



**Harrison Holiday Park Association
Spring General Meeting, HHP Clubhouse
Saturday, April 16, 2022, 10:00 am
(Registration at 9:00 am)**

AGENDA

Board of Directors (BOD)

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. Introduction of the Board of Directors
3. The meeting will be conducted as per Robert's Rules of Order
4. Ascertain a quorum
5. Confirm certified number of Proxies
6. Motion to accept the agenda as presented in the pre-meeting package.
7. Approval of Meeting Minutes as circulated in pre-meeting "MINUTES" package.
 - September 11, 2021, AGM minutes Page 1-7
 - March 12, 2022, SGM #1 minutes Page 8-10
 - March 12, 2022, SGM #2 minutes 11 -13
8. Business arising from March 12, 2022, Meeting #2 minutes

Notice of Motion #1:

Tabled vote on amendment to Rule 2 C - see ***Schedule A*** (page 3)

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 in Schedule A:***

Recreation Vehicle Standards: All RV's and Park Models are to be CSA approved. All members must maintain year-round liability insurance for their site(s). It is the members responsibility to ensure a current **valid** copy of ***proof of liability insurance*** is provided to the HHPA Office each year upon renewal of their policy.



9. REPORTS - see **Schedule B** (page 4 to 10)

- President's Report
- Vice-President's Report
- Secretary's Report
- Park Liaison's Report
- Park Enhancement's Report

Motion to accept Reports as presented in Schedule B

10. Treasurer's Report – see **Schedule C** (page 11-14)

Motion to accept Treasurer's Report Schedule C

11. New Business:

a. Presentation of Proposed 2022/2023 Budget - see **Schedule D** (page 15)

- **Motion # 1 - To accept 2022/2023 Budget Schedule D**
- **Motion # 2 - To Appoint Accountant for fiscal year 2022/2023**
- **Motion # 3 – Special Assessment or Contingency Fund Reserve Withdrawal**

Rationale – In order to complete the final work for the Fire Safety Project (Generator & Paving) and the Men's Clubhouse Washroom Project additional funds are required to complete these.

If Option #1 fails, we will proceed to Option #2 to vote on next

Option #1 - Be it therefore resolved by a majority vote of the members in attendance that members hereby approve the use of funds from the **Contingency Reserve Fund** not to exceed the amount of \$27,000 be used for the generator, paving & men's clubhouse washroom work required. Contractors to be selected by the HHPA Board of Directors and work is to be completed in the 2022-2023 financial year.

Option #2 - Be it therefore resolved by a majority vote of the members in attendance that members hereby approve a one-time per site **Special Assessment Fee** of \$65.00 to be for the generator, paving & men's clubhouse washroom work required. Contractors to be selected by the HHPA Board of Directors and work is to be completed in the 2022-2023 financial year.

b. Presentation of Proposed Relocation of Garbage & Recycling

Rationale – To provide Seed money to an ADHOC committee with oversight from the HHPA BOD to investigate possible relocation of Garbage and Recycling - see **Schedule E** (page 16 to 18)

Motion - To re-allocate \$2500.00 from Maintenance Building Fund line of the 2022-2023 Budget to provide *Seed Money* for investigation into the possible relocation of the Garbage & Recycling as per **Schedule E**

12. Good and Welfare

- Submissions and discussions from the Board and floor regarding issues of interest or concern to the Membership of HHPA.

13. Meeting Adjourned

Next Membership Meeting Saturday May 28th, 2022



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 was subject to ratification at the next member meeting, which was March 12, 2022.

At the March meeting a concern was raised that making the proposed change to Rule 2 C may also require a revision to the Bylaws. The Motion was Tabled to allow for time to consider any additional changes that may need to be made. As both the Bylaws, and Rules and Regulations, are currently being reviewed by committee, for proposals that will be brought to the membership in May, it was decided that it made sense for this concern to be part of that review.

With this in mind, we are proposing that a scaled back version of the change be put forward for April and that we leave the, consequence for non-compliance, portion of the revision for consideration in May.

Currently, Rule 2 C states:

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."*

Proposed Revision:

Recreation Vehicle Standards: All RV's and Park Models are to be CSA approved. All members must maintain year-round liability insurance for their site(s). It is the members responsibility to ensure a current **valid** copy of **proof of liability insurance** is provided to the HHPA Office each year upon renewal of their policy.

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.

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

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 April 16, 2022.



Schedule B

Reports from the Board of Directors

President's Report: Six months in and sky hasn't fallen, I will consider that a success.

I understand that the winter months are usually very quiet for Park and for the Board, but that would not accurately describe our 2021-22 off season. From the very first hour, when I accepted the position of President, it has been a flurry of meetings, decisions, letters, messages, and phone calls. Well, maybe storm would be a more accurate description.

Once board positions were determined we immediately got to work. For those of us new to the board, the learning curve was steep. There were people to get to know, duties to understand, litigation to familiarize ourselves with, budget concerns and numerous others matters that needed our attention. Time refused to stand still while we caught our breath. Our first monthly board meeting would be 6.5 hours of intense discussions and that would simply be a preview of things to come.

When asked, how do you eat an elephant? One bite at a time.

Being a newbie, the majority of members voted me onto the board while barely knowing who I am. Some of you might have been familiar with a few statements I had previously made, but it wasn't much to go on. Rather than my first GM Report being my take on where we are at with a list of accomplishments, I think it makes more sense, in this moment, to list some of my personal beliefs, reasons and goals that were behind my agreeing to let my name stand as a candidate. It is my hope that my goals mirrored many of your goals, and that is why you voted for me. I will leave it to the membership to decide the level of success accomplished to date.

To inform, respond, consult, involve, and collaborate...

1. My desire was for members to feel heard. I wanted to be part of a board that would respond to members, even those with whom we disagreed.
2. I felt it was essential that members feel comfortable approaching the board, without any fear of reprisal.
3. I believed it to be important that our approach to possible discipline, begin with dialogue.
4. I believe in the necessity of ensuring that we follow Bylaws, Rules and Regulations, in all our decisions.
5. I wanted to see those Bylaws, Rules and Regulations be revisited and updated.
6. I wanted to ensure members felt engaged and that the park belonged to them.
7. I hoped to be able to tap into the amazing and diverse talents of our membership and allow for their input. I saw that as being accomplished through increased volunteer opportunities and the forming of committees.
8. I desired that we find alternatives, beyond our website, to keep members informed and to provide information that is pushed out to members, rather than simply providing information through a site that must be searched out.
9. I hoped to find ways to increase the transparency of the board, while being ever-so mindful of privacy concerns.
10. I wanted to be in a place where I could fully support the effort to update our processes, including the ability to increase member's options for payment of dues.
11. It was important to me to play a part in working towards solutions, in whatever way I could, including the ongoing endeavor of putting the past behind us, and moving forward.
12. I desired to know why the pool was closed on Wednesdays...more to come.

I accepted that the fulfillment of my dreams was plagued with many lofty goals, and I had no grandiose illusions that I could somehow get us there, or even move the needle, without a lot of help and support. If that needle could be be moved, it could only be done through the of the efforts of many.



President's Report Continued:

To serve the membership these last six months, has truly been an honour. I have an amazing team, with very diverse strengths, to work with. I could not do this job without them. I have no words that would adequately express just how much their help and support has meant to me.

Of course, the running of this park does not stop with the board. My deepest gratitude goes out to all members that volunteer their time and talents, from the gardeners to the committee members and Website designers. Your support and commitment towards the betterment of our park has not gone unnoticed. You have done, and continue to do, amazing work. I am excited to see the park getting back into full swing with the beautifying of our gardens, the reopening of the kid's club, the social committee events and, of course, the special May meeting.

Our Park staff have been wonderful to work with, always willing to step up to whatever task is before them. They have been very helpful, receptive, and adaptive to change. Their commitment to the park and its success, is undeniable. We can't thank you enough.

In closing I would just like to say, the building of new relationships has been, without a doubt, the greatest gift I have received as a reward for the task. I am looking forward to what is ahead and to building on what has already begun.

Sincerely,

Patty Warkentin

President

HHPA Board of Directors



Vice-President's Report: I would like to welcome everyone back to our beautiful home away from home.

I know many of us have been very happy and confident with the operation of the park these past many years. Our staff, Lynn, Frank and Roland are by far the best team that anyone could ask for. They all go above and beyond anyone's expectations of what is required to make sure our park runs smoothly for all of us. Without these valuable employees our park would not be what it is today. As the operations director, I have also witnessed the difficulties they have had these past couple of years.

Working with a mostly new BOD with some being fairly new to our park, is a challenge. Having been on the board for one full term and then into my second year on this term and 18 years in the park, I find some of the decisions being made to be very challenging. As in any democratic society, majority vote always wins and I as Vice-President have only one voice, which is very frustrating.

I will say that they are a very hard-working board, as all our previous boards have been, and as well spend countless hours doing the job they were elected to do.

I am happy to report that the fire hydrants that were installed last year will allow all of us to relax somewhat during the fire season we seem to have every summer. We are currently in the process of installing a backup generator to supply water to our fire system and park in case of power failure.

I hope all of you enjoy another wonderful season at Harrison Holiday Park.

Sincerely,
Bob Walters
Vice President



Secretary's Report:

As your immediate Past President and Secretary now, I believe that I can view our Park from both a 'bird's-eye' and 'ground-level' perspective. It gives me great pleasure to convey to the membership that the new board, that came into effect at our AGM in September 2021 when three relatively new members to the park were voted onto the board, has had its hiccups along the way, but is now functioning very effectively with each Director being dedicated to fulfilling the functions of their portfolios to the best of their abilities. Your Park is in good hands, and they need to be given all the support possible.

The board is very thankful to Kelly Stanoffsky for offering her services at short notice when the vacancy of the Treasurer's position occurred at the beginning of January this year. She has graciously stepped into that position at a most difficult time when a new budget needs to be prepared for presentation to the members at the April General Meeting.

She has dedicated many sleepless hours in coming to grips with, and verifying our Park's finances, and I am confident that she will perform her duties very effectively.

The appointing of sub-committees to assist the board in the myriad of tasks to be accomplished has been very effective thus far with the Technical Committee designing a new webpage for the park in a record time to replace the previous website which was seriously 'hacked' at the end of last year, many thanks to that group. The Voting Committee provided an earlier report which was effectively applied during the recent Special General Meetings held on March 12th – well done.

We await the deliberations of both the Bylaws and Rules & Regulations Committees who will be delivering their findings at the Special General Meeting to be held in May this year. These have been very daunting tasks that they have undertaken and, from their reports to the board thus far, they have been very thorough in their investigations, which should lead to effective debates during that meeting.

From the Secretary's perspective, you will note that the board has adopted a more rigorous method of reporting minutes of meetings. The full explanation of this approach can be seen in Schedule 2 of the BOD, March 27, 2022, meeting minutes, made available to members.

To be noted in Schedule 2, are the points contained under the heading "The purpose of meeting minutes" which are copied here as follows:

1. Minutes should be a record of what was done in a meeting, and not a record of what was said by individuals. If the minutes are also to summarize the discussion, this should be in an objective manner that captures the key points made. It is not necessary to identify those who made them.
2. Meeting minutes should be brief and to the point.
3. Meeting minutes highlight the key issues discussed, motions proposed or voted on, and activities to be undertaken.
4. Their task is to provide an accurate record of what transpired during the meeting. Meeting minutes are used to inform people who didn't attend the meeting or to keep track of what was decided during it so that you can use it to inform future decisions.

We need to offer our staff Lynn, Frank and Roland our thanks and we are grateful for their sense of duty and perseverance in maintaining the efficient operation and beauty of our park for the members' enjoyment.

Sincerely,
Cliff Eagar

Secretary
HHPA Board of Directors



Park Liaison Report: I want to thank the members for electing me to the Board of Directors.

Through my work on the board, I have developed a number of strong relationships. I also have had the opportunity to engage with so many members that I had not met prior. Thank you for your continued support.

I came to this position with a number of objectives. Firstly, is to act as a facilitator for the wishes of the members, achieving that goal by way of the democratic process. I also promised that I would work towards better communication opportunities between the members and the board. As well, I told the membership that I would not shy away from standing up for what I believe is fair and true. Becoming a new board member is definitely an eye-opening experience.

It has been a very busy time since the September 11th, 2021, AGM. It began the very next day with phone calls, emails, and crisis management over litigation issues. Our first board meeting last September was a challenge, with four new board members, and no user's manual. Through much continued dialogue since that time, I am confident that we are heading in a positive direction, with much more to accomplish.

Along with regular monthly scheduled board meetings, there have been a number of meetings in between, via Zoom, providing the board an opportunity to make decisions on an ongoing basis. As well, there are daily emails amongst board members, discussing various items that are voted on via email and documented in the BOD meeting minutes. There are also weekly responses to park members contacting the board. Most responses are drafted by the President or myself, and then shared with all board members for input and revisions. Once agreed upon by a majority, the response is sent. Since Sept 11th, 2021, the board has replied to over 100 messages from park members.

I have been working closely with the committee involved in addressing two motions passed back in May of 2021. The goals of those motions were to improve the website and to improve the email system, providing more confidential access to the Board of Directors. A volunteer committee was formed and began work on the website in October of 2021. The website had to be rebuilt from the ground up and three of our members did a tremendous job, devoting hundreds of volunteer hours to this project over a period of 3 months. This project is of course, one that will be ongoing with more improvements to come. Thank you to Jean-Francois Pageau, Keith Thiessen, and Cindy Dalglish.

I encourage all members to go to the site <https://harrisonholidaypark.com/> and register in the Login section to gain access to important information. You must use an email address and name that is registered on the park membership list. There, you will find many park forms, BOD minutes, General Meeting BOD minutes, Contact Information, Rules & Regulations, and Bylaws as well as Announcements for upcoming events.

During the time that the website was under construction, I was involved in creating and an official HHPA Facebook group page administered by myself and our office administrator, Lynn. Developed in November, for the purposes of sharing important information and reminders, for park members only, it has grown to 207 members. This site is comment free. I encourage all our members to join this page for current announcements. (HHPA Announcements on Facebook) It is open to all registered park members and those who have received special permission to join on behalf of a registered family member that does not use Facebook.

The Board members now each have HHPA email addresses which were introduced to eliminate the use of private emails for board business. When board members change, that email address password is deleted, and a new board member takes over that email with a new password. All board emails are now stored in a cloud-based environment.

As well, a Board of Directors main email has been established to provide direct access to the board. This provides a confidential method of presenting concerns or comments to the board. Please use this address [**bod@harrisonholidaypark.com**](mailto:bod@harrisonholidaypark.com) to contact the board instead of the park office email.



Park Liaison Report Continued:

The most recent March 12th, 2022, Special GM via Zoom required much effort from many people. I was partially involved with confirming registrants. The rest of the team volunteered many hours organizing and navigating the challenges of our first Zoom meeting that included a voting process. Thank you to the Facilitator Zoey Slater, Technical Assistant Cindy Dalglish, Scrutineers Gayla Richardson, Pam and Ken Elphick, Office Administrator Lynn Gordon, and the Voting Committee Cliff Eagar, Cindy Dalglish and Jim Doucette. What a great team effort. Attendance was 109 which is equal to the average for in-person meetings since 2018. I encourage all members to get involved and come to the April 16th General Meeting at the clubhouse.

Since September 11th, 2021, there have been 8 memberships change hands. The orientation interviews for new members have been completed by whichever board members are available to perform that task. The President, Secretary, Park Enhancement, and Park Liaison board members, have all shared this responsibility at various times. These meetings were completed in person and via Zoom.

I have had the opportunity to get to know the park staff. I want to thank Lynn, Frank and Roland for their continued efforts and their willingness to be open to positive changes, moving forward.

Thank you for this opportunity and I look forward to progressing into the new season.

Dana Vandecasteyen
Park Liaison & Special Projects
HHPA Board of Directors



Park Enhancement: Welcome back members, neighbors & friends of HHPA.

Firstly, I would like to give a huge shout out to Lynn, Frank, Roland and all the winter residents/security for looking after our park so we could rest easy knowing our investments were being watched over. With all the rains, flooding, wind, snow and ice, the boys surely had their hands full with the enormous mess to clean up. Thank you!!!

For me, these first few months have been made so much easier by past volunteers who stepped up and offered assistance once again to help keep our park beautiful. I wish to personally thank Pam and Ken Elphick for your many volunteer hours, I am very grateful for all your efforts.

In the Fall I had the opportunity to take the "tour" with Frank, Roland, and the Electrical Safety Inspector, I am happy to report there were minimal areas of concern, and most issues have already been addressed and/or repaired.

The garden planter along the main road of Dogwood has been removed and will be repurposed, and some of those plants & shrubs have been relocated within the park.

A reminder to all members that this is YOUR park, so if you see an area that may be of a safety concern, please don't hesitate to bring it to the board or staff.

As a board we have worked well together despite some challenges thrown at us along the way. Thank you to all who have stepped in and helped us out so we could continue to care for our park.

I am very proud to have a vote towards positive progress within our community and I look forward to the next coming season.

I am excited to hear your ideas for 2022 and look forward to getting a few more of you together to volunteer this year, as I believe my work is just about to begin.

Please contact me directly if you wish to volunteer at: enhancement@harrisonholidaypark.com

Keep well, stay healthy, and let's look forward to a great 2022 season!

Warmest regards,
Sharon Cross

Park Enhancement
HHPA Board of Directors



Schedule C

Treasurer's Report: As most of you know by now, I came into the position as Treasurer for HHPA late in the game this past January 2022 and have been doing my best to research and record a HUGE amount of information in a VERY short period. I do not claim to have all the answers, but I will do my best to answer your questions to the best of my ability.

I may be a new member of the HHPA Board of Director's, but I have many years of experience working in the **Not-for-Profit** sector as a Bookkeeper along with volunteering at the provincial level for the past six years as the *Director of Finance* for Ringette BC. Our family have been members in this park for over 15 years and we have attended many meetings and AGM's. I can honestly say I know very few people in the park as my lot is **my little piece of paradise** and when I come to the park I tend to stay quietly on my site and read and putter in my yard.

Budgets aren't new to me, and I recognize that everyone has their own way of doing them and understanding them as well. My goal as your Treasurer is to streamline and automate some of the process that have fallen behind in our park. I plan to work to make the finance reporting clear and understandable to the average person so when you get the reports, you understand where the money is being spent.

Joining the board in January basically 3 months before the fiscal year end and with very little information to draw from, has been a challenge to say the least. There were immediate housekeeping items to be addressed within the first two weeks of my tenure. Ensuring we had filed our T4's to CRA, filed our year end payment to Worksafe BC. Registering all BOD signing officers to online banking, setting up two-person online payment authorization processes. Setting up direct deposit payroll for the staff instead of issuing paper cheques that required staff and board members driving all over the lower mainland every two weeks for signatures to name a few.

Immediately following these housekeeping items, I was advised by the BOD that the next item on my list of tasks was to create Budget VS Actual reports for a snapshot of where things were at as of January 31st, 2022, to present to the membership. **Oh, by the way did I mention this needed to be done in two weeks.** On March 12th, 2022, we presented the **Budget vs Actuals** in a NEW format hoping that the membership would find this easier to read and understand. This NEW format allows for much easier extracting of information directly from our accounting system into the reports compiled for the membership again less manual entry.

Many financial questions were asked at the March 12th, 2022, meeting, some a bit pricklier than others, but I feel we all navigated our way through this together as members of the park calmly and respectfully and for that I thank you all.

Payment Options for Annual Dues for 2022/2023 – We will be offering a few different options for payment this year for fees. At the time of this report, we are still waiting to hear back from the bank with confirmation of 2 additional options (E-Transfer payment and Pre-Authorized Debit). More information will come at the April meeting.

At the September 11th, 2021, AGM there was a vote passed to spend **up to \$30,000** from Contingency Funds in 2021/2022 budget year for the **Emergency Fire System Project**. At the end of this fiscal year April 2022 this project will not yet be complete, and the contingency funds allocated for this project have been spent. The funds spent in this fiscal year from contingency money voted totaled \$27,369.00.

• 8 Hydrants	\$18,633.00
• Siren/Alarm	\$415.00
• Sand & Gravel	\$304.00
• Trenching & Backfill of Fire Hydrants	\$3,234.00
• Fire Hydrant Install Labour & Materials	\$4,783.00



I have been advised that there are two items remaining to complete this **Emergency Fire System Project** (a pump and the paving around the hydrants). There is also a repair/renovation to complete the **Men's Clubhouse Bathroom** to finish that building upgrade project as well. The membership will need to vote to decide if the funds needed for these two projects will come out of *Contingency Funds* for the upcoming 2022/2023 budget year or be charged to the members as a per site *Special Levy*. Below is a breakdown of these costs for your reference.

Contingency Fund Expenditure or Special Assessment		Contingency Amount	Special Assessment per site
1	Generator for Water Suppression System	\$ 11,265.01	\$ 27.48
<i>A prepaid deposit of \$3000 was issued from General Funds in 2021/2022 year to be reimbursed from Contingency when pump arrives</i>			
2	Repaving of all areas where water hydrant systems were installed	\$ 7,350.00	\$ 17.93
<i>Items #1 & #2 would complete the Emergency Fire System project</i>			
3	Men's Clubhouse bathroom tile and shower renovation	\$ 8,000.00	\$ 19.51
<i>Item #3 would complete phase 1 of the 3 phase bathroom improvement project</i>		\$ 26,615.01	\$ 64.92

At the April 16th, 2022, meeting we will be presenting the Budget for the coming 2022/2023 season. There are a few line items that our membership can assist us to stay within our budget or can be blown right out of the water, it's your choice and your pocketbook but remember if we are over on these line items the BOD will have to come back to you if there are cost over runs.

BC Hydro – Hydro is ever increasing and with the summer heat we had last year this didn't help with our costs. We are projecting this line item to be \$96,000 + this coming season. A few ways you can help are please don't leave your AC units running if you are leaving the park and please make sure your AC unit is serviced regularly and running efficiently.

For those attending the March 12th, 2022, meeting you may remember that I challenged all of you to do one simple thing every time before you lock up your trailer and leave the park. Make it a habit to go around your trailer and unplug all the items you aren't using when you are away like the toaster and coffee maker and your cell phone cords etc. About 5 years ago this went out as a membership challenge and the park saved \$6,000.00 + in that one season with everyone just taking these little steps.

Garbage Removal – This has become a crazy cost in our park due to members dumping items not accepted by the garbage disposal company and us getting charged extra surcharges for these items in the containers along with members bringing garbage from home and dumping it as well. There are signs posted regarding what is allowed to dispose of and what is not allowed in the dumpster. **If you are not sure, please ask.** Over the past three years our annual garbage fees have gone from \$5600 per year to this year coming in at what we expect to be \$9000+. Please be aware there are camera's now in this area and fines will be imposed if illegal dumping occurs.

I would like to thank Lynn, Frank & Roland for taking time away from their regular jobs to work with me on the budget these past few weeks. I would also like to give a special thank you to Dana Vandecasteyen who has spent countless hours with me since January digging up historical information and helping me research data to pull this budget together. All four of these people have been a wealth of information during this budget preparation process and for this I truly give my sincere thanks. If you have any questions, please feel free to email them to me at treasurer@harrisonholidaypark.com and I will do my best to answer them for you. 😊

Kelly Stanoffsky
Treasurer
HHPA Board of Directors

Schedule C

**HARRISON HOLIDAY PARK ASSOCIATION
INCOME STATEMENT
May 1, 2021 to March 25 2022**

Income Statement 05/01/2021 to 03/25/2022				
		Budget 2021 - 2022 Presented by Don Pepper	YTD Actuals @ March 25, 2022	Projected Actuals @ April 30, 2022
REVENUE				
4010	Annual Dues	\$ 605,160.00	\$ 605,160.00	\$ 605,160.00
4011	Special Assessment - Shaw Cable	\$ 67,240.00	\$ 67,240.00	\$ 67,240.00
4020	Interest Income	\$ 11,590.00	\$ 1,377.44	\$ 1,578.90
4030	Laundry	\$ 3,000.00	\$ 2,662.00	\$ 2,637.00
4040	Site Transfer Fees	\$ 1,000.00	\$ 1,700.00	\$ 1,700.00
4050	Misc Revenue (card fees, fines,boat rental fees etc)	\$ -	\$ 1,379.45	\$ 1,306.45
4055	Speeding Tickets and Fines	\$ -	\$ 500.00	\$ 350.00
4060	Winter Use	\$ 8,600.00	\$ 11,410.00	\$ 10,110.00
4065	Advertising	\$ -	\$ 213.90	\$ 213.90
4067	Other Income-Advertising Committee	\$ 300.00	\$ 210.00	\$ 210.00
4095	Other Income - Kids Program	\$ -	\$ 427.35	\$ 202.35
	Total Revenue	\$ 696,890.00	\$ 692,280.14	\$ 690,708.60
	TOTAL REVENUE	\$ 696,890.00	\$ 692,280.14	\$ 690,708.60
EXPENSE				
1060	5% Contingency Fund Allocation from Dues Collected	\$ -	\$ 30,258.00	\$ 30,258.00
5010	Wages, CRA, WCB, Benefits	\$ 155,327.00	\$ 125,689.28	\$ 142,236.30
5100	Office Expense & Misc	\$ 5,000.00	\$ 2,976.47	\$ 5,000.00
5101	Accounting Services	\$ 8,478.00	\$ 6,077.50	\$ 10,877.50
5105	Bank Charges/Interest	\$ 300.00	\$ 239.48	\$ 300.00
5115	AGM and Board Expenses	\$ 3,350.00	\$ 4,929.30	\$ 5,272.26
5140	Legal Expense	\$ 2,500.00	\$ 12,939.51	\$ 12,939.51
5200	Maintenance - General	\$ 4,728.00	\$ 1,762.56	\$ 2,677.10
5201	Maintenance-Water System	\$ 7,500.00	\$ 6,400.00	\$ 10,774.31
5205	Maintenance - Building	\$ 7,500.00	\$ 4,579.97	\$ 3,381.16
5210	Maintenance - Equipment	\$ 4,800.00	\$ 2,040.81	\$ 1,998.26
5212	Maintenance-Security Camera Monitoring	\$ -	\$ 1,071.04	\$ 1,248.14
5217	Replace/Repair Elect Boxes	\$ 5,000.00	\$ 121.47	\$ 1,121.47
5220	Maintenance - Paving	\$ 8,500.00	\$ 5,928.31	\$ 5,928.31
5221	Maintenance - Clubhouse	\$ 7,500.00	\$ 783.62	\$ 3,283.62
5225	Garbage Removal	\$ 8,400.00	\$ 7,333.49	\$ 9,214.82
5230	Washroom Supplies	\$ 5,000.00	\$ 3,144.09	\$ 3,644.09
5231	Washroom Maintenance/Repairs	\$ 10,000.00	\$ 12,945.60	\$ 12,323.06
5235/5236	Pool - Maintenance/Repairs/Chemicals	\$ 16,000.00	\$ 3,960.00	\$ 3,960.00
5240	Equip/Tool - Rentals/Purchase	\$ 6,500.00	\$ 4,224.96	\$ 4,724.96
5215	BC Hydro Maintenance	\$ -	\$ 13,515.22	\$ 13,515.22
5300	BC Hydro	\$ 96,000.00	\$ 80,811.73	\$ 96,000.00
5305	Fortis Gas	\$ 7,000.00	\$ 7,131.46	\$ 8,824.95
5908	Shaw Cable	\$ 68,500.00	\$ 57,835.42	\$ 68,500.00
5400	Telephone/E-mail Equipment/Cell Phones & Website	\$ 7,000.00	\$ 9,436.19	\$ 9,867.79
5310	Sewer Maintenance	\$ 6,000.00	\$ 578.79	\$ 578.79
5400..	Insurance-Building/Equipment/Volunteers	\$ 29,000.00	\$ 33,635.00	\$ 33,635.00
5415	Property Taxes	\$ 92,500.00	\$ 89,290.75	\$ 89,290.75
5416	Village HHS Sewer/Water	\$ 49,100.00	\$ 48,025.86	\$ 48,025.86
5570	Tractor	\$ -	\$ 4,220.86	\$ 4,220.86
5800/5805	Vehicle Operating Expenses	\$ 15,000.00	\$ 10,649.57	\$ 10,819.03
5600	Tree Cutting/Removing & Wind Damage	\$ 15,000.00	\$ 2,870.29	\$ 18,808.75
5605	Landscaping/Grounds/Plants	\$ 7,000.00	\$ 4,330.49	\$ 5,330.49
5607	Dog Park Expenses	\$ 650.00	\$ 145.40	\$ 650.00
5610	Park Beautification	\$ 4,000.00	\$ 4,602.76	\$ 4,547.56
5725	Kids Program - Expenses	\$ -	\$ 1,066.87	\$ 1,066.87
5615	Social	\$ 3,500.00	\$ -	\$ -
	Total Expenses	\$ 666,633.00	\$ 605,552.12	\$ 684,844.79
	NET INCOME	\$ 30,257.00	\$ 86,728.02	\$ 5,863.81
	PROJECTED SURPLUS	\$ 30,257.00	\$ -	\$ 5,863.81

Schedule C

Harrison Holiday Park Association				
Balance Sheet As at 03/25/2022				
ASSET				
Current Assests				
Petty Cash	500.00			
Chequing Account	19,433.10			
Prospera Credit Union Equity Share	5.00			
Cash Sub-total		19,938.10		
Prospera Savings		120,096.40		
Prospera Savings - Contingency		429,449.00		
Prepaid expenses		3,000.00	Deposit on generator from Chequing Account	
INVENTORY-TSHIRTS		1,124.77		
Accounts Receivable	1,770.00			
Accounts Receivable Sub-Total		1,770.00		
Total Current Assests		575,378.27		
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		
Total Capital Assets		2,195,310.10		
TOTAL ASSET		2,770,688.37		
LIABILITY				
Current Liabilities				
Accounts Payable		1,263.05		
Misc Payable		42,526.72		
Prepaid Dues		13,562.90		
Income Tax Payable	1,540.50			
EI Payable	373.63			
CPP Payable	1,034.52			
Canada Customs & Revenue Payable		2,948.65		
Vacation Pay Accural		1,688.80		
WCB Payable		224.67		
Total Current Liabilities		62,214.79		
TOTAL LIABILITY		62,214.79		
EQUITY				
Earnings				
Retained Earnings		2,591,487.56		
Current Earnings		116,986.02		
Total Earnings		2,708,473.58		
TOTAL EQUITY		2,708,473.58		
LIABILITIES AND EQUITY		2,770,688.37		
Contingency fund balance includes the 2021/2022 fund allocation of \$30,258.00 and also includes the deducted amount of \$27,369.00 for Fire Supression System voted by membership				

Schedule D

Harrison Holiday Park Association Proposed Budget April 1 2022 to May 31 2023

Prepared by Kelly Stanoffsky



	Budget 2022-2023		
REVENUE			
Annual Dues (410 lots x \$1468.00)	601,880.00		
Special Assessment - Shaw (410 lots x \$172.00)	70,520.00		
Interest Income	4,000.00		
Laundry	2,600.00		
Site Transfer Fees	1,700.00		
Speeding Tickets and Fines	600.00		
Winter Hydro	10,000.00		
Misc Revenue (boat fees, fines, keys etc)	1,500.00		
TOTAL REVENUE	\$ 692,800.00		
EXPENSES			
		<i>Notes</i>	
5% of Dues - Contingency	30,094.00		
Wages (EI, CPP Tax, WCB, vac pay)	154,506.00		
Office Expenses & Misc	6,000.00	Office Computer needs to be replace it is a 2015 with outdated software and slow	
Accounting Services	10,500.00		
Bank Charges/Misc charges	600.00		
AGM and Board Expenses	3,300.00		
Legal Expense	3,500.00	Includes \$1500.00 for filing of Land Owners Transparency Act documentation	
Maintenance - General	6,000.00		
Maintenance-Water System	6,400.00		
Maintenance - Building	6,000.00	Includes \$2500 for garbage area fencing or seed money for new project investigation	
Maintenance - Equipment	2,800.00		
Replace/Repair Electrical Boxes	2,500.00	for the cleaning and inspections of the 8 green electrical box panels in park	
Maintenance - Paving	2,500.00	Includes paving for wheel chair access to clubhouse & ongoing site repairs	
Maintenance - Clubhouse	4,500.00	Includes shelving for Clubhouse & ongoing repairs	
Garbage Removal	9,200.00		
Washroom Supplies	3,500.00		
Washroom Maint/Repairs	5,500.00	General maintenance and repairs	
Pool - Maint/Repairs/Chemicals	9,200.00		
Equip/Tool - Rentals/Purchase	3,000.00		
BC Hydro Maintenance	1,600.00		
BC Hydro	96,000.00		
Fortis Gas	8,800.00		
Shaw Cable	73,500.00	higher than Shaw Income above as this number includes winter cable fees	
Telephone/E-mail Equipment/Security Cameras/Cell Phones	11,600.00		
Sewer Maintenance	2,500.00		
Insurance - Buildings/Equipment/Volunteers	38,050.00	includes fee for Valuations West Property Appraisals every 3 years	
Property Taxes	93,750.00		
Village HHS Sewer/Water	49,000.00		
Tractor - Repairs & Maintenance	4,000.00		
Vehicle - Repairs/Maintenance/Fuel	9,500.00		
Insurance - Vehicle	2,100.00		
Tree Cutting/Removing & Wind Damage	20,000.00		
Landscaping/Grounds/Plants	5,000.00		
Dog Park Expense	500.00		
Park Beautification	4,500.00		
Kids Program - Expense	1,800.00		
Website & Email Expense	1,000.00		
Total Expenses	692,800.00		
	0.00		
Contingency Fund Expenditure or Special Assessment			
		Contingency Amount	Special Assessment per site
1 Generator for Water Suppression System		\$ 11,265.01	\$ 27.48
<i>A prepaid deposit of \$3000 was issued from General Funds in 2021/2022 year to be reimbursed from Contingency when pump arrives</i>			
2 Repaving of all areas where water hydrant systems were installed		\$ 7,350.00	\$ 17.93
<i>Items #1 & #2 would complete the Emergency Fire System project</i>			
3 Men's Clubhouse bathroom tile and shower renovation		\$ 8,000.00	\$ 19.51
<i>Item #3 would complete phase 1 of the 3 phase bathroom improvement project</i>			
		\$ 26,615.01	\$ 64.92

Schedule E

Question: Should Members and Guests be subjected to this Sight?



The purpose of this discussion:

It has been suggested previously by members of HHP, that the present position of the dumpsters is not ideal, and they should be moved – but moved to where? Initially the dumpsters were to be located on the east side of the workshop/garage building, but for various reasons, the present location was chosen.

The following is a summary of concerns expressed:

1. The flat paved area adjacent to the dumpsters has often been chosen for community events where the barbequing and serving of food is carried out. The proximity to the dumpsters is unsanitary and is a health concern.
2. The Kiddies Club often lay out their events on the paved area adjacent to the dumpsters which is unsanitary and a health concern to our children
3. The miniature golf set-up is adjacent to the dumpsters which, once again is unsanitary and a health concern
4. The unsightly dumpsters are in the direct view of all members and their guests when entering and leaving our otherwise, beautiful park
5. Any event held in the clubhouse and attended by members and their guests, look directly onto the unwelcome sight of the dumpsters

Considerations

In seeking to improve the dumpster situation, one could consider enclosing these behind a large roll-away gate which could be opened/closed by the staff before and after the waste collecting truck has been. This solution would certainly improve the 'look' of this area but, for the following reasons, does not address these concerns:

1. The health situation when serving food or having our children in that vicinity would not be addressed
2. The area adjacent to the dumpsters would be impacted by the track / supporting structure for the roll-away/sliding gate
3. Access to the dumpsters for the deposit of garbage by members would need further consideration and would possibly add a 'hassle factor' for the members

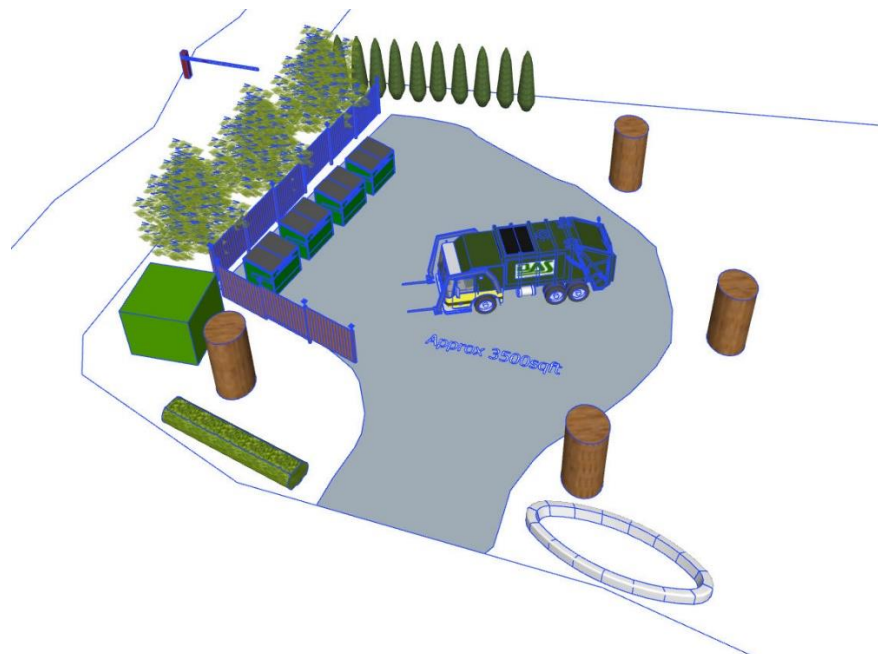
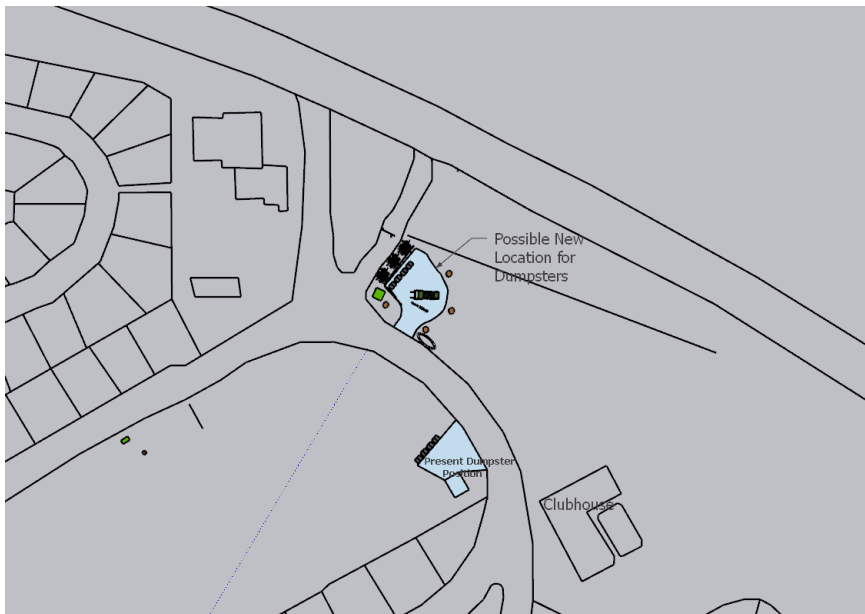
4. These gates would probably be a continuous maintenance headache for our staff as they could be bumped by the dumpster truck when operating in that confined space.

The board is seeking approval from the membership to investigate an alternative location for the dumpsters and considered the following issues:

1. Find an area of sufficient size that would probably not be used by current or future members of the Park
2. Would be easily accessible by members for the disposal of their garbage.
3. Their location would not impact any health or safety concerns
4. Provide easy access for the dumpster trucks
5. Would largely address the unsightly nature of these units when members enter and exit the Park
6. The dumpsters should not be directly visible from the clubhouse

Possible Site

A site that could be considered for this relocation and the access to that site is shown below:



A committee should be struck to perform this investigation and report back at a future meeting. However, to come up with a feasible recommendation, they may require performing an environmental impact study, engage an engineer, ground assessment, etc. To cover these possible costs, this committee will require some 'seed' funds.

Should the membership support this request, it is proposed that an item be added to the budget as contained in the following motion: -

Motion – Add an item to the budget named “Relocation of Dumpsters - Investigation” with a value of \$2,500 attached.

Proposed: Cliff Eagar, lot 220

Seconded: