

**Board of Directors Meeting at Pine Lake Campground held in the Board Room on  
Saturday January 13, 2024 – 9:00 a.m.**

***Minutes Approved at the Special Board of Directors Meeting on  
February 28, 2024 – 6:30 p.m.***

**Present:** Rick Drummond, Jamie Legault (Skype), Nancy McNaughton, Doug Carson, Dave Schieckoff, Brenda Wilson (Skype) Christine Lehmann, Recording Secretary (via phone call).

**Absent:** Dave Schieckoff, Steve Huff

**1. Meeting Called to Order:** 9:00 a.m.

President opened the Board Meeting. He then asked if all Directors were in good standing (yes) and based on our agenda does anyone need to declare a conflict of interest (no).

**2. Motion:** To excuse Dave Schieckoff and Steve Huff

Motioned by: Brenda Bray; Seconded by Jamie Legault                      All in favour                      **Motion CARRIED**

**3. Motion:** To approve the Minutes for the Board Meeting held on Saturday, December 9, 2023 (43-12-a).

Motioned by: Brenda Wilson; Seconded by Nancy McNaughton   All in favour                      **Motion CARRIED**

**4. (i) Treasurer Report** – Presented by Nancy McNaughton on behalf of Steve Huff

Bank Balance as of December 31, 2023	\$200,884.52
Postdated cheques to January 31, 2023	\$ 12,419.63
Visa/Mastercard payments to January 31, 2023	\$ 7,663.57
Estimated expenses as of January 31, 2023	\$162,763.71
Total balance, less expenses	\$ 58,204.01
Money Market Balance	\$ 10,157.66
Money Market Interest	\$ 506.08
Total Money Market	\$ 10,663.74
GIC	\$1,125,224.91
Interest accrued since last payment	\$ 7,412.78
Total Interest paid	\$ 46,122.40
Total GIC	\$1,178,760.09

**Motion:** To approve the Treasurer Report for December, 2023.

Motioned by: Serf Koebel; Seconded by Brenda Wilson                      All in favour                      **Motion CARRIED**

**(ii) Rec Club Financial Report**

Bank Balance as of December 29, 2023	\$30,694.86
--------------------------------------	-------------

**(iii) Pine Rock Golf Financial Report**

Monthly revenue for December 23, 2023	\$ 0.00
Monthly expenses up to December 23, 2023	\$ 595.62
Total Expenses for 2023	\$15,393.67
Bank Balance as of January 31, 2024	\$ 8,975.52

**5. Park Manager's Report:** Richard Penhale arrived at 9:08 a.m. to review the Park Manager's report. Action sheet was reviewed, items added, modified or deleted.

#	AGENDA ITEMS	ACTION PLAN	ASSIGN DATE	PROPOSED COMPLETION
1	Front washroom sewage issues	On Friday Jan. 05/24 we started on the sewer work job on the Ladies washroom. This consists of cutting trenches in the floor and replacing the sewer line.	Feb. 2022	Feb. 2024
2	11 Automatic doors are to be installed & compliant by end of 2024	Mike Wybo has completed the railing at the Laundromat and the new door has been hooked up. However, the concrete floor is not even, so we have to grind it down for the door to work properly. The remaining three doors will be installed in 2024. New automatic doors will be installed at the pool and chalet the week of Feb 5-9, 2024.	Feb. 2022	Ongoing
3	One new electrical pedestal to be installed	There will be disruption in power service on that day, notice will be given to members. Awaiting the electrician (ELG will do the install).	June 2022	Feb. 2024
4	Deck replaced at lake where diving board is situated	The concrete has been poured which will improve the strength as well as avoid erosion. This is now on hold until Spring 2024. Will use pressure treated plywood and vinyl glue down material so that it is non slip and not so hot on the feet. This will provide us with a 15-20 year lifespan. The diving board will go back up in the spring, the base is solid.	Apr. 15/23	Spring 2024
5	Street light replacement	One LED light has been installed by the East end of the Shop. Will repair/replace the streetlight in Section C. There are some lights out on the bridge that will be replaced. Would like to get a sealed light fixture in 2024 to keep bugs, water, dirt, etc. out of them.	Apr. 15/23	Ongoing
6	TV cable is exposed and runs in the back yards from T5 to T29	The Park Manager found out that TCC would be willing to bury those cables, however it's unsure if they will charge to bury them. They will only do so once they are the official provider. Will no longer continue to try to contact Stubb's.	May 13, 2023	Ongoing
7	Hydro installed in mini putt	We have done some digging and not found exactly what we wanted. We believe the backhoe probably damaged the line so bad years ago that we will have to run a new line from the lawnmower shed to the south Compound fence.	May 13, 2023	2024
8	Posts & numbered signs in compound – (72 sites in total)	Instead of chain link fence, the board is recommending posts staked in the ground (at the back of the sites) and sites numbered. President will check with Mike Wybo to see what he can devise.	June 10. 2023	Ongoing

9	Sauna heater	Shawn Bruinsma from Blue Horizon Pools has contacted me and has the unit on order. Hopefully it will be in to get installed during the Pool closure.	July 15, 2023	Ongoing
10	Rec Hall Kitchen Exhaust Fan	As per your decision at the last meeting, Ferguson Plumbing and Heating has been commissioned.	Oct. 2023	Ongoing
11	Dredging of the Lake	Will dredge the lake in the Spring of 2024	Nov. 2023	Spring 2024
12	Tuckersmith Communications Cooperative	<p>Stubb's contract will end April 1, 2024. TCC will start the process of moving people over to their system one at a time. If there is a member who can wait for their TCC service to start it would be appreciated if they would do so in order to get the members who require immediate service taken care of first. We believe the old Stubb's equipment (modems) will be replaced by TCC. If a member has an arrangement with Stubb's with respect to their modem, the onus will be on the member to work that out with Stubb's. Stubb's will need to get their equipment on Satellite Hill removed. At this time there are two AC units that run year round to keep Stubb's equipment cool. Once Stubb's removes their equipment, the AC units can be shut down, which will provide a substantial hydro saving to the Park.</p> <p>Currently the Park is using Bell for Business phone lines at a cost of approximately \$650/month. If TCC can assure us that we will have some Business lines that will work in the event of an outage we may move this business to TCC as the cost savings will be substantial (approximately \$100/month).</p>	Dec. 2023	Ongoing
13	Transformer Hot Spots	The boom truck cannot reach, therefore will need to do some rigging.	Dec. 2023	Ongoing
14	Rec Hall Furnace	The Rec Hall has two furnaces. The south furnace is not creating any heat. Ferguson Plumbing and Heating feel we could spend a lot of money trying to get it functioning. A series of elimination and still have problems. They recommend a new unit and the quote is included. (The Board voted and work will proceed with Ferguson Plumbing)	Jan. 2024	Ongoing
15	Boomer 50 Tractor	Our new tractor is having some fuel injection problems. McGavin's/Roberts Farm Equipment has brought a loner tractor to us on Mon. Jan.08 and taken ours to repair. All repairs are still under warranty.	Jan. 2024	Ongoing
16	Muskrats	We did not catch as many muskrats in 2023 as we normally do. In years past we usually got 10 to 12 per year.	Jan. 2024	Ongoing

		We have two new traps and have caught 2 last week. Gord Finney designed the traps, Mike Wybo made them. There is still at least one out swimming, making us eager to catch him.		
17	Generator Hook Ups	Still waiting on the natural gas hook ups at the Chalet and Rec Hall. Have been told it should be completed within the next two weeks.	Jan. 2024	Ongoing
18	Rec Hall Kitchen Exhaust Fan	Ordered but not in yet	Jan. 2024	Ongoing
19	2019 Septic Bed Issues	We have some effluent surfacing on the southwest corner. We are monitoring this and will be dealing with it in the spring. Nothing extreme, but surfacing.	Jan. 2024	Spring 2024
20	Pesticide License	The Park Manager is trying to get a date to rewrite the one exam that he failed. He has emailed Ridgetown College twice with no reply, so he will plan on calling them. A potential date is in Walkerton on March 28.	Jan. 2024	Ongoing
21	Environmental Compliance Approval	We are still impatiently waiting for Cambium Engineering to get back to us with a completed report. This has a bearing on us being able to plan our last big sewer correction for this year, regarding the Island. The MOE will need to approve of our system before moving forward. The President and Park Manager will meet with Cambium Tues. Jan. 16, 2024 @ 1pm.	Jan. 2024	Ongoing
22	Current Generators	We have two tractor driven PTO generators. The Park Manager would like to keep one and sell the other. The Park Manager will talk to McGavin to see about a trade - provide our generator for a small snow blower for our tractor – the Board agreed to move forward. McGavin will look at their small snow blower inventory to see if they have something to trade with us.	Jan. 2024	Ongoing
23	Smell from Rec Hall Sinks	There is a foul odour coming from the Rec Hall sinks. The Park Manager has been in to investigate however the smell only occurs when the Rec Hall is occupied. The Park Manager will investigate again when the Rec Hall is occupied.	Jan. 2024	Ongoing
24	Violia	Violia reached out to say that they have never had a written agreement with the Park. They would like to meet with the President and the Park Manager and get a written document in place.	Jan. 2024	Ongoing

**\*\* Employee Holidays** - Ken Trafford - from February 28 to March 31  
- Richard Penhale - from March 02 to March 19  
- Rick McCulloch will be on standby while Richard and Ken are away.

## 6. Unfinished Business

Action sheet was reviewed, items added, modified or deleted.

#	AGENDA ITEM	ACTION PLAN	STATUS
1	Revamping Pine Lake's website.	The web developer (Patrick) is awaiting some pictures from the Park (the pool, shuffleboard court, etc.). Patrick has been in touch with Jim who's hosting the website and the new website should be up and running within a month. There will then be ongoing updates.	Ongoing.
2	Trees removed.	The trees were not ordered. Each Director will need to determine which sites will need to buy trees, then move forward with that Spring/2024. The President will look into getting a list of types of trees and pricing.	Spring, 2024

## 7. Guest – Rudy Bowers arrived to the meeting at 10:01 AM.

Note – 10:21 AM Rudy asked to have an off record conversation. The President let him know that the Board Meeting was being recorded. Rudy said okay, and proceeded to continue with his comments.

Rudy had reached out to his Director regarding the litigation between the Park and site C43. He mentioned that there was a concern by Members regarding the cost of the litigation to the Park.

The President asked Rudy if he was aware that the Board of Directors have an obligation to uphold the bylaws and regulations of the Park.

Rudy gave an example of a site whereby a trailer would not be allowed to be put sideways on the lot. However, the owner back in the day did just that. Rudy mentioned that sometimes there are variances. The President indicated he will look into this situation further.

The President made note that he reports to the Board of Directors and he cannot make unilateral decisions. Rudy said he was aware of the hierarchy. The President also mentioned that the Board of Directors have been subjected to some negative comments by some Members.

The President mentioned that a previous President did not take appropriate actions with respect to the parking issue at C43. There is no documentation with respect to C43 asking to park somewhere than their own lot. Had the previous President approached the Board at that time, it would have been handled then. The Board did not provide approval for C43's alternate parking location.

The President mentioned the Board did not choose or want litigation. If a bylaw is broken the section Director will go to the Member with a warning. If the Member is still not compliant the second step is to issue the Member a fine.

Members have the right to go to the Membership if they do not agree with the Park. Article 21 (Dispute and Resolution) indicate that if the Board has made a decision you are not in agreement with you can go to the Membership for a vote.

The President indicated the Park did their due diligence by sending a letter to the Member to let them know they couldn't park there. As they did continue to park there, the President and section Director went to the Member and were told to talk to the Member's lawyer.

The President asked Rudy what he would have done. Rudy suggested that the Park should have taken a year to let everyone cool off, thus possibly avoiding spending money on litigation. He also suggested going back to talk to the Member at later time to ask if they'd have a discussion. Rudy also referred to the RC2-7 bylaw and said it indicated that a Member here in the Park can not have their address in the Park as their primary residence. When asked what the length of time is that a Member is not to reside here no response was provided. Rudy indicated that the point being with respect to the RC2-7 bylaw is that he feels the Park is enforcing only select bylaws. Rudy indicated he is frustrated with the money spent on this issue and wants to avoid a potential future issue.

A Director mentioned that litigation is not something the Board wanted to do. The Park did try to talk to the Member and were told to talk to the Member's lawyer. The Park then had no choice but to go to their own lawyer. It was noted that the Member had the option to ask for mediation.

Both the Member's lawyer and the Park's lawyer were trying to come up with a settlement amount but were unsuccessful. A Cost Submission was prepared. The three options were Partial Indemnity (1/3 – ½ of legal costs), Substantial Indemnity (2/3 – 80% of legal costs) and Full Indemnity (100% of legal costs). The Park's lawyer submitted to the court the Park should be liable for 1/3 of the Member's legal fees. The Member's lawyer came back indicating that they are requesting Full Indemnity. The Park suggested a settlement in the amount of \$10,000. The Member came back indicating they want \$30,000.

The President indicated that the Board was accused of not sharing all information. Rudy also indicated that he personally didn't find the communication transparent. A Director mentioned that Rudy is welcome to read through the binder containing all the information on this situation. If asked, the President would have been willing to share information. The President has also been subjected to Members accusing him personally.

Rudy indicated he is a believer in a healthy debate. He said if something is unanimous, get one person to begin a healthy debate. He commended all Board members on the work they do and said the Board did exactly what he expected them to do.

A Director asked Rudy if a Membership meeting should be called once the settlement has been finalized. Rudy said no, he didn't see that having to be done, but certainly disclose all information in the bulletin. Another Director made the comment that not enough Members attend the General Membership Meetings. For the most part it's the same people who do attend.

A Director mentioned that the Board did try to negotiate with the Member, however the Member refused. The President commented that there is a professional mediator in the Park who has offered to help form a mediation committee. This work is in progress and will be put in place Summer 2024. He also suggested that at the July General Membership Meeting a Notice of Motion be put forth indicating that mediation must be done before final decisions are made, thus letting the Members decide. Rudy thought this was a good idea.

Rudy indicated he has no animosity to anyone in the Park. He has not met the Member with the parking issue but said he will try to do so. Rudy also said that the good that has come out of this situation is the formation of the mediation committee. Rudy left the meeting at 10:55 AM.

## **8. President Opening Business**

Sale of Equipment – the AutoFryer was paid for by the Rec Committee in 2017. They would like to sell it as they feel it is too much money to maintain, as well as too much work to keep clean. The AutoFryer was listed for sale, however was done so without any communication to the Board. (As a reminder, all equipment is owned by the Park.) The Rec Committee asked if the Board would buy the AutoFryer. The Board made the decision that they would not buy the AutoFryer.

The question was posed – what if the next Rec Committee wants to use the AutoFryer? How long can it safely be stored. Serf indicated that it can safely be stored for 20+ years.

The Board voted on whether or not to store the AutoFryer for future use:

Yes – 3 Votes    No – 3 Votes

The President would like it kept for future use and was therefore the 'tie breaker' on this vote. The Park will move the AutoFryer if it is in the way in the Rec Hall kitchen.

One Director indicated that they felt the current Rec Committee should be allowed to make the decision regarding whether or not to sell or keep the AutoFryer.

The President suggested that the Members be surveyed and presented with two options:

- be told that there will no longer be food provided from the AutoFryer
- be asked if they would like food provided from the AutoFryer.

The President asked Serf if he would get in contact with the Rec Committee to provide an overview of how the care and maintenance of this piece of equipment can be managed easily. Serf agreed to do so.

Seasonal Renters – was confirmed that children can not be added to a Seasonal Rental Agreement.

Solar Power Information/Committee – A Member has indicated that small scale solar panels are now more environmentally friendly and would like to explore the use of solar power.

The President replied that a Member committee should be formed to have further discussion (the Park will not be the

driver of this committee/discussion).

The President will put a note to the Members on Facebook.

Food for thought - Would need secure storage for the batteries, may not be the amount of savings that we think.

February Board of Directors Meeting – The President will be away effective Feb. 5, 2024 for two weeks. It was discussed and the decision was made that the Vice President will run the February 10, 2024 Board of Directors meeting in the President’s absence. Should there not be any agenda items (February can be a slow month) the meeting will be cancelled.

Employee Pay Increases – will move forward with merit increases as they are budgeted for. Performance reviews should be completed by the end of January, 2024.

### **9. Correspondence**

1) N/A

### **10. New Business**

1) The Compound is currently storing a motor home without a license. The section Director has requested that the Board put together a letter indicating that the motor home must be moved. The President said he will write a letter on behalf of the Board. The President also suggested that the Member be contacted and asked to go for a drive in the motor home to prove that it’s road worthy. The Compound is not intended for permanent storage, thus need proof it is road worthy.

2) Dave Schieckoff had sent an email reminder that he received a message from a Member indicating that the Chalet could be ‘spruced up’. This work will happen when the Chalet is closed Feb. 5-9, 2024.

3) The President commented that it would be beneficial to get more Members involved in the Park as they are the folks using the amenities.

4) The President offered sincere condolences to Serf Koebel on the loss of his wife. Once directed to do so by the family, a notice will be put on the bulletin.

### **11. Section Reports**

A - NIL

B –NIL

C - NIL

E - NIL

F – The light that needs to be put on Ash St. could be a solar light. The President will do some research and get back to us.

P - NIL

S - NIL

T - NIL

### **12. Motion to Adjourn: 11:32 a.m.**

Motioned by: Nancy McNaughton; Seconded by Brenda Bray

All in favour

**Motion CARRIED**

**Next Meeting: Saturday February 10, 2024 @ 9:00 a.m. in the Board Room**