

**Board of Directors Meeting at Pine Lake Campground held in the Board Room on
Saturday, October 5th, 2024 – 9:00 a.m.**

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

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

Absent: Dave Schieckoff

Guests: Richard Penhale, Park Manager; Bernadine O'Brien & Barb Murphy, Members F2

1. Meeting Called to Order: 9:01 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).

Motion: To excuse Dave Schieckoff from the meeting.

Motioned by: Brenda Wilson; Seconded by Serf Koebel

All in favour

Motion CARRIED

2. Motion: To approve as "corrected" the Minutes for the Board of Directors Meeting held on Saturday, September 14, 2024 (44-09-d).

Motioned by: Howard Hoggarth; Seconded by Sheila Newbigging

All in favour

Motion CARRIED

3. (i) Treasurer Report – Steve Huff

Bank Balance as of September 30, 2024	\$237,998.76	
Postdated cheques to October 31, 2024	3,095.00	
Visa/Mastercard payments to October 31, 2024	7,400.00	
Estimated expenses to October 31, 2024	<u>(155,535.00)</u>	
Total Bank Balance, less expenses	\$92,958.76	Note: Bank Balance cannot fall below \$45,000
Money Market Balance	\$10,157.66	
Money Market Interest (Monthly interest \$41.63)	<u>904.39</u>	
Total CIBC Money Market	\$11,062.05	
GIC – balance as of Nov 2023	\$967,369.89	
Interest accrued since last payment	41,503.07	
GIC – balance as of May 2023 (3.65%)	300,000.00	
Interest accrued	<u>3,690.00</u>	
Total GIC	\$1,312,562.96	
Total Money Market & GIC	\$1,323,625.01	

Bank Balance - Treasurer advised its best to keep \$100,000 in Bank Balance. Treasurer recommended transferring \$100,000 from the GICs to the Operating Fund.

Motion: Provide Treasurer approval to move \$100,000 from GIC to Operating Fund.

Motioned by: Serf Koebel; Seconded by Sheila Newbigging

All in favour

Motion CARRIED

Motion: To approve the Treasurer’s Report for September 2024.

Motioned by: Brenda Wilson; Seconded by Serf Koebel

All in favour

Motion CARRIED

(ii) Budget 2024 Review - Treasurer advised we have extra Revenue generated from the following 3 major activities: overnight campers, sales commissions, and bank interest. Expenses are on track to the budget. The extra revenue will help offset some of the pumping costs.

(iii) Budget 2025 – Discussion about budget details

(iv) Rec Committee Financial Report

	<u>Month of</u> <u>September</u>	<u>Year To Date</u>
Income	\$ 7,504.00	\$ 87,827.60
Expenses	<u>5,220.65</u>	<u>92,166.43</u>
Revenue / (Deficit)	\$ 2,383.35	(\$ 4,338.83)
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Rec Committee Update:

- The old TV in Recreation Hall has been disposed of since no one was interested in buying it.
- The Rec Committee has offered to cover the full costs for the Remembrance Day lunch.
- The Rec Committee would like to make the Rec Hall a Scent Free environment. Board provided approval. Doug Carson will advise Rec Committee.
- Member suggestion to put a Water Fountain & Bottle Refill Station in at the Rec Hall. Board recommends to re-address this at a future date when there are less Park expenses.

4. Member Concern

Bernadine O’Brien & Barb Murphy F2 joined meeting at 9:28 am.

Discussion pertaining to site fence.

Members left meeting at 9:45 am.

Discussion by Board regarding the issue.

Letter will be sent to members.

5. Park Manager’s Report:

The Park Manager joined the meeting at 10:10 am

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

(i) New Sewage Station # 7 (North of Chalet) - Work has commenced on getting this station ready for sewage hook up. The electrical has been installed and will come from the main panel in Chalet. This stations emergency power will come from Chalet generator. Pipes to the chamber have been installed with no joins (one piece) which is ideal.

(ii) Sewage Station #10 - There was a pump failure at this station which has been replaced. The Maintenance team is able to install these pumps eliminating the need to pay for external contractors.

(iii) Road Drainage – A member has donated Big O drain tile that can be used for drainage upgrades in T Section and near the Tennis Courts. If 2025 Budget is approved, there is funding available to proceed with this work.

(iv) Garden Ladies – Work completed first week of October which was Marilyn Fitzgerald’s last day of volunteering. Park Manager thanks Marilyn for being an avid promoter to keeping Pine Lake beautiful. Marlene Huff is taking over for

Marilyn.

(v) Swimming Pool – Land line in pool went down and the pool had to be closed until phone fixed or new one installed. It is mandated by Huron Perth Health Unit to have a working phone in order for a pool to be open. Two new phones were ordered and one was installed, and the second is for backup. Pool was closed for only 1 day.

(vi) Winter Sand and Salt – Do not have to order the whole winters worth in the Fall and receive it. It can now be ordered as needed. This will be helpful to not have multiple piles in the Compound. Price has gone up \$2.00 per tonne, which cost is now \$45.00 per tonne.

(vii) Winter Sewage Pumping – Companies can not dump on the fields in the winter and must take sewage to Municipal sewage treatment plants and pay to dump. This will cost an additional \$200.00 on top of the regular rate per load. New cost is \$700.00 per load. Currently still doing two pumps per week and planning to reduce to pumping to once a week.

(viii) Elligsen Electric – T Section has some hydro transformer hot spots that has been waiting for over a year for Elligsen’s to fix. They have been contacted multiple times but have not responded yet. Park Manager suggests looking for other companies to complete this electrical work.

Motion: To approve for the Park Manager to acquire quotes from other electrical companies for this work.

Motioned by: Steve Huff; Seconded by Dave Jewitt

All in favour

Motion CARRIED

(v) ACTION SHEET

#	AGENDA ITEMS	ACTION PLAN	ASSIGN DATE	PROPOSED COMPLETION	STATUS COMMENTS
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	Oct 5/24 – Waiting for 2025 budget approval
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	Oct 5/24 – Previous Rec Committees provided \$5000 for Mini Putt improvements. Agreed electrical not needed. Park Manager will submit invoice for 4x4 wood to be charged to appropriate account.
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	Oct 5/24 – Motion approved for Park Manager to get quotes from other electrical companies
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.	Jan 2024	Ongoing	Oct 5/24 – Haven’t captured any this year.

#	AGENDA ITEMS	ACTION PLAN	ASSIGN DATE	PROPOSED COMPLETION	STATUS COMMENTS
		The Critter Guy hasn't returned the Park Manager's call so he will follow up again.			
5	2019 Septic Bed Issues		Jan. 2024	2024	Oct 5/24 – Will reduce to one pumping a week which is dependent on rain.
6	Pesticide License	The Park Manager would like to take the course and then rewrite the exam	Jan 2024	Ongoing	
7	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	Oct 5/24 – Pending Oct 12 th Voting Sept 14/24 – Septic Information provided to Members on Sept 1. Voting will take place at October 12 th Budget Meeting.
8	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	Oct 5/24 – Will schedule to complete this work.
9	Beach Dock – lawn chairs are leaving pitted marks on newly refinished doc	Create a sign advising the dock is for walking on only	Sept 14/24	TBD	

Park Manager left the meeting at 10:41am.

6. Unfinished Business

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

#	AGENDA ITEM	ACTION PLAN	STATUS
1	Revamping Pine Lake's website.	Phase 3 – Provide the ability for Park to update website. For example, Rec Committee ability to post events, updates, etc. TBD –etransfers	Oct 5/24 Phase 2 – Completed Phase 3 – In Progress

7. President Opening Business

(i) Store Camera – Camera has been installed and signs have been updated and posted about both Audio and Video surveillance.

(ii) Hydro Update – Ontario Hydro has advised that 3 Phase power would cost approximately \$500,000 to bring cable to meter outside of the park. Currently the Park is drawing the maximum power for the existing line. If we bring 3 Phase for a Treatment Plant, we would need to upgrade the entire Park to 3 Phase power which would be additional costs. Three years ago, there was an estimate for approximately \$1.5 million to upgrade the Park. President will share this information with the Members for Septic voting consideration.

(iii) Reserve Limit - There is no limit to the amount of money that can be put into the reserve. The Auditor has advised we can have as much money in the reserve as needed as long as we have it designated for a specific purpose i.e. improvements for Water, hydro, sewer, etc.

Motion: To go in camera to discuss litigation, employee issue and director concern at 10:52 am.

Motioned by: Dave Jewitt; Seconded by Steve Huff All in favour **Motion CARRIED**

Motion: To go out of camera 11:07 am

Motioned by: Sheila Newbigging; Seconded by Brenda Wilson All in favour **Motion CARRIED**

8. New Business

(i) Tree Update – Ausable Trees will be ready for pick up on October 18th at 4:45 pm

(ii) Bluewater Fire Services Safety Initiative Donation – Looking for contribution of \$160 for safety initiative for kids. Treasurer confirmed there is budget available.

Motion: To provide Treasurer approval to make \$160 donation to Bluewater Fire Services Safety Initiative.

Motioned by: Steve Huff; Seconded by Doug Carson All in favour **Motion CARRIED**

(iii) Beach Dock and Benches

Contractor not available to replace bench boards until Spring 2025. Funding is available from 2023 Rec Committee donation of \$5000. It was suggested to hold back \$2000 for completing this repair and refund Rec Club \$3000. President will advise Rec Committee.

There are marks on the dock from people putting chairs on it. Suggestion to put a sign at dock to indicate no chairs allowed. Item has been added to Park Manager Action items.

9. Correspondence

(i) Responding to Members - Reminder for Directors to respond in writing to written Member letters / emails and provide copies to President, Office Manager and Recording Secretary.

(ii) Christmas Potluck - Laura Hogan is offering to organize a Pine Lake Christmas Potluck Dinner on December 25th, 2024 at the Rec Hall. Board agreed this is a great idea. Doug Carson will advise Rec Committee.

10. Section Reports

A – NIL

B – NIL

C – NIL

E – Member has been advised to remove Asphalt.

F – NIL

P

- Member wanting hard top awning on existing wood structure would need to get permit approval through Central Huron.
- Potential new seasonal has older refurbished trailer. This would need inspection and approval by two Directors, and proof of propane certification in order to be allowed in the park.

S – NIL

T – NIL

10. Motion to Adjourn: 11:39 am

Motioned by: Steve Huff; Seconded by Howard Hoggarth

All in favour

Motion CARRIED

Next Meeting: Saturday November 9th, 2024 @ 9:00 am. in the Board Room