



NOTICE

Special General Meeting

March 12, 2022

via Zoom

Meeting Package #1



Harrison Holiday Park Association
SPECIAL GENERAL MEETING #1 – Via Zoom
Saturday, March 12, 2022 @ 10:00 am

AGENDA

Board of Directors:

President, Patty Warkentin
Vice President, Bob Walters
Treasurer, Kelly Stanoffsky
Secretary, Cliff Eagar

Park Liaison Dana Vandecasteyen
Park Enhancement, Sharon Cross
No portfolio, Desmond DeLusignan
Past President, Cliff Eagar

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1. Call the meeting to order
 2. Housekeeping
 3. Introduction of the Board of Directors
 4. Ascertain a quorum
 5. Motion to accept the agenda as presented
 6. Practice vote
 7. Vote on meeting procedures as outlined in **Schedule E** (in pre-meeting package)
 8. Treasurer's Report
 - a. Reintroduce the original 2021-22 budget, as initially presented in April 2021 as circulated - see **Schedule A** below

9. Business arising from the Civil Resolution Tribunal ruling - see **Schedule B** below:

Motion:

Whereas the Civil Resolution Tribunal ordered Harrison Holiday Park Association to hold a GM in accordance with the Societies Act and its bylaws for the purpose of allowing the members to vote, in person or electronically, on the 2021-2022 budget;

Be it therefore resolved that HHPA members accept the 2021-22 budget as presented.

10. Adjournment

**Harrison Holiday Park
Proposed Budget 2021-2022**

The fiscal year is from May 1, 2021 to April 30, 2022

	Proposed Budget 2021/22	Current Budget 2020/21	Projected Actual 2020/21
Revenue			
Dues-regular 410 lots @ \$1476	\$ 605,160	\$ 546,940	\$ 546,940
Dues-cable 410 lots @ \$164	\$ 67,240	\$ 63,960	\$ 63,960
Other (Schedule B)	\$ 24,490	\$ 50,480	\$ 57,105
Total Revenue	\$ 696,890	\$ 661,380	\$ 668,005
Expenses			
Salaries (Schedule C)	\$ 163,805	\$ 140,335	\$ 140,335
Property taxes	\$ 92,500	\$ 87,500	\$ 89,145
Village utilities (plus water fees)	\$ 49,100	\$ 46,750	\$ 46,750
Cable	\$ 68,500	\$ 65,060	\$ 65,060
BC Hydro	\$ 96,000	\$ 93,500	\$ 93,500
Fortis-Gas	\$ 7,000	\$ 7,000	\$ 7,000
Operating-vehicle	\$ 15,000	\$ 15,000	\$ 15,000
Operating-other (Schedule D)	\$ 49,700	\$ 50,704	\$ 48,880
Social (Schedule A)	\$ 3,500	\$ 3,500	\$ -
Maintenance (Schedule E)	\$ 115,678	\$ 86,500	\$ 105,905
Other Expenses (Schedule F)	\$ 5,850	\$ 14,300	\$ 5,275
Total Expenses	\$ 666,633	\$ 610,149	\$ 616,850
Surplus before Capital Items	\$ 30,257	\$ 51,231	\$ 51,155
Non Operating Accounts			
Capital Account			
Shop awning carport	\$ -	\$ 5,680	\$ 5,680
Laundry room upgrade	\$ -	\$ 10,000	\$ 9,398
	\$ -		
Total	\$ -	\$ 15,680	\$ 15,078
Net Operating Surplus (Deficit)	\$ 30,257	\$ 35,550	\$ 36,077
Contingency Allocation (5% regular dues)	\$ 30,257	\$ 35,550	\$ 35,550
	\$ -		
NET SURPLUS (DEFICIT)	\$ 0	\$ -	\$ 527

**Harrison Holiday Park
Proposed Budget 2021-2022**

SCHEDULE A				
	Proposed Budget 2021/22	Current Budget 2020/21	Projected Actual 2020/21	
NET SOCIAL COST				
Other		-		
Kids program	\$ 3,500	\$ 3,500		-
NET SOCIAL COST	\$ 3,500	\$ 3,500	\$	-
SCHEDULE B				
OTHER REVENUE				
Site transfer fees	\$ 1,000	1,500		3,000
Winter use	\$ 8,600	8,600		14,000
Laundry	\$ 3,000	3,000		3,000
Fines	\$ -	-		1,325
Retained earnings	\$ -	25,680		25,680
Advertising committee	\$ 300	500		500
Bank/misc. Interest	\$ 11,590	11,200		9,600
TOTAL OTHER REV	\$ 24,490	\$ 50,480	\$	57,105
SCHEDULE C				
SALARIES SCHEDULE				
Office Admin @ 19.18	\$ 35,262	34,499		34,499
Office Admin benefits	\$ 3,880	3,860		3,860
Caretaker @ 22.74	\$ 47,771	46,735		46,735
Benefits- Caretaker	\$ 5,663	5,644		5,644
Assistant Caretaker @ 17.95	\$ 37,702	36,899		36,899
Benefits - Assistant Caretaker	\$ 4,422	4,403		4,403
Summer Assistant @ 15.20	\$ 5,564			
Benefits-Summer Assistant	\$ 446			
Pool @ 15.20	\$ 13,532			
Benefits-Pool	\$ 1,086			
Accountant	\$ 8,478	8,295		8,295
TOTAL SALARIES	\$ 163,805	\$ 140,335	\$	140,335
SCHEDULE D				
OTHER OPERATING				
Office expense	\$ 4,500	4,500		4,500
Bank/misc charges	\$ 300	300		300
Misc. expense	\$ 500	500		500
Communications	\$ 7,000	7,000		7,000
Garbage disposal	\$ 8,400	9,400		9,400
Insurance-Building & Equip	\$ 29,000	29,004		27,180
TOTAL OTHER OPERATING	\$ 49,700	\$ 50,704	\$	48,880

**Harrison Holiday Park
Proposed Budget 2021-2022**

SCHEDULE E			
	Proposed Budget 2021/22	Current Budget 2020/21	Projected Actual 2020/21
MAINTENANCE			
Sewer	\$ 6,000	5,000	5,000
Washroom mtnce	\$ 10,000	4,500	12,000
Washroom supplies	\$ 5,000	5,000	5,500
Pool-Mtnce & Chemicals	\$ 16,000	12,000	12,000
Tree cutting	\$ 15,000	12,000	16,000
Landscaping-operating	\$ 7,000	7,000	7,000
Landscaping-Park enhancement	\$ 4,000		
Dog park	\$ 650	500	625
Equip/tools-rent/purchase	\$ 6,500	4,000	4,000
Maintenance-Building	\$ 7,500	4,000	4,000
Maintenance-Clubhouse building	\$ 7,500	6,000	6,000
Maintenance-Equipment	\$ 4,800	3,500	3,500
Maintenance-General	\$ 4,728	4,000	8,500
Maintenance-Electrical	\$ 5,000	4,000	4,000
Maintenance-Paving	\$ 8,500	8,500	8,500
Wind damage			280
Well maintenance (water system)	\$ 7,500	6,500	9,000
TOTAL MAINTENANCE	\$ 115,678	\$ 86,500	\$ 105,905

SCHEDULE F			
OTHER EXPENSES			
AGM/Board expenses	3,000	3,000	3,000
Advertising	100	500	500
Newsletter	150	150	150
Website	100	650	815
Legal	2,500	10,000	810
TOTAL OTHER EXPENSE	\$ 5,850	\$ 14,300	\$ 5,275

CONTINGENCY FUND REPORT

Fund Balance Beginning	\$ 409,257	373,180 **	\$ 373,180
Addition for Dues	\$ 30,257	35,550	\$ 35,550
Special assessment	\$ -	-	
Surplus (deficit)	\$ 0	-	\$ 527
Total	\$ 439,514	\$ 408,730	\$ 409,257

Approved Program Allocations

Total	\$ -	\$ -	\$ -
Unanticipated Expenses			
Special projects			
Total	\$ -	\$ -	\$ -
Fund at End of Fiscal Year	\$ 439,514	\$ 408,730	\$ 409,257
Approved Program	\$ -	\$ -	\$ -
Unanticipated	\$ -		\$ -
Net Projected Fund	\$ 439,514	\$ 408,730	\$ 409,257

** Amended to actual ending balance 2019/20 from budget estimate amount

Schedule B

Business arising from the Civil Resolution Tribunal ruling

For the full ruling: <https://decisions.civilresolutionbc.ca/crt/sca/en/item/518441/index.do?q=dalglish>

The Civil Resolution Tribunal ruling, for the purposes of this meeting, states:

April 30, 2021 Budget Vote

23. The evidence shows that HHP sent members a 2021-22 budget information package around March 26, 2021. The package included a ballot for members to indicate a Yes or No vote on approving the budget, and a space for comments. Voting instructions asked members to email or mail their completed ballots to the HHP office by 4 pm on April 29, 2021.
24. Bylaw C4 requires HHP to obtain majority approval of a quorum of members at an AGM before increasing the members' annual dues. The information package shows that the 2021-22 proposed budget increased yearly membership fees by \$150. **There is no indication a general meeting was held to discuss the proposed operating budget before the April 29, 2021 vote deadline.**
25. The society says that members were invited to email the then treasurer any questions they had about the budget before voting on it. **I find this does not satisfy the CRMA and SA requirements that participants be able to communicate with each other during an electronic meeting. I find the April 2021 budget vote did not comply with the SA, the CRMA, or HHP's bylaws.**
26. It is undisputed that the 2021-22 budget was approved by a majority of owners who returned their ballots by the deadline. **However, I find the approval cannot stand as I find the vote was invalid.**
27. It is undisputed that HPP's 2021-22 fiscal year has not yet ended. So, **I find HPP must hold another members' vote to approve the 2021-2022 budget, as set out below.**

ORDERS

36. I order HHP to:

- a. within 90 days of this decision, hold a GM in accordance with the SA and its bylaws for the purpose of allowing the members to vote, in person or electronically, on the 2021-2022 budget.

This meeting is being held to rectify the invalidity of the vote, as per the Civil Resolution Tribunal finding.