

**Board of Directors Meeting at Pine Lake Campground held in the Board Room on
Saturday August 10, 2024 – 9:00 a.m.**

***Minutes APPROVED at the Board of Directors Meeting on
September 14, 2024 – 9:00 a.m.***

Present: Nancy McNaughton, Steve Huff, Dave Schieckoff, Sheila Newbigging, Howard, Hoggarth, Brenda Wilson, Dave Jewitt, Jacky Rohfritsch.

Absent: Serf Koebel, Doug Carson

Guests: Richard Penhale, Park Manager; Rick Drummond, Member F26

1. (i) Meeting Called to Order: 9:00 a.m.

The President opened the Board Meeting. She 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).

(ii) Motion: To excuse Serf Koebel and Doug Carson from the Board meeting

Motioned by: Brenda Wilson; Seconded Steve Huff	All in favour	Motion CARRIED
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2. (i) Motion: To approve the Minutes for the A, B, C, E Elections Meeting held on Saturday, July 13, 2024 (44-07-a).

Motioned by: Brenda Wilson; Seconded Steve Huff	All in favour	Motion CARRIED
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(ii) Motion: To approve the Minutes for the Pine Lake Officer Elections Meeting held on Saturday, July 13, 2024 (44-07-b).

Motioned by: Dave Schieckoff; Seconded by Dave Jewitt	All in favour	Motion CARRIED
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(iii) Motion: To approve the Minutes for the Board of Directors Meeting held on Saturday, July 13, 2024 (44-07-c).

Motioned by: Dave Schieckoff; Seconded by Steve Huff	All in favour	Motion CARRIED
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3. (i) Treasurer Report – Steve Huff

Bank Balance as of July 21, 2024	\$ 297,834.69
Postdated cheques to July 31, 2024	2,495.00
Visa/Mastercard payments to July 31, 2024	7,675.00
Estimated expenses as of July 31, 2024	<u>(171,011.22)</u>
Total Bank Balance, less expenses	\$ 136,993.47

Money Market Balance	\$ 10,157.66
Money Market Interest	<u>821.24</u>
Total Money Market	\$ 10,978.90

GIC – balance as of Nov 2023	\$ 967,369.89
Interest accrued since last payment	34,763.28
GIC – balance as of May 2023	300,000.00
Interest accrued	<u>2,040.00</u>
Total GIC	\$ 1,304,173.17

Steve Huff reviewed some of the key areas of 2024 Actual versus Budget. Revenue is on budget and expenses are under YTD budget. Septic pumping will be tracked as a separate expense item.

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

Motioned by: Brenda Wilson; Seconded by Howard Hoggarth

All in favour

Motion CARRIED

(ii) Rec Club Financial Report

Bank Balance as of July 31, 2024 \$ 25,326.98

Note - Expenses are higher due to lake and beach cleanup, and ball diamond improvements.

(iii) Pine Rock Golf Financial Report

Monthly revenue Jan to July, 2024	\$ 9,364.15
Monthly expenses Jan to July, 2024	\$ 4,434.60
Bank Balance as of January 1, 2024	\$ 7,729.91
Bank Balance as of July 31, 2024	\$ 12,659.46

4. Park Manager's Report:

The Park Manager joined the meeting at 9:15am

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

Septic Bed Issues:

Chamber pumping is continuing to ensure beds don't have break through. Park Manager has concerns with Engineer's proposal. Park Manager would like to get a second opinion of the Septic proposal provided. Serf Koebel has been engaged to assist Park Manager with review of options.

Motion: To acquire an opinion of septic plan by another engineer. Verify current Engineers contract to confirm if allowed to get a second opinion.

Motioned by: Howard Hoggarth; seconded by Sheila Newbigging

All in favour

Motion CARRIED

Power outages

Seem to be occurring more frequently in 2024. Majority outages have been occurring outside of park. One transformer in park was required to be fixed. Maintenance staff first priority during power outage is to get all the generators started at the pumping stations. The maintenance staff do not have a direct contact to Hydro One. It would be helpful for members to do their own investigation by following Hydro One website. Pine Lake Family Campground is considered one Hydro One account for the entire park.

Permanent Generators and External Air Conditioners

Permanent Generators and External Air Conditioners (excludes underbelly A/C) require to consider the location to not conflict with park infrastructure. Park Manager will create a new permission permit that will go to Park Manager first and then Director. Park Manager will also create a guideline to be reviewed at September 14th Board of Directors meeting.

Bayfield Fair

Pine Lake Insurance company would not support a Tractor and Wagon ride this year. Park Manager advised he will use personal golf cart with Pine Lake Signage. He has personal liability on his golf cart.

Member Lot Light Posts

Park is gradually switching park lights to solar lights. Some members have inquired about removing older electrical Park Light post on their site. These light posts should be properly removed by an electrician.

Motion: To remove electrical light posts from Member Sites correctly by Park electricians, Elligson Electric.

Motioned by: Dave Schieckoff; Seconded by Brenda Wilson

All in favour

Motion CARRIED

ACTION SHEET

#	AGENDA ITEMS	ACTION PLAN	ASSIGN DATE	PROPOSED COMPLETION
1	Street light replacement	Two new lights have been installed at the bridge by the canal at a cost of \$300 each. ELG has removed the old lights at a total cost of approx. \$1,000. The new light in B section will be adjusted.	Apr 15, 2023	Ongoing
2	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
3	Transformer Hot Spots	The boom truck cannot reach, therefore will need to do some rigging. Richard will follow up again with Elligson Electric.	Dec 2023	Ongoing
4	Muskrats	The muskrats are proving to be a challenge. The Park Manager has called The Critter Guy and is hoping he is able to come to the Park the week of May 13/24. The Critter Guy hasn't returned the Park Manager's call so he will follow up again.	Jan 2024	Ongoing
5	Pesticide License	The Park Manager would like to take the course and then rewrite the exam	Jan 2024	Ongoing
6	Environmental Compliance Approval	Serf and I had a Skype meeting with an Engineer from Cambium on Tuesday July 16, 2024. Based on our conversation the plan is 1) design a new leaching bed in the fairway 8 and decommission existing bed 1 and 2 (phase 1) complete with new septic tanks intercepting force main 2) Apply for upgrades/repairs to bed 3 (phase 2) expected to strip biomat, stone, and pip. Raise bed and expand footprint 3) Expand leaching bed 4 to accommodate the design flow from the south end of the park (phase 3) bed 4 may need to be stripped and built up higher. Complete with new septic tanks intercepting force main.	Jan 2025	Ongoing
7 New	Permanent Natural Gas Generators and external Air Conditioners	Park Manager will create new permit & guideline. Park Manager to review permit first to confirm appropriate location on site.	Aug 10, 2024	Sep 2024

Motion: To go in camera for the purpose of discussing employee situation at 9:33 am
 Motioned by: Steve Huff; Seconded by Howard Hoggarth All in favour **Motion CARRIED**

Motion: To go out of camera 9:52am
 Motioned by: Steve Huff; Seconded by Howard Hoggarth All in favour **Motion CARRIED**

Motion: Proceed as directed in camera
 Motioned by: Steve Huff; Seconded by Sheila Newbigging All in favour **Motion CARRIED**

The Park Manager left meeting at approximately 10:09 am.

5. Litigation Discussion

Motion: To go in camera for the purpose of discussing a litigation issue at 10:12 am.
 Motioned by: Steve Huff; Seconded by Sheila Newbigging All in favour **Motion CARRIED**

Guest Rick Drummond joined meeting at 10:13am.
 Rick Drummond left the meeting at approximately 10:57am.

Motion: To go out of camera 11:13 am
 Motioned by: Brenda Wilson; Seconded by Steve Huff All in favour **Motion CARRIED**

6. 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.	Phase 2 – Ongoing Phase 3 – Date TBD, will include etransfers
2	Trees removed.	The trees were not ordered. Each Director will need to determine which sites will need to buy trees, then move forward. Note: If a member wants a tree, they are able to order them on their own.	Aug 10/24 – Directors were provided list with Members for tree planting. Directors to advise Members of the trees so they can determine location. If member acquired tree on their own then Director to advise Office Manager.
3 New	Vandalism in the Park	Vandalism is occurring in various locations throughout park. Directors can advise Members to lock their Trailers, Sheds and Vehicles. Could install additional security cameras.	Aug 10/24 – Monitor to determine if vandalism persists after summer months and if further action is required.
4 New	Park Security & Surveillance	There currently is no security surveillance in the Store. Suggestion made to install security camera for the protection of the park Members, Employees and Visitors.	

#	AGENDA ITEM	ACTION PLAN	STATUS
5 New	Telephone Road Exit Gate	Trailers are exiting Telephone Road exit and breaking the security gate. There should be signs on both side of exit for NO TRAILERS to enter/exit. Suggestion made to advise / remind Members that there is a sign and all trailers MUST EXIT out the front gate.	

7. President Opening Business

(i) Septic Review – Special Member Meeting to be scheduled for Sunday, September 1 to share information on Septic Options and costs from Park Reserves and Members. Board will look to see if there are any County or Provincial grants to support these costs. Member voting on septic options will occur at the October 12th Budget Meeting.

(ii) Fireworks Update

Special permits are required for all days except for May Victoria Day and July 1st Canada Day. There is a long application process and the municipality needs to inspect location. This is why the park couldn't proceed this year on a different day on the July long weekend. The park Fireworks won't expire and are safe to store until next year. The Park could choose to do fireworks next year on either Victoria or Canada day, or both.

(iii) Sales Team Update

Judy Wilson and Shelly Wilson have been selected for the new Sales Team. Training is in progress now. Official handover will be after September Labour Day.

(iv) Vandalism in the Park

Will monitor to see if vandalism persists. Directors are advising Members to lock their Trailers, Sheds and Vehicles. Suggestion was made to add additional security cameras, including inside store.

8. Correspondence

- i) Member concern about inappropriate behaviour
- ii) Member & Park Employee altercation
- iii) Member concern about excessive dog barking
- iv) Member concern about Drone operation

9. New Business

i) Park Security & Surveillance

There currently is no security surveillance in the Store. Suggestion made to install security camera for the protection of the park Members, Employees and Visitors.

Trailers are exiting Telephone Road exit and breaking the security gate. There should be signs on both side of exit for NO TRAILERS to enter/exit. Suggestion made to advise / remind Members that there is a sign and all trailers MUST EXIT out the front gate.

Suggestion to add Security Camera in the Store for protection of all employees, members and visitors.

Motioned by: Brenda Wilson; Seconded by Steve Huff

All in favour

Motion CARRIED

Note: above items added to Unfinished Business Report

ii) **October Meeting Conflicts** – Both Board of Directors Meeting and Membership Budget Meeting are currently scheduled same day on Saturday, October 12th.

Note - Decision made to move Board of Directors meeting to Saturday October 5th.

iii) Central Huron Municipality Permits

Permits are now required to be submitted Online. Members will need to create their own “Cloud Permit” account. Propose purchasing a cost-effective laptop to have in library for members to use for Online Permit submission. Steve Huff advised that there is money in budget. Other Members have offered to provide support to other members when submitting online permits.

Motion: Provide a laptop, maximum cost of \$1000, to be used in Library for online submitting of Central Huron Permits. Funds to come out of reserve for equipment.

Motioned by: Brenda Wilson; Seconded by Howard Hoggarth All in favour **Motion CARRIED**

iv) **October Meeting Conflicts** – Both Board of Directors Meeting and Membership Budget Meeting are currently scheduled same day on Saturday, October 12th.

Note - Decision made to move Board of Directors meeting to Saturday October 5th.

v) 2025 Final Budget Proposal

Steve Huff reviewed 2025 Final Budget Proposal. There is concern that the Rec Hall and Challet air conditioners which are same age as Office Air Conditioner which needed replacement this year. Budget increases anticipated for Payroll wages, Heating, Insurance, Municipal Taxes, R&M Machinery / Tools / App Normal, Vehicle Repair, possibly Membership and Seasonal Fees for Septic beds.

Motion: To provide 2025 budget information to members.

Motioned by: Sheila Newbigging; Seconded by Dave Schieckoff All in favour **Motion CARRIED**

11. Section Reports

- A – NIL
- B – NIL
- C – NIL
- E – Confirming lot measurements
- F – NIL
- P – NIL
- S – Member wanting a full fence
- T – Member wanted to understand the exterior light post standards on member sites

12. Motion to Adjourn: 12:33 p.m.

Motioned by: Dave Schieckoff; Seconded by Brenda Wilson All in favour **Motion CARRIED**

Next Meeting: Saturday September 14, 2024 @ 9:00 a.m. in the Board Room

