

Harrison Holiday Park Association

BOD Member Meeting Minutes

Zoom Meeting

Sunday Feb. 23rd, 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 Toeber

Items for discussion:

1. **Meeting Called to Order: 8:41 am**
2. **Approval of Minutes: Jan. 19th, 2025 - approved**
3. **Additions to Agenda: None**
4. **Approval of Agenda: Approved**
5. **In Camera Meeting: 8:42am – 9:15am**
6. **Staff Reports: (See Schedule A):**
Caretakers Report:
 1. **Item 5 on the Caretakers Report**
 - Caretakers usually clear the roads after the snow stops.
 - Cars drove over the snow and the roads turned into ice which is a safety hazard especially when we have the winter security members walking the park. **ACTION:** Special Projects **will** review snowplow procedures with the Caretakers. The Treasurer will let the Winter Security know they are not expected to risk their safety on walks if the roads are not safe.
 2. **Item 11 Underwear stuck in sewer line**
 - Head Caretaker is unsure whether this happened before the park closed or during the off-season
 - Spare pump needs to be rebuilt by AJ Pumps at a cost of between \$200 and \$300. The treasurer has informed the Head Caretaker he has approval to have the pump rebuilt.**Discussion regarding RV Service Provider access to park**
 - Clarified with Head Caretaker that there has been no change to the RV Service Providers and that they have 24/7 access to the park.
7. **Board Report**
 - BOD Reports are not required but if you wish to include one in the April GM Package it must be forwarded to the President by the 3rd week in March
 - Committees will receive a formal request for reports.
8. **Internet (Treasurer)**
 - Target date for delivery of the internet boxes is March 28th but the BOD has notified Shaw/Rogers that they need to be delivered by March 21st.
 - Install process TBD
9. **Painting (Treasurer)**
 - The volunteers for painting the washrooms have been contacted and are

willing to help **starting March 8th.**

- The goal is to have the painting of the washrooms completed prior to the park opening.

10. Minutes (President)

- It was proposed that the BOD Member Minutes be emailed to the membership. Due to cost and time constraints the minutes will not be mailed to members that do not have an email address on file with the office. There will be a cost to the member if they request a photocopy. BOD approved. They will continue to be posted on the website as well.
- Minutes cannot be posted on the bulletin boards as they are considered confidential to the membership.
- As only 25% of the membership cards are picked up after the April GM every year, it was agreed that we will pivot to Picture ID at the registration table for all meetings effective at the September 2025 AGM. We will have an extra station and a few more volunteers for check-in to accommodate this new process
- At the upcoming April GM, members will be asked to verify that their information (address, email address, phone numbers emergency contact) is current. If any changes they will be asked to complete the Change of Information Form and hand it in at the office.

11. Atco Trailers (Liaison) – For educational purposes the Liaison researched the cost involved with replacing our aging office with a trailer(s).

- Removal and remediation of existing office (possible asbestos)
- Cost for the Trailer(s)
- Cost for set-up
- Cost prohibitive
- It was agreed that moving forward with renovations and repairs to the existing office was in the park's best interest.

12. Policies and Procedures:

- a) **Bullying and Harassment:** Completed - will be included in the outgoing email update and the April 2025 GM package
- b) **Contractors Code of Ethics:** Completed - new documents are being provided to the Office Administrator and Caretakers so they can start using this new procedure immediately. **Action:** Office Administrator will contact all current contractors and send them the package to complete
- c) **Tree Policy and Procedure:** Tabled

13. Tree Replacement Committee (Member at Large):

BOD is reviewing the Tree Replacement Committee's Policy to be incorporated into the Tree Removal, Alteration and Replacement Policy and Procedure the BOD has been working on for the past year.

14. Contractors Accessibility (President):

- During the off-season only, Contractors will be allowed to work in the park on weekends.

15. Weeding, Letters and Fines (Treasurer and Member at Large):

- Will review templates after the GM meeting.

16. Fines review (Park Enhancement and Special Projects): TABLED to Budget Meeting on March 10

17. Member Update Email (President): Reviewed and ready to send out.

18. Correspondence:

INCOMING:

- Jan. 22nd - Tree removal - Lot XXX
- Jan. 23rd - Power for one day -Lot XXX
- Jan. 23rd - Website Issues/meeting Minute's - Lot XXX
- Jan. 24th - BC Hydro Replacement program - (Past Member)
- Jan 27th - BOD Paperwork - (Prospective Member)
- Feb. 5th - Digital Piano - Lot XXX
- Feb. 6th & 8th - Lot Sale - Lot XXX
- Feb. 12th - Tree replacement Policy and Request - Lot XXX
- Feb. 18th - Purchasing a membership - (Non-Member)
- Feb. 18th - Booking - (Non-Member)
- Feb. 18th - Hello - (Non-Member)
- Feb. 18th - Seasonal RV lot - (Non-Member)
- Feb. 17th - 2025 Park Bylaws - (Non-Member)
- Feb 19th - De winterizing - Lot XXX
- Feb. 19th - Adventure RV - Lot XXX
- Feb. 22nd - Lots for Sale - (Non-Member)
- Feb. 22nd - Tree Stumps - Lot XXX

OUTGOING:

- Jan. 22nd - Tree removal - Lot XXX
- Jan. 23rd - Power for one day - Lot XXX
- Jan. 23rd - Website Issues/meeting Minute's - Lot XXX
- Jan 27th - BOD Paperwork - (Prospective Member)
- Feb. 7th - Lot Sale - Lot XXX
- Feb. 18th - Purchasing membership - (Non-Member)
- Feb. 18th - Booking - (Non-Member)
- Feb. 18th - Hello - (Non-Member)
- Feb. 18th - Seasonal RV lot - (Non-Member)
- Feb. 19th - Digital Piano - Lot XXX
- Feb 19th - De winterizing - Lot XXX
- Feb. 22nd - Tree replacement Policy and Request - Lot XXX
- Feb. 22 - 2025 Park Bylaws - (Non-Member)
- Feb. 19th - Adventure RV - Lot XXX
- Feb. 22nd -Lots for Sale - (Non-Member)

19. Next Board Meeting: March 23rd, 2025 @ 8:30 am (via zoom)

20. Meeting Adjourned: 11:56 am

SCHEDULE A

Caretaker and Assistant Caretakers Report:

Feb. 9th, 2025

- 1- Split firewood and store, and clean up area
- 2 - work with furnace repair guy
- 3- plow and snow blower set up
- 4- built one small panel for Lot XXX and Lot XXX
- 5- plow and snow blowing around park
- 6- picked up salt (2 skids)
- 7- pick stove up for caretaker house
- 8- unload salt
- 9- salt areas around park
- 10- clean main power boxes
- 11- replace #1 sewer pump and circuit board due to flushed underwear - sparrow station

Office Admin Report:

FEBRUARY 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. **Lot XXX**

Yellow have submitted and have a line through

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

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

Feb 2025 In process getting insurance from Hub in Agassiz.

Reminders for February 2025 sent out

XXX, XXX, XXX, XXX,

Reminders for March 2025 sent out

XXX,XXX,XXX, 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

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

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

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 41 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

XXX, XXX, XXX, XXX, XXX

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 she needs to hire help.

Pending Sales Meeting Change of Membership – family transfer #XXX

Sent emails to members regarding winter security observations.

This report does not include any daily office duties.

Lynn Gordon

Office Administrator