

# **BIRCH BAY LEISURE PARK**

## **JANUARY 2026**

### **BOARD MEETING MINUTES**

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**Date:** January 20th, 2026

**Time:** 7:00pm

**Location:** Microsoft Teams

**Called to order by:** Frank Costanzo - President

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#### **BOARD IN ATTENDANCE**

Frank Costanzo – President  
Nathan Gurvich – Vice President  
Roger Cochrane – Director  
James Walker – Director  
Cory Johansen – Director  
Ron Vandenberg – Director

#### **REGRETS**

Brenda Bartleman - Director

#### **ALSO IN ATTENDANCE**

Brittany Record – General Manager  
Audley Adrian – Recording Secretary

#### **MEETING CALLED TO ORDER – 7:00PM**

#### **REPORT FROM THE CHAIR OF THE FINANCE COMMITTEE**

- Regrets – will update next meeting.

#### **ADOPTION OF THE AGENDA**

- Agenda adopted

## **ADDITIONS TO AGENDA**

- None

## **RATIFICATION OF PREVIOUS MINUTES – NOVEMBER 25TH, 2025**

- Minutes approved – unanimous.

## **PRESIDENT'S COMMENTS**

- Welcome members to first meeting of the new year
- Work to be done on firming up Committee Members

## **GENERAL ADMINISTRATION/CORRESPONDENCE**

- Report from Appeals Committee and new Terms Of Reference
- One appeal dealt with accordingly

## **GENERAL MANAGER UPDATE – BRITTANY RECORD**

- Internet
  - Still waiting on County permits for pulling wiring from outside of Park.
  - Hoping for early spring
  - Ecco will extend current internet offering if necessary for members
  - Communication to membership will be sent out.
- Garbage/Recycling/Organics
  - Trying to find way around the current 'contamination' issues
  - Looking into a method to fence off each area with fobs/cards
  - This would allow tracking of who and what goes into each area
  - To eliminate the contamination charges the Park currently receives, would save the park ~\$30,000 (2025 contamination fines)
  - Every contaminated container is \$1000 fine
  - Director Johansen suggests improving our 'instructional-signage' one more season, with full disclosure to the membership. If that doesn't work for summer 2026, then readdress fencing/fobs etc.
  - Directors decide to table this for further thought, and discuss again next meeting.
- Elm Roof replacement
  - Needs replacement badly
  - Waiting on a third bid this week, before moving forward with repairs.
  - Repairs to include the wood shake facades.
  - Aiming to get done this spring/summer.
- Laura Lane
  - Significant conversation regarding Lora Lane project
  - Director Gurvich and GM in regular communication with County
  - To be ongoing, and continued discussion next Board meeting.
- Sewer report was done in 2014 and 'shelved' at that time.
  - Stated we have ground-water incursion into our system (in 2014).
  - Scoped circles 50-53. Every pipe in those circles has water incursion.
  - Highly likely that the entire park's 4" pipes have issues

- GM has reached out to a trenchless company to look at repairs
- To be taken back to long range planning committee for discussion and direction.
- Visitors and unauthorized trespassers have been found in park
  - GM suggesting going to a system where members must let the office know if visitors are going to be coming to see them.
  - Board agrees for GM to start a process to update/upgrade guest sign-in approval system and report back to Board.

## **COMMITTEE REPORTS**

- **LONG RANGE PLANNING**
  - Laura Lane discussed above in minutes
- **GROUNDS COMPLIANCE**
  - Nothing to report
- **HR AND COMPENSATION**
  - Nothing to report
- **ENTERTAINMENT**
  - Nothing to report
- **FINANCE COMMITTEE**
  - General Manager:
    - 1 site in revocation (February trailer will be pulled)
    - Membership has been revoked.
    - Has until Feb to pull trailer out – or park will and bill for cost
  - 1 site has voluntarily refused to pay – revocation letter will be sent
  - Total 11 sites have not paid yet – some making arrangements to pay ASAP
  - Site 37-9 that park owns, has a potential buyer looking next week.

## **NEW BUSINESS**

- Nothing at this time.

## **OLD BUSINESS**

- Circle 17 still in plans for reseeding this spring. Timing TBA.

**DATE FOR NEXT BOARD MEETING – FEBRUARY 24TH – 7PM ZOOM  
MEETING ADJOURNED – 8:14pm**