

Harrison Holiday Park Association

BOD Member Minutes

Zoom Meeting

Sunday Jan. 19th, 2025 @ 8:30am

Board Members:

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

Items for discussion:

1. **Meeting Called to Order:** 8:32 am
2. **Approval of minutes:** Dec. 16th Minutes - Approved
3. **Additions to Agenda:** None
4. **Approval of Agenda:** Approved
5. **Staff Report - Schedule A**
6. **Board Reports:**
 - a) **Special Projects Office Building:**
 - Discussed the logistics of purchasing a sump pump to automatically remove any potential water from under the office.
 - b) **Treasurer's Report:**
 - Prior to the park opening, the Treasurer will reach out and coordinate with the members who have volunteered to paint the interior of the washrooms the timing of the project.
 - The Treasurer will contact our Shaw Representative regarding the plan for the internet roll-out for the remaining members of the park. BOD Members will assist with this roll-out.
7. **Tree Applications (Treasurer):**
 - The head caretaker advised that the permit request will be submitted to the Village of Harrison for approval.
8. **Tree Replacement Committee Update (Member at Large):**
 - Member-at-Large will attend the next Committee meeting.
 - Important Dates
 - Feb. 23rd, 2025 - Outline of proposal received by BOD
 - Mar. 14th, 2025 - Completed version to BOD for review
 - Apr. 3rd, 2025 - Final version to BOD for inclusion in the April 2025 GM package.
 - The approved Tree Replacement Policy will be integrated into the Tree Policy and Procedure currently being drafted.
9. **Policies and Procedures:**
 - a) **Bullying and Harassment Policy**
 - Under final review
 - b) **Contractor Code of Ethics Policy and Procedure**
 - Under final review

10. Weeding Letters and Fines:

- June 1st, 2025 is the deadline for Rule 1.G.1 Site Cleanliness/Tidiness (Maintenance): (trailer washed, yard clean, tarps removed, weed free etc...) to be in compliance – this includes lots where members have hired someone to clean their weeds. There will be no reminders sent after May 31st, only fines for non-compliant lots. A group email will be sent to all members reminding them that May 31st is the deadline, and June 1st is when compliance will be reviewed, and fines are issued.

11. Gazebos Footage Clarification:

- Projects and Park Enhancement have provided clarification for Rule 2.F.1 Gazebos, Pergolas and Barbecue Covers. The recommended change will be included in the April AGM Package for member's approval.

12. Member Update Email (President):

- President to Prepare a Winter Update Email to Members. Additional reminders will also be posted on Facebook page and the TV when the park opens.

13. Correspondence:

INCOMING:

- Dec. 24th - Question- Lot XXX
- Dec. 26th - Membership Inquiry – (Non-Member)
- Jan. 8th - Membership Inquiry – (Non-Member)
- Jan. 13th - Tiny Home – (Non-Member)

OUTGOING:

- Dec. 21 - Volunteer offer – Lot XXX
- Jan. 4th - Question- Lot XXX
- Jan 4th - Membership Inquiry – (Non-Member)
- Jan. 10th - Membership Inquiry – (Non-Member)
- Jan. 13th - Tiny Home – (Non-Member)

14. Next Board Meeting: Sun. Feb. 23rd @ 8:30 am via zoom

15. Meeting Adjourned: 11:57 am

Minutes prepared by Vice-President/Secretary - Linda Costain

SCHEDULE A

Caretaker and Assistant Caretakers Report:

December 8, 2024

1. The Clubhouse Electrical has been completed.
2. Clubhouse sewer line repaired.
3. Yellow tape laid down trench filled; area cleaned up.
4. All sewer pits have now been cleaned out.
5. Water spigots have been installed in clubhouse washrooms.
6. Water leak under the clubhouse has been repaired.

January 2, 2025

1. Trap door has been built for water access at the office.
2. Dig for drain tile (could not find it).
3. The new shower stalls at Eagle washroom have been completed.
4. Office roof has been repaired (leak).
5. All water spigots have been installed in all washrooms.
6. Re-shingle main power boxes on #XXX, #XXX, #XXX.
7. Install new main water valve ring at Maple.
8. Strip wax off satellite washroom floors.
9. Silicone satellite washroom (Sparrow) & (Eagle) all of the ceiling crown molding.
10. Installed shower curtain rods in Eagle Washroom

January 13, 2025

1. Confirmed hitches on member's trailers.
2. Take down Christmas decorations outside in park and office.
3. Paint wood 2x4 at the clubhouse doors.
4. Replaced rotten wood clubhouse railing.
5. Replaced two streetlights.
6. Replaced rotten ties by handicapped ramp at the clubhouse.
7. Repaired damaged planter at Maple.

Office Admin Report:

DECEMBER 2024/ JANUARY 2025

Membership Insurance and Liability:

Discussion with Treasurer re: Contractor gate cards this current system is not working.

Green gate cards deactivated and red tape on site. XXX

Yellow have submitted and have a line through

Reminders for **June 2024, July & Aug & Sept** sent out XXX

Jan 12, 2025 Phone call from Treasurer to member and email follow up with requirements and 14 day final notice sent by office admin.

Reminders for January 2025 sent out

XXX, XXX, XXX, XXX

Reminders for February 2025 sent out

XXX,

Winter Storage Boat and Car Request for Insurance sent out

All on file now

Limited view for Winter Security November 2024

XXX does not have email / and needs to be spoken to in person

Sites with no lot numbers

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

Boat Parking Area - NIL

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 changes requested are posted.

Letters sent for non-compliance re: Hitches

XXX - no information

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

XXX Hitch is on but hanging down needs to be called by Caretaker.

XXX - no information

XXX - will have hitch on but needs hire help.

Pending Sales Meeting Change of Membership - family transfer #XXX

Pending Sale family transfer #XXX

I have pulled the following year end boxes to be sent for shredding. The Treasurer and I will arrange for this to be taken care of.

- May 1 2015 - April 30, 2016 OK to destroy after December 31 2024
- May 1 2016 - April 30, 2017 OK to destroy after December 31 2024

Treasurer made a motion to destroy the 2 boxes dated May 1 2015 - April 30, 2016 and May 1 2016 - April 30, 2017. Seconded by Vice President/Secretary. Motion Passed

This report does not include any daily office duties.

Lynn Gordon - Office Administrator