

Harrison Holiday Park Association

BOD Member Minutes

HHPA Boardroom Meeting

Sunday Oct. 20th, 2024 @ 8:30am

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

Items for discussion:

- 1. Meeting Called to Order:** 8:34 am
- 2. Approval of minutes:**
AGM Minutes Aug. 31st - Approved Oct. 11th
BOD Minutes Aug. 31st - Approved Oct. 15th
Sept. 8th BOD minutes – Approved Oct. 17th
Sept. 23rd BOD minutes – Under Review.
- 3. Additions to Agenda: Item 18.** AGM follow-up -Rule 7 Re: Gazebos.
- 4. Approval of Agenda:** Approved
- 5. Staff Reports – See Schedule A**
The Office Administrator will send out letters reminding Members who wish to retain their boat storage spot for next year that they must apply on or before Oct 31, or they are required to return their boat storage key.
- 6. Board Reports – See Schedule B**
- 7. Winter Security:-**Board Members met with Winter Security Volunteers on Oct. 19th to review their assigned sections and expectations of viewing lots from the gate/fence. The treasurer will work with Winter Security to prepare a list of lots that are unable to be viewed without walking on the lot. Owners will be contacted by the Office Administrator to request written approval to allow entry onto such lots by the Winter Security Volunteers.
- 8. MLS Listing (President):** Agreement reached with member. The Office Administrator will follow up to ensure compliance.
- 9. ERT Update (Park Enhancement and Safety):** A couple of First Aid kits were donated by a member of the park. These will be inventoried and restocked. 2 more volunteers have stepped up-and both have fire and medical experience
- 10. Big Projects Wish List (Special Projects):**
Obtain quotes for securing materials for the Sound Proofing of the Boardroom (Budgeted in 2024-25). New Projects still being reviewed.
- 11. Tool List Inventory/Wish List (Special Projects):** Prepare an inventory list of previously purchased tools as well as a wish list of tools for future purchases
- 12. Budgeting for Miscellaneous Items (Special Projects): Action:** Treasurer will work closely with Special Projects to ensure costs remain within the budgeted line

item.

13. Member Fence Lot XXX: Resolved

14. Office Admin Templates (Treasurer): Ongoing – continuing to work with Office Administrator to update or create email/letter templates.

15. Spreadsheets (Special Projects and Park Safety and Enhancement): Working with Staff to create spreadsheets to assist with communication between staff and board.

16. Policies and Procedures:

a) **Tree Application and Procedure:** Ongoing

b) **Contractors:** Ongoing.

17. Weeding, Letters and Fines (Special Projects): Ongoing

18. AGM Follow-up: Motion to have Board review Rule F. Gazebos, Pergolas and Barbecue Covers - Tabled

19. Correspondence:

INCOMING:

- Sept. 28th – Concession – Lot XXX
- Oct. 10th – Contractor Concern - Lot XXX
- Oct. 15th - Email Response Time - Lot XXX

OUTGOING:

- Sept. 30th – Winter Internet – Lot XXX
- Oct. 8th – Microwave – Lot XXX
- Oct. 12th – Question – Lot XXX
- Oct. 12th – Reconsideration Request – Lot XXX
- Oct. 15th – AGM questions - Lot XXX
- Oct. 17th – Office Foundation – Lot XXX
- Oct. 19th – Dog park – Lot XXX

20. Next Board Meeting: Sun. November 24th 9:30 am via Zoom

21. Meeting Adjourned: 12:23 pm

Minutes Prepared by: Linda Costain

Schedule A

Caretaker Report - Frank Fong and Roland LaCompte (up to Oct 7th)

1. Cut lawns.
2. Brush removal.
3. Replace showerhead one in clubhouse and the other in Eagle.
4. Clean leaves around the park.
5. Repair water line lot XXX.
6. Replaced water handle lot XXX.
7. Repair street light lot XXX.
8. Clean all gutters.
9. Follow up on Contractor jobs.
10. Rolled and prepared future grass area at the Clubhouse.
11. Discussion with Special Projects and Treasurer regarding relocating a back fence.

12. Meeting with Special Projects, Caretakers and a Contractor.
13. Picked up pool sand.
14. Picked up skid of salt.
15. Replaced main bulletin board lights.
16. Finishing up skirting on Assistant Caretaker trailer.
17. Locate and pictures were taken of noncompliant hitches.
18. Breaker replacements: Lot XXX – (original) and Lot XXX – replace plug. (Member's cord was not fully plugged in)
19. Disconnect water timers for all planters and the lines have been blown out.
20. The waterfalls have been shut off and the lines have been blown out.

OFFICE ADMIN REPORT OCTOBER 2024

Membership Insurance and Liability:

Green gate cards deactivated and red tape on site.

Yellow have submitted and have a line through

Reminders for **June 2024** sent out: 1 outstanding,

Reminders for **September 2024** sent out: 1 outstanding (address being updated)

Reminders for **October 2024** sent out: 4 outstanding

Reminders for **November 2024** sent out: 20 outstanding

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

1 outstanding - update address – insurance company working on updating

Boat Parking Area

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.

Letters sent for non-compliance re: Hitches

9 Letters sent

Reply from XXX – hitch is on they said when pictures sent, they replied that they will have the hitch completed by the end of October,

Lot XXX – hitch is on

Lot XXX – does not understand about hitch for 5th wheel, Special Projects spoke to them.

Lot XXX wants more clarification. Left them a message.

Lot XXX did not understand why hitch needed to be on Special Projects gave them a call now they will have the hitch on properly.

Pending Sales Meeting Change of Membership – family transfer #XXX

SPEEDING FINE \$100.00 paid by debit October 18, 2024

This report does not include any daily office duties.

Lynn Gordon

Office Administrator

SCHEDULE B

Special Projects: Curtis Litle

Office Foundation:

Oct 11, 2024, on office building footing settling

The office building was re checked for the foundation settling issue on Oct 11, 2024. The re check was performed with the same laser level and starting benchmark as on Oct 13, 2023. It was found that there was no additional or noticeable movement / settling of the office foundation from the results that were recorded last year.

The North footing (Front entry, office area) was - 2.5 max inches (lower) than the high spot center of the office building benchmark.

The South footing (laundry, boardroom area) was - 2.25 max inches (lower) than the high spot center of the office building benchmark.

This information to see if the building is in fact stable over the 1-year period was important to help make a decision on what course of action should be used to relevel the office building.

If the footing was unstable and still sinking the best course of action would be to under pin the foundation with hard pan jacks to raise the unstable footing and building envelope on both south and north end of the footing, then support the footing and restabilize it with under pour to help stop any future settling. This option would be in ballpark \$50,000. Note actual cost to be confirmed with a quote from True Level construction with a call out/ quote fee of a non-refundable \$750.00.

This option, that would address the stable office foundation that does not require stabilization, is to have BC Concrete Lifting use beams and hydraulic jacks in the crawl space. They would lift both the north and south ends of the building back to level. They would use metal shims under the joist / plates and install a bondable waterproof filler into the open space created on top of the existing foundation walls after the releveling was complete and then re level the existing beams if needed. This cost would be ballpark \$20,000. Note actual cost to be confirmed with a quote from BC Concrete Lifting with a call out/ quote fee of a non-refundable \$350.00.

Note: injecting 4 lb foam below the footing to stabilize the footing is not needed Because the footing is stable.

Regards

Curtis Litle HHPA Special Projects

Treasurer's Report Oct. 20th, 2024

ROGERS Cable TV & Internet – At the August 31, 2024 Annual General Meeting the membership voted to sign another 3-year contract with Rogers for Cable Television in the park. Further to this, the membership also voted to have Internet services to all sites in the park effective Spring 2025 both of these come as additional costs to the members. Please see the August 2024 AGM package in your email for details on costs for Spring 2025 to be included with your dues if you are not sure. For those members that currently did not sign up for the internet in the past, please watch for notifications in your email regarding the next steps for Spring 2025 implementation as internet services will be setup for all 410 lots the same as cable tv.

If you currently pay privately for your internet, please DO NOT cancel it, just suspend it for the winter it will be easier for ROGERS to port over your account in the back end on their computer.

- Sept/October brought the preparations of winter park “to do” lists and expenditures with the board and staff.
- Rogers Internet will shut down automatically on October 31, 2024, and members are not required to return any equipment it stays in their trailer. Rogers will activate all accounts again on April 1, 2025. Billing for the 2025 – 2026 season will be due for those Bulk Internet members at the same time as the 2025-2026 dues.
- Winter Security will start November 1, 2024, and we have 8 memberships staying in the park that perform daily walkabouts and submit reporting to the office twice per week advising of any issues they may come upon.
- We have seen the completion of the 50th Anniversary this summer which was a very successful event, thanks to all of the volunteers and coordinators in the park. 😊
- We have seen the completion of the #2 Well Head installation (members voted to use contingency funds for this)
- Several repairs and projects have been happening during the open months of the park this season up to the end of September below is a few of the many you may have noticed.
- New office exterior lighting
- Cleaned out the Concession stand and Kidz Club buildings bringing these back to life.
- Fire alarm system installed in several locations in the park
- Installed a water faucet system by the fire pit
- Safety bars installed in the satellite and clubhouse washroom showers
- Replacement of the natural gas pool heater
- New gas stove for the Clubhouse
- Clubhouse furnace repairs
- Satellite washroom boiler repairs
- Painting & Gardening by volunteer members of the park
- ***Several different areas of sewer system repair have been performed due to clogging of the system due to member negligence and flushing into the system baby wipes, sanitary supplies and a t-shirt as well... costing the park membership over \$5,100.00.***

Balance in Accounts at September 30, 2024

Savings Account	\$336,431.30
<u>Contingency Account</u>	<u>\$466,225.12</u>
TOTAL	\$802,656.42

See you in the spring!

Warmest regards,

Kelly Stanoffsky, Treasurer

Harrison Holiday Park Association Snap Shot Budget VS Actual at May 1, 2024 - Sept 30, 2024

	B	C	D	E
		Budget	Actuals General Account	
		May 1 2024 - Apr 30 2025	May 1 2024 - Sept 30 2024	
1				
2				
3				
4	REVENUE			
5	Annual Dues (410 lots x \$1602)	656,820.00	656,820.00	
6	Special Assessment - Shaw Cable (410 lots x \$190.61 for 7 months)	78,150.50	78,150.10	
7	Shaw Internet (Individual Member User Pay \$288.12)	43,507.00	50,937.24	
8	Interest Income	9,000.00	6,323.30	
9	Laundry	2,700.00	2,208.00	
10	Site Transfer Fees	600.00	450.00	
11	Speeding Tickets and Fines	600.00	0.00	
12	Winter Hydro (8 spots x \$260)	13,400.00	0.00	
13	Boat Storage Fees (20 spots x \$200)	4,000.00	2,000.00	
14	Misc Revenue (Gate cards, Lot listing fees, Guest camping)	2,000.00	1,729.15	
15	SUB TOTAL REVENUE	\$ 810,777.50	\$ 796,617.79	
16				
17	Special Assessment Levy #1 - 50th Anniversary	12,300.00	12,300.00	
18	TOTAL REVENUE	\$ 823,077.50	\$ 810,917.79	
19				
20	EXPENSES			
21	50th Anniversary Celebrations	12,300.00	12,258.37	
22	Wages (El. Cpp. Tax, Vac Pay, Benefits + \$1.00 raise + 1% Xmas Bonus)	173,000.00	68,403.61	
23	Office Expenses	4,500.00	1,261.99	
24	Accounting Services	6,000.00	3,801.00	
25	Bank Charges/Misc charges	900.00	692.09	
26	AGM and Board Expenses	2,000.00	105.75	
27	Legal Expense	3,000.00	1,256.50	
28	Maintenance - General	7,000.00	1,651.66	
29	Maintenance-Water System	10,500.00	3,331.63	annual maintenance & salt for water system
30	Maintenance - Building	10,000.00	2,536.94	includes 2nd phase moss removal to satellite buildings
31	Maintenance - Equipment	5,000.00	694.50	
32	Maintenance - Paving	6,000.00	-	
33	Maintenance - Clubhouse	3,000.00	2,500.00	therostats & furnace ducts wrapped in fall
34	Salvage Removal	15,000.00	9,493.02	land fill green waste fees have increased from \$12.50 to \$20 per dump
35	Washroom Supplies	4,500.00	2,727.40	we will be meeting with our vendors to negotiate better pricing
36	Washroom Maint/Repairs	3,000.00	1,530.35	
37	Pool - Maint/Repairs/Chemicals	9,000.00	5,907.77	
38	Equip/Tool - Rentals/Purchase	3,000.00	560.09	
39	Sator - Caretaker 2nd Yard Vehicle	16,000.00	16,000.00	2nd Yard Vehicle so Caretakers can work independantly & save the life of our aging White Shop Truck
40	Maintenance - Hydro	2,000.00	633.80	Emergency Call out budget "just in case"
41	BC Hydro	92,300.00	53,360.52	
42	Fortis Gas	9,500.00	3,632.24	
43	Shaw Cable	79,650.00	60,726.13	
44	Shaw Internet (Individual Member Bulk 5 year program 4 yrs remaining)	43,507.00	52,162.10	
45	Telephone/E-mail Equipment/Security Cameras/Cell Phones	13,000.00	5,671.12	
46	Sewer Maintenance	2,500.00	276.94	
47	Insurance - Buildings/Equipment/Volunteers	49,045.00	41,369.00	12% increase budgeted
48	Property Taxes	103,200.00	104,704.42	5% increase budgeted
49	Village HHS Sewer/Water	52,060.00	51,481.93	5% increase budgeted
50	Tractor & Trailer - Repairs & Maintenance	6,000.00	1,317.87	
51	Vehicle - Repairs/Maintenance/Fuel	12,000.00	1,938.87	
52	Insurance - Vehicle	1,650.00	1,545.00	
53	Tree Cutting/Removing & Wind Damage	20,000.00	-	
54	Landscaping/Grounds/Plants (Park Enhancement)	2,500.00	1,086.32	
55	Dog Park Expense	500.00	172.47	
56	Park Safety & Equipment	1,000.00	781.13	
57	Lighting & Electrical (Park Enhancement)	1,200.00	-	
58	Kids Club	2,134.50	1,986.23	includes wages for two summer students 10 Saturdays June 29 - Aug 31st
59	Website & Email Expense	2,800.00	118.94	
60	Misc (Pool Heater/Washroom & Clubhouse Heaters/Park Sewer Repairs)	-	11,040.10	Pool Heater \$4108.73+Clubhouse & Washroom Heaters\$1873.86+Park Sewer Repairs \$5057.51
61	TOTAL EXPENSES	790,236.50	528,717.80	
62	5% Contingency Fund Allocation	32,841.00		
63	Contingency Spend - AJ Pumps Well #2 Upgrade		18,705.85	
64	BUDGET SHORT/OVER	0.00	\$ 263,494.14	
65				
66				
67	Expenses Voted by Membership April 13, 2024			
68	Motion #2 - Contingency Spend			
69	"Eagle" Satellite Washroom Renovation Phase 3 FINAL			This contingency fund spend is for the final phase of our three year project to renovate all of the shower stalls
70	Ladies Showers & Mens Showers / Tile Renovation			in the HHPA bathrooms. Each year the membership has voted to use contingency funds to complete these renovations.
71		22,000.00		
72				
73	Motion #3 - Special Levy - 50th Anniversary - \$30.00 per Site			
74	50th Anniversary Party Celebration May 15, Jun 29, Jun 30, 2024	Budget		This levy is combined efforts with the BOD and with the Social Committee for the July 2024 celebration of the 50th Anniversary of our park
75	410 x \$30.00 = \$12,300			
76	Special Event Insurance	\$ 400.00		
77	Victoria Day Tea, & 50th Birthday Bash Food in June tbd	\$ 3,660.00		
78	Carnival Games, Family Games & Entertainment & Bands	\$ 7,600.00		
79	Staffing for Carnival Games & Prizes	\$ 640.00		
80				
81		\$ 12,300.00		
82				
83	Motion #4 - Contingency Spend			
84	AJ Pumps 65 GPM 5 HP Well #2 Upgrade \$20,500.00			Please refer to the Treasurer's Report April GM Budget package for the Well Pump Rationale information
85				
86	included Incidentals IE paving, digging etc approx \$1374)	\$ 20,500.00		
87				