

**Board of Directors Meeting at Pine Lake Campground held in the Board Room on
Saturday May 11, 2024 – 9:00 a.m.**

***Minutes Approved at the Board of Directors Meeting on
June 8, 2024 – 9:00 a.m.***

Present: Rick Drummond, Steve Huff, Nancy McNaughton, Brenda Bray, Serf Koebel, Doug Carson, Dave Schieckoff, Jamie Legault, Brenda Wilson, Christine Lehmann, Recording Secretary.

Absent: N/A

Guests: Ron Burt, Accountant and Richard Penhale, Park Manager

1. Meeting Called to Order: 8:59 a.m.

The 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 approve the Minutes for the Board Meeting held on Saturday, April 13, 2024 (44-04-a).

Motioned by: Nancy McNaughton; Seconded by Dave Schieckoff All in favour **Motion CARRIED**

3. Motion: To approve the Minutes for the Special Board Meeting held on Monday, April 29, 2024 (44-04-b).

Motioned by: Jamie Legault; Seconded by Steve Huff All in favour **Motion CARRIED**

4. (i) Treasurer Report – Steve Huff

Bank Balance as of April 30, 2024	\$ 286,924.53
Postdated cheques to May 31, 2024	\$ 20,748.11
Visa/Mastercard payments to May 31, 2024	\$ 9,574.29
Estimated expenses as of April 30, 2024	\$ 160,716.50
Total balance, less expenses	\$ 156,530.43
Money Market Balance	\$ 10,157.66
Money Market Interest	\$ 688.96
Total Money Market	\$ 10,846.62
GIC	\$ 967,369.89
Interest accrued since last payment	\$ 21,646.88
Total GIC	\$ 989,016.77

Motion: To approve the Treasurer Report for April, 2024.

Motioned by: Nancy McNaughton; Seconded by Jamie Legault All in favour **Motion CARRIED**

(ii) Rec Club Financial Report

Bank Balance as of April 30, 2024 \$35,973.25

Note – Currently in the Rec Hall internet is available, however cable is not. The Board discussed getting cable installed at the Rec Hall and will cover the cost for both the internet and cable. Doug Carson will let the Rec Committee President know this.

Motion: To have TCC install cable in the Rec Hall and agreement that the Park will pay for both the internet and cable in the Rec Hall.

(iii) Pine Rock Golf Financial Report

Monthly revenue Jan to April 2024	\$ 1,035.00
Monthly expenses up to August 31, 2023	\$ 309.37
Overall Total	\$ 725.63
Bank Balance as of January 1, 2024	\$ 7,729.91
Bank Balance as of April 30, 2024	\$ 8,455.54

5. Ron Burt (Accountant):

Ron joined the meeting at 9:12 AM.

After being informed of the current septic bed issues, Ron indicated that the cost of the new beds should be disclosed to the Members at the AGM on May 19, 2024.

Ron will add a note to the Park’s Financial Statement with respect to the cost of the new septic beds. This will be indicated under subsequent events. He will wait until after the AGM to add the above note, as well as how this work will be funded.

Ron reviewed the Park’s Financial Statement as of Dec. 31, 2023 and indicated we received a clean audit report. He also indicated he will be present at the Annual Meeting on July 14, 2024.

There were a few changes to be made to the Financial Statement and Ron indicated he’d have those changes made for the Board to review at the Board of Directors meeting on June 8, 2024.

Ron left the meeting at 10:25 AM.

6. Park Manager’s Report:

The Park Manager joined the meeting at 10:38 AM.

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

#	AGENDA ITEMS	ACTION PLAN	ASSIGN DATE	PROPOSED COMPLETION
1	Eleven Automatic doors are to be installed & compliant by end of 2024	There are three more automatic doors to be installed at the Chalet/Pool. Stanley Access Technologies will be doing this work.	Feb. 2022	Ongoing
2	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	2024
3	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
4	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
5	Transformer Hot Spots	The boom truck cannot reach, therefore will need to do some rigging.	Dec. 2023	Ongoing
6	Muskrats	The muskrats are proving to be a challenge. The Park Manager has called The Critter Guy	Jan. 2024	Ongoing

		and is hoping he is able to come to the Park the week of May 13/24		
7	2019 Septic Bed Issues	<p>Cambium sent a Field Technician on Friday May 03 to take soil samples and Satellite locate the area.</p> <p>We have not heard from them since, but I'm sure it takes time for the Lab to analyze the samples.</p> <p>I will get after them on Monday May 13, 2024.</p> <p>As you know we are sending less effluent to the septic beds as per MOE recommendation or "demand".</p> <p>4000 gallons is being pumped per day to aid in this problem. The cost is \$450.00 per day, for a monthly cost of \$13,950.00 per month. PP Pumping are feeling for us, and charging \$450.00 per load instead of the regular charge of \$500.00.</p> <p>We will continue to monitor this, and when it dries up we may be able to pump less.</p>	Jan. 2024	Spring 2024
8	Pesticide License	The Park Manager would like to take the course and then rewrite the exam	Jan. 2024	Ongoing
9	Environmental Compliance Approval	<p>Pres. Rick and I had a Skype meeting with an Engineer from Cambium. The Engineer that started our process is no longer with the company.</p> <p>Another individual with the company will be taking over and is planning a visit this month, to familiarize himself with our Infrastructure.</p> <p>They are feeling with their findings, that one or two septic beds may have to be replaced. This is a result of the Island sewage system allowing solids to go to those beds. This is why I am so keen to correct the ridiculous system on the Island.</p> <p>We will find out for sure when the report is complete.</p> <p>Cambium assured Pres. Rick and I that they will have correspondence with the MOE, so they know we are not dragging our feet through this slow process.</p>	Jan. 2024	Ongoing
10	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
11	Pool Heater and Pump	The pool heater and pump were ordered right after our evening meeting on April 29.	Feb 2024	Ongoing

		They will both be installed the week of May 13, 2024.		
12	Grading of the Roads for Calcium	There is an appropriate window for grading the roads. The roads need to be damp after a rain, and the Load Restriction needs to be off the Municipal Roads to deliver the calcium chloride product. I started grading on Wednesday May 08 and will receive the first of three loads on Friday May 10. This work should be completed by Friday, May 17, 2024	May 2024	May 2024
13	Rec. Committee Lake Plans	Chris Murdoch informed me that the company is coming June 12, rain or shine to do their work on the Lake. They want me to lower the lake for that procedure. I will not be installing the fountains till after that date. The Lake will be sprayed the week after.	June 2024	June 2024

A special thank you to Serf Koebel for his time, input and knowledge with respect to the deck/dock replacement and coating!

The Park Manager also mentioned that the two foot wide infrastructure area at each trailer site is 'sacred ground' for the maintenance staff. They need this access to be able to work on services. It was also noted that the Meter Reader needs access to the meters via this very small access space.

There will be new policy wording put on the permit application indicating that members who are having any work done that may impact access to hydro, water, etc. will require both their Director's approval as well as the Park Manager approval.

The Park Manager left the meeting at 11:15 AM.

7. Unfinished Business

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

#	AGENDA ITEM	ACTION PLAN	STATUS
1	Revamping Pine Lake's website.	The President has asked Patrick to move to production mode but it hasn't been done yet. The President will follow up with Patrick. The 3 rd phase will include the Rec Committee, for example, to have the ability to post events, updates, etc.	Ongoing.
2	Trees removed.	The Directors will need to ask members if they require a tree/trees. Note - If a member wants a tree they are able to order them on their own.	Ongoing.

8. President Opening Business

Motion: To go in camera 11:23 AM

Motioned by: Nancy McNaughton; Seconded by Brenda Wilson

All in favour

Motion CARRIED

Motion: To go out of camera 12:00 PM

Motioned by: Dave Schieckoff; Seconded by Brenda Wilson

All in favour

Motion CARRIED

Reviewed/discussed the Notice of Motions received.

9. New Business

i) It was discussed and decided that the Coupons for Kids program that was started last summer will continue this summer.

ii) Serf got a quote for new flooring in the chalet at a cost of \$5,885 + HST.

Motion: To purchase and install new flooring in the Chalet

Motioned by: Dave Schieckoff; Seconded by Brenda Wilson

All in favour

Motion CARRIED

iii) Jamie indicated that his school is selling their soft serve ice cream machine. It was agreed that the Board would be interested in purchasing it as long as the cost is not over \$1,000.

Motion: Jamie will look into the price of the soft serve ice cream machine and get back to the Board with his findings.

Motioned by: Steve Huff; Seconded by Brenda Wilson

All in favour

Motion CARRIED

10. Correspondence

1) The Bayfield Agricultural Society provided the Park with a thank you for the Park's donation in the amount of \$200 for fireworks.

11. Section Reports

A – NIL

B –NIL.

C – NIL

E – A member has contacted their Director to indicate they have a new trailer being delivered between May 15 – June 15, 2024. They have been gifted with a trailer to use in the interim, to store their belongings. This trailer will only be used until the new trailer arrives. The Board agreed that this was acceptable.

F - NIL

P - NIL

S – A member has made a special request with respect to parking his personal vehicle in Visitor's Parking for the May 2024 long weekend. It was agreed this member will need to get a visitor's pass and this exception was made.

T - NIL

12. Motion to Adjourn: 1:00 p.m.

Motioned by: Dave Schieckoff; Seconded by Jamie Legault

All in favour

Motion CARRIED

Next Meeting: Saturday June 8, 2024 @ 9:00 a.m. in the Board Room