

Harrison Holiday Park Association

BOD Minutes

Zoom Meeting

Monday Sept. 23rd, 2024 @ 6:30pm

Board Members:

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

Regrets:

Park Liaison Larry Sargeant

Items for discussion:

- 1. Meeting Called to Order:** 6:33 pm
- 2. Approval of minutes:**
AGM Minutes Aug. 31st – under review
BOD Minutes Aug. 31st – under review
- 3. Additions to Agenda:** none
- 4. Approval of Agenda:** approved
- 5. Staff Reports – See Schedule A**
Clarification 27. Working on skirting Roland's trailer. Note: Park did not fund the skirting materials but this work including weatherproofing and insulation was done by Caretakers to reduce energy costs to the park.
- 6. Office Admin Templates (Treasurer):** New templates approved to assist Office Administrator when sending non-compliance emails.
- 7. In Camera**
Start: 6:54 pm
Finished: 7:05 pm
- 8. Winter Security (Treasurer):** Clubhouse meeting Oct 26, 9:30 am at the club house to review security expectations and check lists as well as confirming they have alternate accommodation in case of power outage or park being closed. (updated to Oct 19th, 9:30)
- 9. Winter Internet (Treasurer):** Treasurer will review with members who wish to continue internet through the winter months.
- 10. Member Fence Lot XXX:** Special Projects to review with Caretakers to update what needs to be done, including site plan and report back to BOD with recommendations.
- 11. Uninsured vehicles:** Liaison, Special Projects and Caretakers to review and make sure all vehicles stored in the park over the winter months have at least a minimum of storage. The treasurer will work with the Office Administrator to create a template letter for Office Administrator to use to send out requests.
- 12. Contractor without Insurance Lot XXX:** Contractors/Handyman services in the park must sign Indemnification Form as well as supply their Liability Insurance

Information to the Office Administrator. Action: Member will be advised **that** the contractor has to supply business and/or liability insurance. Discussion also included a review of rule 8.C. *No member, their families nor guests shall actively conduct or advertise business on Park premises.* Suggestion to have members performing weeding, landscaping, fences etc. for members in the park sign an Indemnification Form. **Tabled for further discussion.**

13. Contractors in the Park (President):

Discussion was held regarding gate card process for contractors.

Park Safety and Enhancement, Special Projects and Liaison will work with the Caretakers to develop a Contractor Policy and Procedure document and bring it back to the BOD for review / approval.

14. Clubhouse Scooter: As we have not been able to conclusively identify the offender and the lot he is associated with; no further action will be taken.

15. Tree Work Application (Park Enhancement and Safety): Ongoing. Going forward, approved tree applications will be issued a Yellow Card instead of a Green Card.

16. Tree Work Procedure (Park Enhancement and Safety): Ongoing. Park Enhancement and Safety presented a procedure for how this could look using a Flow Chart Format. Quotes from Arborists must be detailed including lot numbers and work done on each lot. This must be shown on the quotation and final invoice.

17. Procedural Processes (Special Projects)

Board discussion was held to review how complaints are handled, what operational budget processes are, contingency fund spending, future budgets and project and where funds come for them and procedures and letters to members who does what and when.

18. Winter Projects: Painting, strip and wax floors (bathrooms and office), and underpinning of front office. **Action:** Special projects to research options and obtain quotes to bring back to the BOD for further discussion.

19. ERT- Emergency Response Team Update (Park Enhancement and Safety): Met with the Village of Harrison Fire chief, looking into training programs for our ERT Volunteers as well as Membership at large. Chief shared that on Oct 26th – Fire departments throughout BC will be conducting training at Spirit Park.

20. Correspondence:

INCOMING:

- Aug. 26th – Split Fence Cost Request – Lot XXX
- Aug. 26th – AGM – Lot XXX
- Aug. 27th – FYI – Lot XXX (response not required)
- Aug. 28th – Questions for AGM – Lot XXX
- Aug. 31st – Tree Replacement Committee – Lot XXX
- Sept. 1st – Question – Lot XXX
- Sept. 2nd – Business Sales in the Park – Lot XXX
- Sept. 3rd – Request to Tarp up Early – Lot XXX
- Sept. 4th – Pool Hours – Lot XXX
- Sept. 9th – AGM questions - Lot XXX
- Sept. 9th – Dog Complaint – Lot XXX
- Sept. 9th – Microwave – Lot XXX
- Sept. 11th – Membership Inquiry – Non-member

- Sept. 16th – Transfer of Sale – Lot XXX (forwarded to office)
- Sept 17th – Resort Hours –(non-member)
- Sept. 17th – Question – Lot XXX
- Sept. 22nd – Booking Request – (non-member)
- Sept. 16th – Office Foundation – Lot XXX
- Sept. 22nd – Job –(non-member)

OUTGOING:

- Aug. 26th – Split Fence Cost Request – Lot XXX
- Sept. 8th – Request to Tarp up Early – Lot XXX
- Sept. 8th – Hydro Question – Lot XXX
- Sept. 9th – Dog Complaint – Lot XXX
- Sept. 9th – internet Motion – Lot XXX
- Sept. 9th – Electric Scooters and Bikes – Lot XXX
- Sept. 9th – Roadways – Lot XXX
- Sept. 9th - Questions for AGM – Lot XXX
- Sept. 11th – Best BoD I’ve seen so far – Lot XXX
- Sept. 11th – Cable/Internet – Lot XXX
- Sept. 11th - AGM – Lot XXX
- Sept. 11th – Question – Lot XXX
- Sept. 11th - Sept. 2nd – Business Sales in the Park – Lot XXX
- Sept. 11th – Membership Inquiry –Non-member
- Sept. 11th – Dog Complaint – Lot XXX
- Sept. 12th – Site Safety – Lot XXX
- Sept. 19th – Tree Replacement Committee – Lot XXX
- Sept 19th – Resort Hours – non-member)
- Sept. 23rd – Booking Request – (non-member)
- Sept. 23rd – Job – (non-member)

21. Next Board Meeting: Sunday, October 20th – 8:30 am in Board Room

22. Meeting Adjourned: 9:38 pm

Minutes prepared By Frances Toebaert - Secretary

Schedule A

Caretaker Report - Frank Fong and Roland LaCompte

1. Cut lawns.
2. Brush removal.
3. Weed and spray islands.
4. All of the handicapped railings installed in the washrooms.
5. Red tape on lots XXX, XXX, XXX, XXX, XXX.
6. Leaf blow park.

7. Weed by laundry facilities.
8. Repair walkway fence panel
9. Install motion light at the back of pool washroom.
10. Blown breakers: XXX, XXX water tank, XXX replaced main plug.
11. Sewer repair lot XXX (sewer pump).
12. Green card inspections.
13. Program street light timers.
14. Relevel office.
15. Installed new plug in boardroom table
16. Add salt to water system.
17. Pool has been shut down for the season.
18. The mini golf has been put away for the season.
19. A trench was dug to install a streetlight in front of XXX/XXX and timer was adjusted.
20. Garbage cans moved for painting of fence and pressure washing.
21. Inline thermostat for pool was installed.
22. Picked up light timers for streetlights.
23. Gator dropped off for previous maintenance
24. Locate and repair sewer line on lot XXX.
25. Replace rotten light post and sign post in park area.
26. Replace breaker on lot XXX (original breaker).
27. Working on skirting Roland's trailer.
28. Relaces breaker: lot XXX (original breaker), lot XXX main plug and breaker also 15amp receptacle, lot XXX replace 30-amp plug (original breakers).
29. Pool and pool washrooms winterized.
30. Site inspection for selling of lot.

Office Administrator Report - Lynn Gordon

Membership Insurance and Liability:

Green gate cards deactivated and red tape on site. XXX, XXX, XXX,
Yellow have submitted and have a line through
 Reminders for **June 2024** sent out – one left
 Reminders for **July 2024** sent out – all done
 Reminders for **August 2024** sent out – one left
 Reminders for **September 2024** sent out – 8 left
 Reminders for **October 2024** sent out – 21 left

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 update address

Boat Parking Area

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

Internet Fees Outstanding - 0

Dues Outstanding: - 0

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 #XXX

SPEEDING FINE – one.

This report does not include any daily office duties