#### Harrison Holiday Park Association

BOD Member Minutes Zoom Meeting Sunday Nov. 24th, 2024 @ 9:30am

#### **Board Members:**

PresidentLetti ForsythVice PresidentLinda CostainSecretaryFrances ToebaertTreasurerKelly StanoffskySpecial ProjectsCurtis LitlePark LiaisonLarry SargeantPark Safety and EnhancementRon Wallace

#### **Items for discussion:**

1. Meeting Called to Order: 9:32 am

#### 2. Approval of minutes: Sept. 23<sup>rd</sup> BOD minutes - Approved Oct. 28<sup>th</sup>

Oct. 20<sup>th</sup> BOD minutes - Approved Nov. 21<sup>st</sup>

- 3. Additions to Agenda: No additions
- 4. Approval of Agenda: Approved

#### 5. Staff Reports – See Schedule A

Caretakers - A broken line to the clubhouse washrooms is currently under repair resulting in the water being turned off. Eagle washrooms have been opened temporarily until repair is completed.

#### 6. Staff Vacations and Holiday Park Closures (Treasurer):

• The board has approved for the staff to have Dec. 24<sup>th</sup>, 25<sup>th</sup>, Dec. 31<sup>st</sup> & Jan 1<sup>st</sup> off with Caretakers alternating days as emergency contact for the park.

#### 7. Minutes (Vice-President)

• The Secretary has resigned her position. The President re-assigned her to the position of member-at-large which she accepted. As a member-at-large she will still be a functioning member of the board without holding a specific portfolio. The Vice President has accepted to add the position of Secretary to her portfolio. Position changes were agreed to by all Board members.

# 8. Winter Security (Treasurer):

• Lots XXX and XXX are unable to be seen from the 10 ft. boundary line from the roadway. Staff will continue to reach out to the members to obtain approval to access their lot for security checks.

#### 9. Special Projects Update (Special Projects):

- Securing quotes to underpin the office.
- 10. ERT Update Fire Extinguisher's and CO2 (Park Enhancement and Safety):
  - Obtaining a quote for bulk buying fire extinguishers for interested members.
  - Preparing a training session on the Fire Stands (hydrants) for the Emergency Response Team and interested members.

#### 11. Roger's Internet (Treasurer):

- A process is being prepared to distribute Rogers Internet Modems to the balance of the members in the park without internet.
- 12. Policies and Procedures:
  - a) Bullying and Harassment: Ongoing
    - Bullying and Harassment Policy is going through final review.
  - b) Contractor's Code of Ethics: Ongoing
    - Contractor's Code of Ethics is being reviewed.
- 13. Weeding, Letters and Fines: Tabled
- 14. Gazebos Footage Clarification: Tabled

# 15. Correspondence:

# **INCOMING:**

- Oct. 10<sup>th</sup> Jim's Handyman Service Lot XXX
- Oct. 21st Additional Hydro request Lot XXX
- Oct. 27<sup>th</sup> Seasonal Lot rental inquiry from non-member
- Nov. 5<sup>th</sup> Winter Hydro Lot XXX
- Nov. 5<sup>th</sup> Tree Removal Lot XXX
- Nov. 7<sup>th</sup> Winter Hydro Lot XXX (3 emails)
- Nov. 18<sup>th</sup> and 19<sup>th</sup> Boat Insurance Lot XXX
- Nov. 19<sup>th</sup> Tree Removal Lot XXX

#### **OUTGOING:**

- Oct. 27<sup>th</sup> Pool Hours Lot XXX
- Oct. 27<sup>th</sup> Seasonal Lot Rental inquiry from non-member
- Oct. 30<sup>th</sup> Additional Hydro request Lot XXX
- Nov. 5<sup>th</sup> Tree Removal Lot XXX
- Nov. 6<sup>th</sup> Winter Hydro Lot XXX
- Nov. 7<sup>th</sup> Winter Hydro Lot XXX
- Nov. 8<sup>th</sup> Winter Hydro Lot XXX
- Nov. 19<sup>th</sup> Boat Insurance Lot XXX
- Nov. 19<sup>th</sup> Tree Removal Lot XXX

# 16. Next Board Meeting: Dec. 15th@8:30am

# 17. Meeting Adjourned: 12:17pm

# Minutes Prepared by: Linda Costain

# Schedule A

# **Caretaker Report - Frank Fong and Roland LaCompte**

- 1. Brush removal (on going)
- 2. Clean leaves around the park (on going)
- 3. Installed ceiling fan switches in the Clubhouse.
- 4. Unloaded 2 skids of salt.
- 5. Cleanout all gutters (on going)
- 6. Picked up pool pump valve.

- 7. Cleaning out sewer pits.
- 8. Turned on breaker Lot XXX- they had too many things plugged in.
- 9. Breaker replacements: Lot XXX 30 amp plug due to age.
- 10. Replaced sand re: pool filter.
- 11. Ball valve has been installed in the pool.
- 12. Installed emergency siren alarms on streetlights.
- 13. Removed temporary speed bumps for snowplow.
- 14. Repaired water leak at the flower bed by Clubhouse.
- 15. Added salt to the water system.
- 16. Turned on breakers Lot XXX they had too many things plugged in. Lot XXX - heater was on.
- 17. Organized under the shop awning.
- 18. The spare sewer pump rail latch has been rewelded.
- 19. The forks for the tractor have been unbent.
- 20. The TV Message Board has been brought in for the season
- 21. Turned Park power off
- 22. Winterized Sparrow washrooms
- 23. Reset streetlights after power outage.
- 24. Pool furniture has been put away for the winter.
- 25. Tractor has been serviced.
- 26. Changed satellite washroom locks for the winter.
- 27. Company truck has been serviced.
- 28. Changed streetlight bulbs by Lot XXX & Lot XXX.
- 29. Eagle washroom is completely ready for new tile.

This report does not include any daily duties.

# Office Administrator Report - Lynn Gordon

# Membership Insurance and Liability:

# 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

Green gate cards deactivated and red tape on site. Lot XXX,

Yellow have submitted and have a line through.

Reminders for June 2024 sent out XXX,

Reminders for <u>November 2024</u> sent out

Reminders for <u>December 2024</u> sent out

# Winter Storage Boat and Car Request for Insurance sent out.

# Limited view for Winter Security letter sent out.

• XXX, XXX(replied with permission), XXX

### Sites with no numbers

### **Internet Fees Outstanding** – 0

### **Dues Outstanding: -** 0

**Lots For Sale:** There are currently 42 for sale. All of the postings are on the website. All of the changes have requested are posted.

#### Letters sent for non-compliance re: Hitches

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

#### XXX - hitch is on

**XXX -** does not understand about hitch for 5<sup>th</sup> wheel, Special Projects spoke to him. <mark>Hitch is on XXX -</mark> wants more clarification. Left him a message. <mark>Will put on before park opening.</mark>

**XXX** - did not understand why hitch needed to be on, Special Projects gave him a call now he will have the hitch on properly.

# Pending Sales Meeting for Change of Membership – family transfer Lot XXX

This report does not include any daily office duties.