



# **NOTICE**

## **Special General Meeting**

**March 12, 2022**

**via Zoom**

# **Meeting Package #2**



## Harrison Holiday Park Association

SPECIAL GENERAL MEETING #2 – Via Zoom

Saturday, March 12, 2022,

*immediately following Meeting #1*

### 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*

- 
1. Call the meeting to order
  2. Ascertain a quorum
  3. Motion to accept the agenda as presented
  4. Vote on meeting procedures as outlined in **Schedule E** (in pre-meeting package)
  5. Vote on amendment to Rule 2 C - see **Schedule A** attached

#### **Motion #1:**

**Whereas** access to membership lots is year-round and, for the protection of all members and their investments, liability insurance on membership lots must also be year-round. It is important that HHPA have current and valid documentation of site liability insurance on file, at all times.

**Be it therefore resolved** by a majority vote of the members in attendance that members ratify changes to Rule 2 C as described:

**Recreation Vehicle Standards:** All RV's and Park Models are to be CSA approved. All members must maintain year round liability insurance on their site with proof of insurance kept on HHPA's office files. Members failing to provide the office with proof of current liability insurance will be denied access to their lot and their gate card will be disabled until such time as the required paperwork is provided.

6. Treasurer's Report
  - a. Report on current fiscal state – see **Schedule B** attached
  - b. Discussion on hiring of new accountant
  - c. Discussion on Contingency Fund investments
  - d. Discussion on 2022/2023 Member Fee payment options
7. Adjournment

## Schedule A

### Proposed change to Rules and Regulation 2C.

*Bylaw D. 10. The Board of Directors may establish Rules and Regulations to provide for the use and operation of the Park. Those Rules and Regulations shall not contravene these Bylaws. The Rules and Regulations as adopted by the Board may be amended from time to time by the Board of Directors. Such amended Rules and Regulations shall become effective on the date of their adoption, and will be subject to ratification by membership at the next membership meeting.*

A motion was passed at the November 2021 Board of Directors meeting to make a change to the last part of Rule 2 C. As per Bylaw D.10., this change was effective on the date of adoption and is subject to ratification at the next member meeting, which is March 12, 2022.

#### **Previously, Rule 2 C stated:**

***Recreation Vehicle Standards:*** *All RV's and Park Models are to be CSA approved. All members must maintain year round liability insurance on their site. **Proof of valid insurance must be produced when renewing annual membership.***

Follow up for noncompliance with Rules and Regulations could be done through Bylaw A.10., a 3-step process, or C.10., using fines.

#### **Proposed Revision:**

***Recreation Vehicle Standards:*** *All RV's and Park Models are to be CSA approved. All members must maintain year round liability insurance on their site **with proof of insurance kept on HHPA's office files. Members failing to provide the office with proof of current liability insurance will be denied access to their lot and their gate card will be disabled until such time as the required paperwork is provided.***

**Rationale:** Lack of liability insurance can put the entire membership at risk should there be a claim against an uninsured lot. As members have year-round access to their lots, it is important that the park ensure year-round coverage. Implementing this change will provide a year-round safeguard for the park rather than just from May (**when renewing annual membership**) to the date their insurance expires. Also, the implementation and enforcement of a 'no liability insurance equals no access policy,' will greatly reduce our risk.

Please note, the rule that **members must maintain year-round liability insurance** is not changing. This was already the rule, and will remain so, regardless of the outcome of the vote March 12th.

#### **To summarize:**

The purpose of the proposed rule change regarding liability insurance, is threefold:

1. To improve HHPA's ability to ensure that this rule is being complied with.
2. To simplify our ability to follow up regarding noncompliance with measures that are clearly outlined.
3. Will serve to minimize risk for all members.

## Schedule B

**HARRISON HOLIDAY PARK ASSOCIATION**  
**INCOME STATEMENT**  
**May 1, 2021 to January 31, 2022**

Income Statement 05/01/2021 to 01/31/2022					
	Budget 2021 - 2022 Presented by Don Pepper	Year to Date Actuals @ Jan 31 2022	Projected Actuals Feb to April 2022	Projected Actuals TOTAL @ April 30, 2022	
<b>REVENUE</b>					
Annual Dues	\$ 605,160.00	\$ 605,160.00	\$ -	\$ 605,160.00	
Special Assessment - Shaw Cable	\$ 67,240.00	\$ 67,240.00	\$ -	\$ 67,240.00	
Interest Income	\$ 11,590.00	\$ 1,328.90	\$ 250.00	\$ 1,578.90	
Laundry	\$ 3,000.00	\$ 2,487.00	\$ 150.00	\$ 2,637.00	
Site Transfer Fees	\$ 1,000.00	\$ 1,400.00	\$ 300.00	\$ 1,700.00	
Misc Revenue (card fees, fines, boat rental fees etc)	0	\$ 1,306.45	\$ -	\$ 1,306.45	
Speeding Tickets and Fines	0	\$ 350.00	\$ -	\$ 350.00	
Winter Use	\$ 8,600.00	\$ 8,630.00	\$ 1,480.00	\$ 10,110.00	
Advertising	0	\$ 213.90	\$ -	\$ 213.90	
Other Income-Advertising Committee	\$ 300.00	\$ 210.00	\$ -	\$ 210.00	
Other Income - Kids Program	0	\$ 202.35	\$ -	\$ 202.35	
<b>Total Revenue</b>	<b>\$ 696,890.00</b>	<b>\$ 688,528.60</b>	<b>\$ 2,180.00</b>	<b>\$ 690,708.60</b>	
<b>TOTAL REVENUE</b>	<b>\$ 696,890.00</b>	<b>\$ 688,528.60</b>	<b>\$ 2,180.00</b>	<b>\$ 690,708.60</b>	
<b>EXPENSE</b>					
5% Contingency Fund Allocation from Dues Collected	\$ -	\$ -	\$ -	\$ 30,258.00	
Wages, CRA, WCB, Benefits	\$ 155,327.00	\$ 107,059.44	\$ 35,176.86	\$ 142,236.30	
Office Expense & Misc	\$ 5,000.00	\$ 2,860.34	\$ 2,139.66	\$ 5,000.00	
Accounting Services	\$ 8,478.00	\$ 6,077.50	\$ 4,800.00	\$ 10,877.50	
Bank Charges/Interest	\$ 300.00	\$ 215.48	\$ 84.52	\$ 300.00	
AGM and Board Expenses	\$ 3,350.00	\$ 4,872.26	\$ 400.00	\$ 5,272.26	
Legal Expense	\$ 2,500.00	\$ 12,939.51	\$ -	\$ 12,939.51	
Maintenance - General	\$ 4,728.00	\$ 1,677.10	\$ 1,000.00	\$ 2,677.10	
Maintenance-Water System	\$ 7,500.00	\$ 5,774.31	\$ 5,000.00	\$ 10,774.31	
Maintenance - Building	\$ 7,500.00	\$ 2,881.16	\$ 500.00	\$ 3,381.16	
Maintenance - Equipment	\$ 4,800.00	\$ 1,998.26	\$ -	\$ 1,998.26	
Maintenance-Security Camera Monitoring	\$ -	\$ 948.14	\$ 300.00	\$ 1,248.14	
Replace/Repair Elect Boxes	\$ 5,000.00	\$ 121.47	\$ 1,000.00	\$ 1,121.47	
Maintenance - Paving	\$ 8,500.00	\$ 5,928.31	\$ -	\$ 5,928.31	
Maintenance - Clubhouse	\$ 7,500.00	\$ 783.62	\$ 2,500.00	\$ 3,283.62	
Garbage Removal	\$ 8,400.00	\$ 6,910.82	\$ 2,304.00	\$ 9,214.82	
Washroom Supplies	\$ 5,000.00	\$ 3,144.09	\$ 500.00	\$ 3,644.09	
Washroom Maintenance/Repairs	\$ 10,000.00	\$ 12,323.06	\$ -	\$ 12,323.06	
Pool - Maintenance/Repairs/Chemicals	\$ 16,000.00	\$ 3,960.00	\$ -	\$ 3,960.00	
Equip/Tool - Rentals/Purchase	\$ 6,500.00	\$ 4,224.96	\$ 500.00	\$ 4,724.96	
BC Hydro Maintenance	\$ -	\$ 13,515.22	\$ -	\$ 13,515.22	
BC Hydro	\$ 96,000.00	\$ 78,161.75	\$ 17,838.25	\$ 96,000.00	
Fortis Gas	\$ 7,000.00	\$ 4,874.95	\$ 3,950.00	\$ 8,824.95	
Shaw Cable	\$ 68,500.00	\$ 57,236.52	\$ 11,263.48	\$ 68,500.00	
Telephone/E-mail Equipment/Cell Phones & Website	\$ 7,000.00	\$ 7,917.79	\$ 1,950.00	\$ 9,867.79	
Sewer Maintenance	\$ 6,000.00	\$ 578.79	\$ -	\$ 578.79	
Insurance-Building/Equipment/Volunteers	\$ 29,000.00	\$ 33,635.00	\$ -	\$ 33,635.00	
Property Taxes	\$ 92,500.00	\$ 89,290.75	\$ -	\$ 89,290.75	
Village HHS Sewer/Water	\$ 49,100.00	\$ 48,025.86	\$ -	\$ 48,025.86	
Tractor	\$ -	\$ 4,220.86	\$ -	\$ 4,220.86	
Vehicle Operating Expenses	\$ 15,000.00	\$ 6,319.03	\$ 4,500.00	\$ 10,819.03	
Tree Cutting/Removing	\$ 15,000.00	\$ 381.25	\$ 18,427.50	\$ 18,808.75	
Landscaping/Grounds/Plants	\$ 7,000.00	\$ 4,330.49	\$ 1,000.00	\$ 5,330.49	
Dog Park Expenses	\$ 650.00	\$ 145.40	\$ 504.60	\$ 650.00	
Park Beautification	\$ 4,000.00	\$ 4,547.56	\$ -	\$ 4,547.56	
Kids Program - Expenses	\$ -	\$ 1,066.87	\$ -	\$ 1,066.87	
Social	\$ 3,500.00	\$ -	\$ -	\$ -	
<b>Total Expenses</b>	<b>\$ 666,633.00</b>	<b>\$ 538,947.92</b>	<b>\$ 115,638.87</b>	<b>\$ 684,844.79</b>	
<b>NET INCOME</b>	<b>\$ 30,257.00</b>			<b>\$ 5,863.81</b>	
<b>PROJECTED SURPLUS</b>	<b>\$ 30,257.00</b>			<b>\$ 5,863.81</b>	

# Schedule B

## Harrison Holiday Park Association

### Balance Sheet As at 01/31/2022

#### ASSET

##### Current Assests

Petty Cash	500.00	
Chequing Account	10,203.19	
Foundation	5.00	
Prospera Savings	166,984.51	
Prospera Savings - Contingency	429,431.00	
Prepaid Deposits	3,000.00	Deposit on Generator
INVENTORY-TSHIRTS	1,124.77	
Accounts Receivable	380.35	
<b>Total Current Assests</b>	<u>611,628.82</u>	

##### Capital Assets

Buildings	445,561.88	
Acc Amort-Buildings	-363,806.00	
Acc Amort-Computer	-2,502.41	
Computer	3,667.28	
Equipment	127,139.96	
Acc Amort-Equipment	-118,432.00	
Other capital assets	342,736.63	
Acc Amort-Other Capital assets	-199,492.00	
Vehicles (Truck, Gator, Tractor)	51,389.27	
Acc Amort-Truck	-51,389.27	
Land	1,892,800.00	
Quonset Building	67,636.76	
<b>Total Capital Assets</b>	<u>2,195,310.10</u>	

**TOTAL ASSET** 2,806,938.92

#### LIABILITY

##### Current Liabilities

Accounts Payable	7,176.72	
Misc Payable	42,526.72	
Prepaid Dues 2022/2023	7,324.90	
Income Tax Payable	2,243.70	
EI Payable	563.36	
CPP Payable	<u>1,510.08</u>	
Receiver General - Payroll	4,317.14	
Vacation Pay Accural	3,680.51	
WCB Payable	844.69	
<b>Total Current Liabilities</b>	<u>65,870.68</u>	

**TOTAL LIABILITY** 65,870.68

#### EQUITY

##### Earnings

Retained Earnings	2,591,487.56	
Current Earnings	149,580.68	
<b>Total Earnings</b>	<u>2,741,068.24</u>	

**TOTAL EQUITY** 2,741,068.24

**LIABILITIES AND EQUITY** 2,806,938.92

Prepared by,  
**Kelly Stanoffsky - HHPA Board Treasurer**  
March 25, 2022