

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

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

**Present:** Nancy McNaughton, Steve Huff, Howard Hoggarth, Sheila Newbigging, Dave Jewitt, Serf Koebel, Doug Carson, Brenda Wilson, Dave Schieckoff, Cathy Smith (filling in for Recording Secretary)

**Absent:** Jacky Rohfritsch (Recording Secretary)

**Guests:** Richard Penhale, Park Manager

**1. Meeting Called to Order:** 8:58 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 (yes). Two Directors with conflict of interest will be asked to leave the room for topic(s) in conflict.

**2. (i) Motion:** To approve the Minutes for the Board of Directors Meeting held on Saturday, October 5th, 2024 (44-10-c).

Motioned by: Serf Koebel; Seconded by: Dave Schieckoff *All in favour* **Motion CARRIED**

**(ii) Motion:** To approve the Minutes for the Board of Directors Special Meeting on Litigation held on Saturday, October 5th, 2024 (44-10-e).

Motioned by: Steve Huff; Seconded by: Brenda Wilson *All in favour* **Motion CARRIED**

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

Bank Balance as of October 31, 2024	\$281,333.78	
Postdated cheques to November 30, 2024	9,017.16	
Visa/Mastercard payments to November 30, 2024	10,207.15	
Estimated expenses to November 30, 2024	<u>(210,372.80)</u>	
<b>Total Bank Balance, less expenses</b>	<b>\$90,185.29</b>	<b>Note: Bank Balance cannot fall below \$45,000</b>
Money Market Balance	\$10,157.66	
Money Market Interest (Monthly interest \$41.63)	<u>944.01</u>	
<b>Total CIBC Money Market</b>	<b>\$11,101.67</b>	
GIC – balance as of Nov 2023	\$967,369.89	
Interest accrued since last payment	45,520.57	
GIC – balance as of May 2023 (3.65%)	300,000.00	
Interest accrued	<u>4,740.00</u>	
<b>Total GIC</b>	<b>\$1,317,630.46</b>	
<b>Total Money Market &amp; GIC</b>	<b>\$1,328,732.13</b>	

**Discussion Notes:**

- Treasurer advised he'll be transferring \$100,000 from the GIC to the Operating Fund shortly as approved at the October Budget meeting.

- Members are starting to pay towards the Septic Bed which is currently included in the Bank Balance. There will be a separate bank account open to manage the Septic funds and it will be shown separately on the Treasurer’s Report.
- Treasurer advised, if we get a lot of advance Septic money, we will look to invest in a new separate GIC for Septic only
- If money left over after Septic work completed including any interest earned if GIC purchased, then it will go to the Members to vote on what to do with the excess funds since the money belongs to the Members
- Revenue is higher than budget due to prepayments for Memberships, Compounds and Septic. As per normal annual calendar year-end process, any extra revenue (excluding Septic prepayments) will go into Reserve Fund. This will help offset the Septic Pumping costs.
- Expenses are on track to budget.
- Chalet – there are Wainscoting panels that are rotting that need to be replaced but the floor needs to be replaced first. Spring / Summer time is the ideal time for replacing the flooring. This item will be revisited in the Spring. This item has been added to Park Manager Action Log.
- Horseshoe Club donated \$500 to the Septic system.

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

Motioned by: Sheila Newbigging; Seconded by: Howard Hoggarth *All in favour* **Motion CARRIED**

**(ii) Budget 2024 Review** - Treasurer advised new column added to Budget Report to track all revenue together from Prepaid Memberships, Compound Dues and Prepaid Septic Funds.

**(iii) Rec Committee Financial Report**

	<u>Month of</u> <u>October</u>	<u>Year To Date</u>
Income	\$ 6,826.80	\$ 94,654.40
Expenses	<u>5,263.10</u>	<u>97,429.43</u>
<b>Revenue / (Deficit)</b>	<b>\$ 1,563.70</b> =====	<b>(\$ 2,775.13)</b> =====

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

Monthly revenue January to October, 2024	\$ 15,473.91
Monthly expenses January to October, 2024	\$ 13,634.52
Bank Balance as of January 1, 2024	\$ 7,729.91
Bank Balance as of October 31, 2024	\$ 9,569.30

**Note:** No further Pine Rock Golf financial statements will be created until April when golf season opens again. Bank Statement will be continued to be sent to Treasurer on a monthly basis.

**4. Park Manager’s Report:**

The Park Manager joined the meeting at 9:19 am  
Action sheet was reviewed, items added, modified or deleted.

**(i) Road Drainage** – Ideal dry fall weather allowed the road drains to be completed on Evergreen and Ash Streets. This will dry up the road to prevent potholes and also keep adjacent Member lots dry. These Members can hook up to the drain if they wish at their own cost.

**(ii) Ausable Trees** - Trees were picked up on October 18<sup>th</sup>. Most of the members donated their trees to be planted on

Park green spaces. These trees have been planted.

**(iii) Water Shut Off** – Friday, November 1<sup>st</sup>, the Overnighter and Golf Course Washrooms were closed for the Winter and winterized. The water at the Overnighter and Seasonal Lots and other taps throughout park have also been shut off and blown out.

**(iv) Remembrance Day Ceremony** – Ceremony will be taking place in front of Cenotaph. Traffic will be controlled same as in previous years.

**(v) New Sewage Station # 7 (North of Chalet)** – Work is progressing. The electrical and pump are left to be installed.

**(vi) Cambium Engineering** – Treasurer is in constant communication with the Engineer. Park Manager list of concerns has been provided to Engineer to take into consideration. Engineer has requested copy of Veolia 2023 Annual Report which has been provided. Hoping for MOE approval to occur in Winter months so tenders can be sent out before companies get too busy.

**(vii) Elligson Electrician** – Elligsen Electric have done Park linework for years but may be changing / removing some of their services. There doesn't seem to be any other Contractor in close proximity for this type of work. Park Manager discussed situation with ELG and they had questions about transformer output. ELG thinks there could be spare voltage in "T" section. ELG will contact Elligson on Park behalf to verify this and tighten up the hot spots. Currently waiting to hear back from ELG.

**(viii) Telephone Road** – Central Huron have done aggressive trimming on the trees on the side of Telephone Road. This will provide better visibility for using the Park Exits on Telephone Road.

**(ix) 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	<b>Oct 5/24</b> – Waiting for 2025 budget approval
2	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	<b>Nov 9/24</b> – ELG has been engaged. They will connect with Elligson's <b>Oct 5/24</b> – Motion approved for Park Manager to get quotes from other electrical companies
3	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	<b>Nov 9/24</b> – Critter Guy coming to set some traps. <b>Oct 5/24</b> – Haven't captured any yet.
4	2019 Septic Bed Issues		Jan. 2024	2024	<b>Oct 5/24</b> – Will reduce to one

#	AGENDA ITEMS	ACTION PLAN	ASSIGN DATE	PROPOSED COMPLETION	STATUS COMMENTS
					pumping a week which is dependent on rain.
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	<b>Oct 5/24</b> – Pending Oct 12 <sup>th</sup> Voting <b>Sept 14/24</b> – Septic Information provided to Members on Sept 1. Voting will take place at October 12 <sup>th</sup> Budget Meeting.
7	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	<b>Nov 9/24</b> – Tree trimming completed this year. Trees are getting close to neutral wire. Trees will need to be trimmed annually. Item can be close. <b>Oct 5/24</b> – Will schedule to complete this work.
8	Beach Dock – lawn chairs are leaving pitted marks on newly refinished doc	Create a sign advising the dock is for walking on only	Not started	May 2025	<b>Nov 9/24</b> – Waiting for Tavistock Company to put coating on deck. Coating is supposed to have a 10-year warranty.
9 new	Chalet Repairs	The Wainscotting and flooring need to be replaced in the Chalet. Flooring needs to be completed first before the Wainscotting.	Not started	Spring 2025	

**Motion:** To go in camera for the purpose of discussing Employee concerns, Member concerns, Litigation, and Landlord & Tenant Act at 9:29 am.

Motioned by: Steve Huff; Seconded by Brenda Wilson

*All in favour*

**Motion CARRIED**

B Director left the meeting at 9:29 am.

Park Manager left the meeting at 9:43 am.  
 B Director re-joined the meeting at 9:44 am.  
 B Director left meeting at 10:01 am.  
 B Director re-joined the meeting at 10:45am.  
 B Director left the meeting 10:58am.  
 C Director left the meeting at 11:24  
 C Director re-joined the meeting at 11:33am.

**Motion:** To go out of camera 11:55 am  
 Motioned by: Steve Huff; Seconded by Dave Schieckoff *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.	<b>Phase 3</b> – Provide the ability for Park to update website. For example, Rec Committee ability to post events, updates, etc.  <b>TBD</b> –etransfers	<b>Oct 5/24</b> Phase 2 – Completed Phase 3 – In Progress
2	Septic Bed	Once MOE approval acquired, we can proceed to get Tenders. Park Manager’s list of items to consider involve other items that need to be done in the Golf Course to include driveway for Pumper Trucks to drive back there, hydro line from TV Shack for pumps, TCC has to reroute their Internet cables away from Septic	<b>Nov 9/24</b> – These items will be provided to Cambium and all other Tenders.

**7. President Opening Business**

**Motion:** To go in camera for the purpose of discussing member concerns at 12:10 pm.  
 Motioned by: Brenda Wilson; Seconded by Dave Schieckoff *All in favour* **Motion CARRIED**

**Motion:** To go out of camera 12:15pm  
 Motioned by: Steve Huff; Seconded by Dave Schieckoff *All in favour* **Motion CARRIED**

**8. New Business**

**(i) B Section Director Position** – Office Manager to provide dates for applying for B Section Director volunteer position. This info will be used to send Pine Lake Email and post on Pine Lake Notices Facebook group. E Section Director and S Section Director will be temporary B Section Director.

**(ii) Presidents Vote** – There are times when the President may be responsible to break a tie but can’t vote twice (i.e. once for Membership and once for breaking tie). The President advised their spouse will vote for the Membership so the President’s vote is available should it ever be needed. This has been clarified through Robert’s Rules.

**(iii) Committee Reports (Sales Team, Rec Committee, Pine Rock Financial)** – The Committees have had change over of volunteers. They have been advised they are responsible for providing a report to the Members at the Membership

meetings (May, July, October). If they can't be present, they can hand in their reports to the Recording Secretary who will read the reports on their behalf.

**(iv) Compound** – Reviewed and approved compound lot assignments / changes. Directors will advise the Members accordingly of their assigned lot. There are two small lots available. Management of the Compound will be done by the Office Manager and President.

**(v) Chalet & Pool Hours** – will be CLOSED the following hours for the Holiday season

- Dec 24 - CLOSED at 5pm
- Dec 25 - CLOSED
- Dec 26 to 30 - Open regular hours
- Dec 31 - CLOSED at 5pm
- Jan 1 - CLOSED
- Jan 2 - Open regular hours

Note: The Rec Hall will be open if Members would like to use it.

Fill in Recording Secretary left the meeting at 12:35pm.

**(vi) Christmas Bonus** – Standard procedure is to give staff a Christmas bonus which is accounted for in the budget. This requires approval by the Directors.

**Motion:** To approve staff Christmas Bonuses as presented.

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

**(vii) Christmas Party** – Park Manager and Office Manager would like to have a small Christmas Party individually for their respective teams. Treasurer confirmed there is some funds available to cover food. Approval is required by the Directors.

**Motion:** To approve food expense reimbursement to Park Manager and Office Manager for their staff Christmas Party.

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

Fill in Recording Secretary re-joined the meeting at 12:39pm.

**(viii) October 12 Budget & Septic Meeting Review**

- Discussion about changes for presenting budget information in 2025.
- Labour Day weekend 2025 will be a presentation of budget information
- Membership Meeting Agenda – recommendation on enhancements for future meetings
- Septic Ballot Validity – The process used for the Septic voting was reviewed with the Park's Lawyer who confirmed the voting process was legal.

**Motion:** To accept the vote done by the members at the October Budget & Septic meeting as valid as per Lawyer's advice.

Motioned by: Steve Huff; Seconded by Sheila Newbigging *All in favour* **Motion CARRIED**

**9. Correspondence** - NIL

**10. Section Reports**

A – Variance granted

B – NIL

C – (C director left meeting at x, returned at x, variance granted, School Age children

E – Fence  
F – NIL  
P – NIL  
S – Variance granted  
T – NIL

**10. Motion to Adjourn:** 1:15pm

Motioned by: Dave Schieckoff; Seconded by Brenda Wilson

*All in favour*

**Motion CARRIED**

**Next Meeting: Saturday December 14th, 2024 @ 9:00 am. in the Board Room**