

Harrison Holiday Park Association

BOD Member Minutes

Zoom Meeting

Sunday Nov. 24th, 2024 @ 9:30am

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:** 9:32 am
- 2. Approval of minutes:**
Sept. 23rd BOD minutes - Approved Oct. 28th
Oct. 20th BOD minutes - Approved Nov. 21st
- 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. 24th, 25th, Dec. 31st & Jan 1st 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. 10th - Jim's Handyman Service - Lot XXX
- Oct. 21st - Additional Hydro request - Lot XXX
- Oct. 27th - Seasonal Lot rental - inquiry from non-member
- Nov. 5th - Winter Hydro - Lot XXX
- Nov. 5th - Tree Removal - Lot XXX
- Nov. 7th - Winter Hydro - Lot XXX (3 emails)
- Nov. 18th and 19th Boat Insurance - Lot XXX
- Nov. 19th - Tree Removal - Lot XXX

OUTGOING:

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

- XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, ~~XXX~~, XXX, XXX, XXX, XXX, XXX

Winter Storage Boat and Car Request for Insurance sent out.

- ~~XXX~~, ~~XXX~~, XXX, XXX, XXX, ~~XXX~~, ~~XXX~~, ~~XXX~~, XXX, XXX, XXX, XXX, ~~XXX~~

Limited view for Winter Security letter sent out.

- XXX, XXX(replied with permission), XXX

Sites with no numbers

- XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX

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

XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX, XXX

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 5th wheel, Special Projects spoke to him. **Hitch is on**

XXX - wants more clarification. Left him a message. **Will put on before park opening.**

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.