

BOD Minutes

Harrison Holiday Park Association
Board Room
Sunday July 7th, 2024 9:30am

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:

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

Items for discussion:

- 1. Meeting Called to Order:** 9:36 am
- 2. Additions to Agenda:** Fuses. Wing fence Lot XXX,
- 3. Approval of Agenda:** Approved.
- 4. Approval of past BOD meeting minutes:** May 27 – passed via email June 28th, 2024
- 5. Staff Reports (See Schedule A):**

Caretakers Report:

Office Administrator Report:

6. Member from Lot 96 requested to attend meeting:

Member requested not to be in camera as she wanted the membership to be aware of her concerns: Start time: 10:16 am

Quiet Time: Member began with requesting that the Board change quiet hours to 11 pm to 7 am, other than long weekends when dances are happening then quiet hours be midnight to 7 am.

Board Response: The Quiet Hours are outlined in the Rules and Regs as follows:

Quiet time – As per the Rules and Regs

E. Noise/disturbances:

Quiet hours are defined as: 11:00pm to 8:00am Sunday evening thru Friday morning and Midnight to 9:00am Friday, Saturday & Holiday Sunday evening.

The Board suggested the members bring it up as new business at the upcoming AGM as this would have to be a membership decision, not a Board decision.

50th Anniversary Celebration – Member was upset that there was a surcharge for the meal as well as the Social Committee charging for hot dogs, pop and chips. The member was reminded that the Treasurer talked to her at the GM to ensure she understood the financial numbers. The member stated we paid a \$30 levy – why did we have to pay extra for food. It was explained that the food was TBD (food was preliminary). The Committee decided to do a full meal to which a surcharge

was required).

The member was assured that the Social Committee sold hot dogs, pop and chips as a fundraiser for the Social Committee and the purchase of this food did not come out of the 50th anniversary budget.

BOD agreed to make sure there is a better understanding and to leave an opening in case there is to be a cover charge for future events.

The member was upset the dance went till 12:30: The President advised that the BOD would remind the Social Committee that dances must end at 12:00.

Member left at 11:02

Action: The Board to request that the Social Club remember that the midnight shutdown should always be observed.

Action: The Board kindly remind members, that after social events, to please remember that it is quiet time.

Action: 50th Anniversary – As member seemed to understand that at the GM it was implied that food in the budget was to include all food, Bod to make sure there is clearer understanding in case there needs to be a cover charge for Events.

Meeting Break: 11:00 am to 11:09

7. Board of Directors reports: None

8. 50th Anniversary Review - President: The 50th Anniversary was a major success, and we would like to thank all the volunteers for their help in making it a great weekend.

9. Wireless Fire Alarm tests and system upgrade explanation and cost estimate (Park Enhancement): Motion by Park Enhancement: extend the system to buy 2 more remote alarms total cost of \$400 (with a possible addition of another one) – 2nd Vice President - Passed

10. Park fire hydrant inspections/ certifications – “Big Red” June 2024 (Park Enhancement): Action – completed – invoice and report to come. Action – fire extinguisher still needs to be certified. (Treasurer)

Safety Signage around Park update (Park Enhancement): Action: move the Emergency arrow sign exit by lot 231 closer to the gate, as its current location could lead people to the wrong lot. Running exit sign to assist member’s find the Emergency Exits.

11. Response to volunteers for both Fire and First Aid responders (Park Enhancement): Action: Park Enhancement to create email informing and requesting more volunteers. President will have office administrator email out.

12. Digital Display TV outages investigated and explained – (Park Enhancement): Action: working around. Wi-Fi signal – Treasurer has a possible solution and will share with Park Enhancement.

13. Parking Review (Liaison): Action: setting up extra parking to make sure vehicles are still 2 feet off road. Parking was not an issue

14. Weeding Lot XXX (Treasurer): Action: Liaison and Park Enhancement to work with member regarding payment for weeding, safety concerns and speeding (Site XXX and XXX)

15. Weeding Update (Secretary): Cleanliness - Tabled to next meeting

16. Site Cleanliness – Tarp (Liaison): Tabled to next meeting

17. Car Storage – (Liaison) - Tabled to next meeting

18. Contractors Contract and park access (President and Treasurer): Tabled to next meeting

19. a Wing Fences: Wing fence at Lot XXX. This wing fence is at about a 45-degree angle and about 30 feet off the road. Action: to keep in compliance with BC Assessment and the Park stats of Seasonal Mobile - Wing fences are to follow a line 17 degrees and a maximum of six (6) feet (1.82 metres) out from the front post of side fence and end at least (2) two feet (61cm) from the unpaved roadway. Need to bring wing fences into compliance. To maintain our Not-for-Profit Status as a Campground EVERY site must be in compliance.

19 b. Electrical: 200 amp fuse was blown on Evergreen Oval July 6th, 2024, effecting several lots. Fuse has been repaired and power restored in about an hour.

19. Teen Swim (President): Tabled to next meeting

20. Policies and Procedures (President):

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

Correspondence:

Incoming:

May 27th – Re: Lot XXX - Lot XXX

May 30th – Lot for sale Ad - Lot XXX

May 31st – Jim’s Handyman services – Lot XXX

June 1st – Parking limitations - Lot XXX

June 2nd -Mischief - Lot XXX

June 2nd – Hydro quote - Lot XXX

June 2 - Lot XXX

June 3rd – 50th Anniversary Suggestion - Lot XXX

June 1st – Kidz Club - Lot XXX

June 4th – GM Package – Lot XXX

June 4th – Website design – Non-member

June 6th – Trailer Removal Lot XXX

June 7th – Contractor recommendation – Lot XXX

June 10th – 50th Anniversary - Lot XXX

June 11th - 50th Anniversary - Lot XXX

June 13th – Boat positioning - Lot XXX

June 21 – RV parking - Lot XXX

June 22nd – RV Parking - Lot XXX

June 22nd - Bicycle and Scooter Speed Limits - Lot XXX

June 22nd Nail in tire – Lot XXX

June 24th - Flat tire work being done on roof in XXX - Lot XXX

June 24th – 50th Anniversary - Lot XXX

June 25th – email- Lot XXX

June 27th – 50th- 50th Anniversary - Lot XXX

June 29th – 50th Anniversary - Lot XXX

July 2nd – 50th Anniversary – Lot XXX

July 2nd – 50th Anniversary – Lot XXX

July 4th – 50th Anniversary – Lot XXX

July 4th – 50th Anniversary – Lot XXX

July 4th – 50th Anniversary – Lot XXX

July 5th - Cable Line Dug - Lot XXX

Outgoing:

May 31 – Concern - Lot Lot XXX
May 31 – Fee Structure – Non member
May 31 – Lot XXX - Lot XXX
May 31st – Lot for sale Ad - Lot XXX
June 3rd - June 1st - Lot XXX
June 4th – GM Package – Lot XXX
June 6th – Trailer Removal - Lot XXX
June 7th - Flag - Lot XXX
June 7th – Website design – Non-member
June 7th – 50th Anniversary Suggestion - Lot XXX
June 25th – email- Barb grant – Lot XXX
June 27th – 50th Anniversary - Lot XXX
June 29th – 50th Anniversary - Lot XXX
July 3rd – 50th anniversary – Lot XXX

20. Next Board Meeting: July 25th, 6:30 pm via Zoom

21. Meeting Adjourned: 12:14 pm

Schedule A

CARETAKERS & ASSISTANT CARETAKER REPORT

June 24, 2024

1. Pressure wash awning area by clubhouse.
2. Spread dirt around clubhouse area.
3. Re & re surrounding bricks at clubhouse.
4. Cut lawns.
5. Brush pickup
6. Install new boiler for pool.
7. AED machine installed under awning area.
8. Follow up on green card applications.
9. Finish cleaning built up wax on all all toilet bases.
10. Replace rotten ties to bricks (gazebo).
11. Back blade weed parking and playground area.
12. Pick up dirt.
13. Picked up fridge that was donated by member and put in at concession stand.
14. Roland's shed is up and completed.
15. Picked up salt and new fridge for clubhouse.
16. 2nd Well head installment.

July 05, 2024

1. Set up and Clean up (50th Anniversary).
2. Weed and spray islands
3. Lots that blew breakers: 2 lots
4. Cut lawns and weed eater
5. Brush pickup
6. Paint concrete at announcement board
7. Replace Canadian Flag with new one at the front
8. Site inspections to 2 lots
9. Green card inspections
10. Replace flagpole at clubhouse
11. Add salt

12. Clear out Miami River path. Cut grass
13. Pressure wash grease off patio
14. Sewer pump at Evergreen Oval – unplugged
15. Night tours – 6pm & 9pm

Thank you for all the support with the 50th Anniversary event.

Action: to look into when the outside band stand was built

OFFICE ADMIN REPORT JUNE, 2024:

Membership Insurance and Liability: - -

Reminders for July 2024 sent out

Boat Parking Area

There are only 3 spots in the new boat area available. (2 on waiting list for next year)

INTERNET - There are 6 outstanding payments for internet.

DUES: are all paid Lots For Sale:

There are currently 42 for sale. All of the postings are on website.

All of the change's members requested are posted.

Pending Sales Meeting

Change of Membership – family transfer

This report does not include any daily office duties.

Lynn

