

**Board of Directors Meeting at Pine Lake Campground held in the Board Room on  
Saturday, September 14<sup>th</sup>, 2024 – 9:00 a.m.**

***Minutes APPROVED at the Board of Directors Meeting on  
October 5th, 2024 – 9:00 a.m.***

**Present:** Nancy McNaughton, Steve Huff, Dave Schieckoff, Sheila Newbigging, Howard, Hoggarth, Brenda Wilson, Dave Jewitt, Doug Carson, Serf Koebel, Jacky Rohfritsch.

**Absent:** Richard Penhale, Park Manager

**Guests:** Nil

**1. Meeting Called to Order:** 8:55 a.m.

The President opened the Board Meeting and 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 (i) Motion:** To approve the Minutes for the Board of Directors Meeting held on Saturday, August 10, 2024 (44-08-b).

Motioned by: Steve Huff; Seconded by Brenda Wilson

All in favour

**Motion CARRIED**

**(ii) Motion:** To approve the Minutes for Special Septic Meeting held on Saturday, September 1, 2024 (44-09-b).

Motioned by: Sheila Newbigging; Seconded by Dave Jewitt

All in favour

**Motion CARRIED**

**3. (i) Treasurer Report** – Steve Huff

Bank Balance as of August 31, 2024	\$325,011.36
Postdated cheques to September 30, 2024	5,723.76
Visa/Mastercard payments to September 30, 2024	7900.00
Estimated expenses to September 30, 2024	<u>(235,686.31)</u>
<b>Total Bank Balance, less expenses</b>	<b>\$102,948.81</b>
Money Market Balance	\$10,157.66
Money Market Interest	<u>862.76</u>
<b>Total Money Market</b>	<b>\$11,020.42</b>
GIC – balance as of Nov 2023	\$967,369.89
Interest accrued since last payment	37,650.77
GIC – balance as of May 2023	300,000.00
Interest accrued	<u>2,730.00</u>
<b>Total GIC</b>	<b>\$1,307,750.66</b>

Treasurer explained the \$300,000 GIC was from May membership fees. The money was moved from the operating fund to a flexible GIC so the Park could take advantage of earning interest until the funds were required for the budget. This was previously approved by the Board.

Treasurer explained the following pertaining to the use of the annual Special Project levy of \$42,900 (\$100/member)

- The total levy amount gets deposited either into the operating fund or a flexible GIC to be used for the current proposed budget

- If the levy is not spent in the current year, then the funds are moved from Special Projects to the Reserve Fund at the end of the year
- 2023 levy - was moved to the Reserve Fund
- 2024 levy - Treasurer will be making a motion in the October budget meeting to keep the levy in the budget Special Project account to be used to finish Island septic

**Continued Septic Pumping** - Treasurer explained that revenue is up and expenses are down which offset the current pumping expenses. Treasurer will be making a motion in October budget to take another \$40,000 - \$50,000 from the Reserve fund for future pumping that may be needed in the rainy spring season.

**Motion:** To approve the Treasurer Report for August 2024.

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

**(ii) Government GST Payment** – Now needs to be paid online. Changes have been made to update the Government with current President contact info.

**(iii) Petty Cash** – Discussion on the new Bank Policy regarding Petty Cash cheques

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

Monthly revenue Jan to August, 2024	\$ 12,365.02
Monthly expenses Jan to August, 2024	\$ 12,702.80
Bank Balance as of January 1, 2024	\$ 7,729.91
Bank Balance as of August 29, 2024	\$ 7,392.13

**(v) Pine Rock Annual Golf Tournament August 31<sup>st</sup>**

Income – Entry Fees, Draws, Prize Table, Donations	\$ 2197.00
Float	633.00
Expenses – Food, Prizes, Supplies	<u>(626.80)</u>
<b>Total Income</b>	<b>\$ 2203.20</b>
2024 Donation to Pine Rock Golf Course	<u>\$ 1,600.00</u>
<b>Balance (Float for 2025)</b>	<b>\$ 603.20</b>

**(vi) Rec Club Financial Report**

Bank Balance as of August 30, 2024	\$ 28,272.78
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No Financial statement this month due to new Rec Club Committee.

**4. Park Manager’s Report:**

Presented by President on behalf of Park Manager.

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

**(i) New Sewage Station # 7 (North of Chalet)**

Park Manager would like to proceed with installing two pumps now as there is sufficient Special Project funds available to complete this project. MOE permission is not needed to complete this work. This would get the tanks ready for next phase. Maintenance team has time to complete this work this fall. Then in Spring 2025, they will just need to run the lines and connect to the tanks.

**Motion:** To provide Park Manager the approval to proceed with completing installation of pumps for Sewage Station # 7

to be prepared for connection in the spring.

Motioned by: Howard Hoggarth; Seconded by Brenda Wilson

All in favour

**Motion CARRIED**

**(ii) Septic Bed Investigations:**

CMT Engineering was engaged to review the Cambium Report. CMT agreed the plan for sewage bed was appropriate and emphasized that MOE approval was required.

President, Vice President and Maintenance Staff went to look at Bluewater Shores Treatment Plant. Plant was implemented two years ago but is not in operation yet as it does not have enough homes to create the required sewage to keep Plant running continuously (10,000L effluent daily).

Meneset Retirement Community (north of Goderich) spent \$1.5 million to implement a Treatment Plant which did not work. They ended up switching to septic beds.

Electrical Power - Investigation of electrical power at Satellite Building for proposed septic systems is still ongoing to confirm if enough power. Nearest 3 phase Hydro Power is at Hwy 21. Park would need to pay for Hydro One to bring power to the park, then take it back to the Golf Course.

**(iii) Generator Maintenance** – The newly installed generators at the septic pumps have had enough break-in time, and the maintenance crew is doing the first oil change. They exercise the generators once a month, and the generators have been performing flawlessly.

**(iv) Permanent of Generators, AC Condenser Units and Trees on Member Lots**

Reviewed Park Manager’s guideline for member permits. Procedure will be for Member to submit a permit which will go to Park Manager first. The Park Manager will view the lot, and help decide with the Member the ideal location to tell contractor to quote on. The Park Manager will approve permit and then provide to applicable Director for approval and provide to Member.

**(v) 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	Jan 2024	Ongoing

#	AGENDA ITEMS	ACTION PLAN	ASSIGN DATE	PROPOSED COMPLETION
		hasn't returned the Park Manager's call so he will follow up again.		
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 pipe. 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	Tree Branches close to Hydro Wires	Branches in T section are close to hydro wires. Only maintenance staff to cut branches as power is needed to be shut-off. It is standard procedure for maintenance to check out branches around hydro wires.	September 2024	TBD

## 5. Unfinished Business

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

#	AGENDA ITEM	ACTION PLAN	STATUS
1	Revamping Pine Lake's website.	<b>Phase 2</b> - 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 <sup>rd</sup> phase will include the Rec Committee, for example, to have the ability to post events, updates, etc.  <b>Phase 3</b> – Date TBD, will include e-transfers	Phase 2 – 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.  Note: If a member wants a tree, they are able to order them on their own.	<b>Sept 14/24</b> – Tree List needs to be provided to Ausable by Sept 20th <b>Aug 10/24</b> – 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	<b>Sept 14/24</b> – There have been no new reports of vandalism

#	AGENDA ITEM	ACTION PLAN	STATUS
		Members to lock their Trailers, Sheds and Vehicles. Could install additional security cameras.	<b>Aug 10/24</b> – Monitor to determine if vandalism persists after summer months and if further action is required.
4	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.	<b>Sept 14/24</b> – Camera has been installed and store and sign has been posted.  Sign to be updated to advise both audio and video recording.
5	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.	<b>Sept 14/24</b> – Signs have been posted. Item completed.

**6. President Opening Business &**

**7. Correspondence**

**Motion:** To go in camera for the purpose of discussing Litigation situation and Correspondence at 9:30 am

Motioned by: Howard Hoggarth; Seconded by Dave Schieckoff                      All in favour                      **Motion CARRIED**

**Motion:** To go out of camera 10:20 am

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

**8. New Business**

**i) Tree Permits**

- Recommended the following changes: add contractor, remove age of tree, add where to plant (on property or elsewhere in the park), add number of trees to plant.
- Fee Schedule proposed change - \$10 per tree removal, and remove \$10 refund from tree permit, effective September 14, 2024
  - Director Vote: 7 FOR, 1 AGAINST, change effective September 14<sup>th</sup>, 2024
- President will advise Office Manager of permit changes and ask for approved Tree Removal Contractors to be made available to members in the office

**ii) Rec Hall Locks** – discussion regarding the changing of the locks on the Rec Hall

**iii) Family Tree Arborists** – Currently not allowed to work in park until confirmed WSIB or personal liability insurance.

**iv) Transient Camper Payments** – There have been a few situations where campers not showing up or cancel with no notice making it hard to fill the vacant site and resulting in lost Park income. Currently there is a 25% deposit on booking and remaining balance due on arrival to park. Other campgrounds require 100% fee upfront and a booking fee. Office Manager is recommending changing campsite booking fee to full amount on booking to be effective as of October 15<sup>th</sup>, 2024. Agreement received to proceed with booking fee change. President will advise Office Manager and discuss cancellation fee and timelines – if cancelled before 30 days 100% refund less \$25 admin fee, if cancelled within 2 weeks 50% refund less \$25 admin fee.

**v) Budget Meeting Discussion**

Treasurer will be making motions at the Budget meeting for the following items:

- 2024 Special Project levy to go towards preparing to finish the Island septic
- 2025 Special Project levy to go to the Reserve Fund for 2025
- Approval to take another \$40,000 - \$50,000 from the Reserve fund for future septic pumping

**vi) Septic Treatment Plant Discussion** – The preliminary costs of bringing the appropriate phase 3 hydro to the park makes the Septic Treatment Plant more expensive than the conventional septic beds.

**vii) Voting Ballots Discussion** – Reviewed October Budget and Septic Options voting ballots:

- Budget Votes - Agreed with Voting for the Budget and Special Project Levy as separate items from each other. Counting by two-thirds votes.
- Septic Votes - Both Septic Treatment Plant and Conventional Septic Beds will remain on ballots for members to choose. Counting by majority votes.
- Once the additional estimated costs have been acquired, the information will be shared through the Pine Lake Bulletin and Pine Lake Notices Facebook group in advance of Absentee Voting starting on Wednesday, September 25<sup>th</sup>.

**9. Section Reports**

- A – NIL
- B – Broken asphalt removal from Golf Course
- C – NIL
- E – NIL
- F – NIL
- P – NIL
- S – NIL
- T – NIL

**10. Motion to Adjourn: 11:04 am**

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

**Next Meeting: Saturday October 5th, 2024 @ 9:00 a.m. in the Board Room**