

BOD Minutes
Harrison Holiday Park Association
Zoom Call
Thursday July 25th, 2024 @ 6:30 pm

President	Letti Forsyth
Vice President	Linda Costain
Secretary	Frances Toebaert
Treasurer	Kelly Stanoffsky
Special Projects	Curtis Little
Park Liaison	Larry Sargeant
Park Safety and Enhancement	Ron Wallace

Items for discussion:

- 1. Meeting Called to Order:**
- 2. Additions to Agenda:** None.
- 3. Approval of Agenda:** Approved.
- 4. Approval of past BOD meeting minutes:**
 - **July 7th ,2024** - under review
- 5. Motion by Liaison via Email:** I move a motion that all participants must be on camera during a zoom meeting. Seconded by Special Projects.
Motion Passed.
- 6. Board of Directors reports:**

Treasurer – working with Roger’s to see what option that will be available for Bulk account. Financials are being completed to send off year end to the accountants. There will be a surplus to be voted on at the AGM, #'s to be confirmed with accountant’s review.
- 7. Parking and Speeding Violations Review (President):** Action: Ongoing review as to how parking fines are processed, Parking and Speeding Policy ready for final review and approval.
- 8. Weeding Update (President and Secretary):** Next round of fines is under review for processing. Action: Next year if a member hires someone to clean up their lot and it is not ready for the End of May due date, then the member needs to request extension from the board, not the hired weeder handing in a list.
- 9. Pool Bathroom Repairs Update (Liaison):** Bathroom sewer pipe was dug up looking for break and couldn’t find one. Area has been cordoned off to see if any other issues come up before filling the hole back in.
- 10. Wireless Fire Alarm (Park Enhancement):** New Alarms have been purchased and locations will be found for installation. To be installed after the long weekend.
- 11. One page Emergency handout (Park Enhancement):** (color print- two sided) being printed at Vista Print. Discussion on how to best distribute the page to members is ongoing.
- 12. Emergency Campaign for volunteers (Park Enhancement):** email has been sent for more Emergency volunteers for Fire & First aid. Email sent July 25 and have already received

responses. Please keep them coming! Action: To plan a meeting with volunteers and arrange training.

13. Website Submissions (President): 99% of the submissions are non-park related. Action: to remove the Contact Us line on the HHPA Website Contact Us page.

14. Policies and Procedures (President):

- a. **HHP Anti Bullying / Harassment Policy / Procedure:** Under final review
- b. **Noise Complaints Policy and Procedure: (President and Vice-President):**
- c. **Speeding, Parking, Weeding (Vice-President and Liaison):** Under final review – See attachments. Action: Vice-President to finish up final adjustment and resubmit for review.
- d. **Trees Requests Policy and Procedures (President and Treasurer):**
- e. **Paperwork for contractors in park (Treasurer and Liaison):**

15. Correspondence:

- **Incoming:**

- 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 7th – Contractor recommendation – Lot XXX
- June 13th – Boat positioning – Lot XXX
- July 13th – Ping pong Table – Lot XXX
- July 16th – Ad review - – 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 Lot XXX – Lot XXX
- July 4th – 50th Anniversary – Lot XXX
- July 5th - Cable Line Dug – Lot XXX
- July 6th - Teen Time at swimming pool – Lot XXX
- July 7th - Site XXX – Lot XXX
- July 8th - FYI MLS listing – Lot XXX
- July 14th - Cedar Site # XXX – Lot XXX
- July 12th - Letter from Member – Lot XXX
- July 23rd - Frustrated – Lot XXX
- July 23rd – FYI – Lot XXX

- **Outgoing:**

- July 15th – Ad review – Lot XXX
- July 20th – Ping pong Table – Lot XXX
- July 23rd – Membership Inquiry - non member
- July 24th - MLS listing – Lot XXX

16. Next Board Meeting: Monday Aug. 12th 6:30pm

17. Meeting Adjourned: 9:33 pm.