

BOD Minutes

Harrison Holiday Park Association
In HHPA Boardroom
Sunday Aug. 25th, 2024 @ 8:30 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

Items for discussion:

- 1. Meeting Called to Order: 8:39**
- 2. Approval of minutes:**
July 7th - tabled
July 25th - tabled
- 3. Additions to Agenda:**
- 4. Approval of Agenda:** approved.
- 5. Staff Reports – See Schedule A.**
 - 4 solar/motion detector lights to be added to the Boat storage area – for next year’s budget.
 - Members should be reaching out directly to the staff about issues regarding park operations, and unsafe environments. (to be included in announcements for GM).
 - Action: to show what happens when something gets flushed into the sewer system, blocking pump
 - Action: lot XXX looks to have changed/added a breaker to power pole. Site inspection to be done.
- 6. Member Concern (Treasurer)**

The Treasurer provided the board with the meeting update and the Treasurer and Office Administrator will continue to assist with this matter.
- 7. Member Fence:** Board has agreed to share in the cost for Lot XXX 3 fence panels to be covered in the next budget for May 2025 as these 3 panels are breaking down and are part of the shared fencing between the pumphouse area and their lot.
- 8. Uninsured vehicles:** Office Administrator to inquire about vehicles that don’t appear to have insurance. **Action:** Treasurer to provide template for Office Administrator for quick easy use.
- 9. Contractor without Insurance Lot XXX:** contractor must supply a copy of liability insurance. No green cards will be issued without the contractor supplying a copy of the liability insurance.
- 10. Overnight stay on route Lot XXX:** no overnight stay of any RV/Trailer is allowed without paying the 10 dollars per night as per rule C. Guest(s) of Member. 4. Guests with Recreational Vehicle on Members Site. As Members are only allowed to have one RV/Trailer on their site, any other RV/Trailer is considered as a Guests.
- 11. Complaints:**

Letter to be sent to Lot XXX about lights being on 24/7 without the member being in the park.
Action: Treasurer to provide template for Office Administrator for quick easy use

12. Winter Security (Treasurer) – Action: to contact all applicants and finalize the members’ winter security stay with the BOD.

13. Head Caretaker Residence Inspection: (Action: for Treasurer and Vice President to do a write up to be add to staff HR file).

14. Clubhouse Scooter Lot XXX: August 4th – was anyone logged in for Lot XXX (review gate cards, and clubhouse)? Action: confirming lot and send a fine and letter to lot, add to GM information announcement about cost of vandalism.

15. Shaw Q&A (President and Treasurer) - Cable – means TV – need to add this wording to clarify with membership. Action: to send out a Q&A memo to membership.

16. AGM prep: (President) - reviews of BOD expectations and procedures.

17. Review of Bylaws/Rules/Reg: Action: to review the documents looking for obvious errors.

18. Correspondence:

Incoming:

- Aug. 2nd – Cars with no insurance – Lot XXX
- Aug. 2nd – Friday – Lot XXX
- Aug. 4th – Discuss Air conditioning – Lot XXX
- Aug. 4th – Question – Lot XXX
- Aug. 10th - Split fence cost request – Lot XXX
- Aug. 17th - Sept. Dance – Lot XXX
- Aug. 18th - Application for Changes to Campsite – Lot XXX
- Aug. 19th – Contractor performance and recommendation – Lot XXX
- Aug. 20th – Clarification on Parking a second RV at a member’s site – Lot XXX
- Aug. 21st – Booking –Non-Member
- Aug. 25th – Membership Inquiry – non-member

Outgoing

- Aug. 26th - Split fence cost request – Lot XXX
- Aug. 13th – Jim’s Handyman services – Lot XXX
- Aug. 18th – Parking limitations – Lot XXX
- Aug. 19th -Mischief – Lot XXX
- Aug. 19th – Hydro quote – Lot XXX
- Aug. 19th – Contractor recommendation – Lot XXX
- Aug. 19th - Flat tire work being done on roof in XXX – Lot XXX
- Aug. 13th - Time at swimming pool – Lot XXX
- Aug. 13th - Site XXX – Lot XXX
- Aug. 19th - Frustrated – Lot XXX
- Aug. 21st – Booking - Non Member
- Aug. 25th - Sept. Dance – Lot XXX
- Aug. 25th – Membership Inquiry – non-member
- Aug. 25th - Application for Changes to Campsite – Lot XXX
- Aug. 26th - FYI – Lot XXX
- Aug. 26th – Cars with no insurance – Lot XXX
- Aug. 26th – Clarification on Parking a second RV at a member’s site – Lot XXX

19. Next Board Meeting: Saturday August 31, 2024, post GM.

20. Meeting Adjourned: 12:05 pm

Schedule A

Caretaker Report - Frank Fong and Roland LaCompte

1. Cut lawns.
2. Brush removal.
3. Reset concrete table and chairs.
4. Lots that blew breakers: XXX, XXX, XXX, XXX, XXX due to water tank, XX (4 breakers on lot) 2 AC units on, one on outside deck power blew twice
5. Communication Meeting
6. Emergency Response Meeting
7. Office lights started installing
8. Set up for dance – outdoors, Clean up after dance.
9. Replace water valve handle on XXX.
10. Patrols a couple of times per night.
11. Under office looking for rats / mice.
12. Clean out horseshoe pits.
13. Clean up front area weeding and leaf blowing.
14. Completed lights on office exterior.
15. Lots that blew breakers: XXX& XXX due to water tank, XXX replace main 30 amp. plug.
16. Dealt with a medical emergency.
17. Wash truck and trailer.
18. Weed wacked and sprayed weeds in boat area.
19. Picked up pool supplies.
20. Removed tent caterpillars from tree on XXX.
21. Patrols a couple of times per night.
22. Changed pool filter, spider gasket, and one chlorine valve.
23. Serviced batteries on electric gator.
24. Black out lights for TV bulletin board.
25. Clean southwest side of office planter.
26. Repair boards on playground.
27. Replace footing support on swings.
28. Replaced streetlight bulbs on Birch & Raven.
29. Replace streetlight timer for Alder & Sparrow.
30. Winter parking for snowplowing – 4 lots are issues with plowing
31. Pick up salt.
32. Clean gutters at Clubhouse.
33. Spray and weed around front area and shop.
34. Install tool headache rack on Roland's gator.
35. Empty dog park garbage.
36. Replace shingle on caretaker house.
37. Remove & Reinstall pool washroom piping.

Office Administrator Report - Lynn Gordon

Membership Insurance and Liability:

Green gate cards deactivated and red tape on site.

XXX,

Yellow have submitted and have a line through

Reminders for June 2024 sent out

1 remaining

Reminders for July 2024 sent out

1 remaining

Reminders for August 2024 sent out

10 remaining

Reminders for September 2024 sent out:

27 remaining

Audit for Additional Insurance and Liability Requirements:

The sites not colored have corresponded and are awaiting insurance company to fill request.

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

XXX (insurance agent has put in the request for address will take 2 more weeks)

Boat Parking Area

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

INTERNET - There is 1 outstanding payments for internet.

DUES: are all paid

Lots For Sale:

- There are currently 45 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 #XXX

This report does not include any daily office duties.

Lynn

Schedule B

Special Projects - Curtis Litle

Report Lot XXX Roof chain noncompliance Aug 15 2024

Curtis, Frank and Jim's Handyman met at 4:00 pm at lot XXX to come up with a solution to resolve the noncompliance issue with the front tie down roof chains. The chains that were installed were overlapping the front-end cap and were not connected to the trailer frame. The slack in the chains and the stress on the thin fiberglass end cap would allow the roof to easily be dislodged and move in a heavy windstorm. The chains were attached to an existing 4x4 leg under the front hitch and again that would not hold the roof in place in a heavy windstorm. The reason for the decision to mount the tie down chains the way there are currently connected was made by the contractor due to a front small slide out that would be in the way of the normal front chain attachment point.

The solution and change that was decided on was to move the chain attachment point back 3 ft from the front corners of the roof and install the chains to bar that would run under the belly of the trailer and be attached to trailer frame. This way the chains will miss the small side out and will be connected as per the park rules.

Report: Pool Bathrooms Sewer Drain Line Blockage

July 23 2024

Update Aug 12 2024

Update Aug 19 2024

The toilets in the pool bathrooms were not flushing due to a blockage. The blockage was due to a bad design in the construction process when the underground sewer line was installed. There was a three-fold problem apparent when the sewer lines were exposed.

First: The sewer discharge line that terminates into the sewer pit does not have a 1/4" per foot down hill grade. The area exposed actually has a slight uphill grade that will cause the movement of the solid waste to be impeded due to a lack of gravity and liquid flow.

Second: The pool deck drains that should have been plumbed into a storm drain line is connected into the sewer discharge line for the pool bathrooms.

Thirdly: The two above issues were addressed by putting in two one-way flapper check valves.

One check valve on the deck drain line to stop any sewer black water from backing up through the deck drains on to the pool deck and the second one-way check valve to stop the deck drains from forcing sewer black water into the toilet discharge line during heavy rain and or pool water overflow.

The blockage was caused by the check valve on the bathroom sewer line not functioning and not allowing the waste to pass through the valve. The area was dug up and exposed. Both one way check valves were replaced with new flapper one-way check and all lines were flushed to confirm there was no other blockages in the lines.

NOTE: There is a ground level clean out / flush standpipe that should be flushed periodically to insure waste is not piling up in the new one way check valve.

Summary: The configuration for the sewer line for the pool bathrooms and the pool deck drain line needs to be redesigned. The pool bathroom sewer line should be a stand-alone line without an inline check valve and relevelled if possible to achieve the correct 1/4" per ft. down grade to allow the correct flow for solids and liquid. The pool deck drain line should be a stand alone drain line connected to a storm drain line or to a new discharge pit that would have to be installed.

Report Office Building Floor Joist Beam Leveling Aug 18 2024

The Office floor joist beam in the front area of the office had a crown of about 1" in the center due to support leg footing movement combined with perimeter footing sinkage from age compaction.

The beam did not have an adjustable jack post support legs they were wood nonadjustable legs.

An adjustable jack post was installed in place of the wooden leg which allowed the lowering of the center crowning on the beam to be reduced to a closer to level condition.

The beam in the board room / laundry room had an end post on the south end of the beam that was deteriorating and allowing the beam to sink about 1 1/4 ". A new support leg was installed and the beam was jacked up back into its original position.

The office building northern perimeter footing is sunken approximately 1 1/4 " below level. The park should consider underpinning that footing area to raise it back to level and eliminate the sloping floor in the front entry and front offices area.

It was also noted that the outside veranda roof and deck has also sunken on the NE corner and needs to be raised back into a level condition to stop deflection and structural support stress.

Special Projects Report HHPA Holiday Park Zoned C3 2023

The Harrison Holiday Park was given a C3 Tourist Commercial zone rating for the yearly property tax base

fee from the Village of Harrison Hot Springs zoning and bylaw department Page 22 1.8.2. and BC Assessment. This C3 zoning was given to HHPA because the park would fall under the Campground/ Holiday Park designation as long as the following conditions were met and maintained in the park to meet the requirements needed.

- Excluding the permanent support buildings all trailers / vehicles would be able to be moved in a quick timely manner if required for emergency reasons. This requirement is in our Rules and Regulations Page 7 paragraph 3. Wheels/tires and hitches shall remain functional and on all vehicles at all times.

All Members agree at the time of Purchase and Orientation to adhere and follow the Rules & Regulations and Constitution and bylaws put in place by the HHPA and its members to meet the BC Assessment & Harrison Hot Springs zoning and bylaw department rules and regulations and maintain our C3 zone designation.