

Caretakers Report - Frank Fong:

CARETAKERS & ASSISTANT CARETAKER REPORT

APRIL 2024

1. Pressure washed: pool deck and pool, all brick planters up front, Waterfall area, clubhouse area.
2. Picked up salt from Costco and pool paint.
3. Paving has been completed.
4. Cut lawns
5. Brush pickup
6. Relocated skids of bricks from kid's club.
7. Truck and trailer have both been serviced.
8. Alteration forms – inspection done to check if complete and in compliance.
9. Completed site inspection for sales.
10. Tables and umbrella's put out at clubhouse.

Does not look like much but these projects are time consuming.

PS Would like to pick up one spray backpack for weeds.

Thanks

Office Administrator's Report – Lynn Gordon - APRIL 2024

Membership Insurance and Liability:

Green = Gate cards deactivated and red tape on site.

Yellow = Have submitted and have a line through

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

There are still 2 non-compliant from December 2023

There is still 1 non-compliant for February 2024 Reminders were sent out January 14, 2024

Reminders for March sent out February 4, 2024

Reminders for April 2024 sent out March 3, 2024

7 still outstanding

Reminders for May 2024 sent out

27 still outstanding

Audit for Additional Insurance and Liability Requirements:

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

2 outstanding

Liability Amount needed: Request sent

Requirement: Start and end date of policy Request

Requirement: Resend need clearer copy

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

2 outstanding

Requirement site # and or address: Request sent Feb 2024

Requirement site # and or address Request sent March 2024

1 outstanding

Requirement site # and or address Request sent April 2024

4 outstanding

Winter Hydro Past Due Payments Outstanding –1 outstanding

Boat Parking Area - There are only 4 spots in the new boat area available.

Internet - There are 4 outstanding payments for internet.

Lots For Sale - There are currently 40 for sale.

All of the postings are on website.

All of the change's members requested are posted on the website.

Pending Sales - 1

Re-List Advertising for 2024-2025 Season - April 7, 2024 - Sent 31 emails & 2 in mail for payment to relist to be paid by May 15, 2024.

April and May are extremely busy times in the office with the collection of dues, these months are the largest for insurance renewals and lots of general traffic in the office as members return to the park and wish to start repairs.

This report does not include any daily office duties. Lynn