

## Harrison Holiday Park Association

Member Minutes

Zoom Meeting

Mon. Dec. 16th @ 6:30pm

### **Board Members:**

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

Regrets: Park Liaison - Larry Sargeant

### **Items for discussion:**

- 1. Meeting Called to Order:** 6:33 pm
- 2. Approval of minutes:** Nov. 24<sup>th</sup> Minutes - Approved Dec. 8<sup>th</sup>, 2024
- 3. Additions to Agenda:** No additions
- 4. Approval of Agenda:** Approved
- 5. Board Reports:** The Treasurer reported that the staff annual Christmas bonus was paid on the first cheque in December. The Treasurer also provided a Winter Security update and discussed the staff holiday schedule during winter closure months and procedures when Lynn is on vacation.
- 6. Tree Applications (Liaison):**
  - As the Park Liaison was unable to attend the meeting, the Treasurer, who has worked closely with the Park Liaison, reported that the Head Caretaker has done a walk around the park with Scott's Tree Care Ltd. to review tree removal requests.
  - **ACTION:** Treasurer to report clarifications to BOD regarding Scott's quote for the various sites in question. It was noted that Park Enhancement will need to add "Board Approval" to the Tree Application Policy and Procedure.
- 7. Special Projects Update (Special Projects):**
  - The Caretakers inspected under the trap door by the faucet looking for weeping tiles under the walkway at the back of the office and noted there were no weeping tiles visible. They dug down to the bottom of the foundation as far as they could and determined the lack of weeping tile most likely contributed to the settling of the foundation due to the fact there was nowhere for the water to go during the last major flood in Chilliwack a few years ago.
  - Special Projects will follow up with the Caretakers to ensure that when the small hole in the concrete is fixed by the clubhouse a waterproof patch is being used.
- 8. Policies and Procedures:**
  - a) Bullying and Harassment:**
    - A rule has been drafted to allow for enforcement of corrective actions of the Bullying and Harassment Policy. It would need to be passed by the membership at the Spring 2025 GM.

**b) Contractors:**

- Reviewed and revised the latest version of the Contractors Code of Ethics.  
**ACTION:** President noted suggested changes and will add edits to the document for final review by BOD and staff.

**9. Weeding, Letters and Fines:**

- An email will be sent to all members stating that the enforcement of the weeding fines will commence **June 1<sup>st</sup>, 2025**. If a member hires someone to weed their lot, it **must** be completed by **June 1<sup>st</sup>**. Weeding fine letters must be approved by the board prior to sending them to the member(s).

**10. Gazebos Footage Clarification:** Ongoing

- **ACTION:** Park Safety & Enhancement and Special Projects will investigate and report back whether the dimensions for the 168 sq. ft. gazebo should be the roof line, gutter to gutter and height.

**11. Correspondence:**

**INCOMING:**

- Dec. 4<sup>th</sup> – Information Request – (non-member)
- Dec. 16<sup>th</sup> – Volunteer offer - Lot XXX

**OUTGOING:**

- Dec. 12th - Contractor Service - Lot XXX
- Dec. 4<sup>th</sup> – Information Request – (non-member) directed to the Office Administrator

**12. Next Board Meeting:** Sunday, January 19th, 2025, at 8:30 am

**13. Meeting Adjourned:** 9:03 pm

Minutes prepared by Linda Costain, Vice-President/Secretary