



**Harrison Holiday Park Association**  
**Special General Meeting for Rules and Regulations Review**  
**June 12, 2022 Agenda attached**

Preregistration begins at 9:00 am, just outside the Clubhouse. Arriving early helps us to ensure the meeting starts on time. You will need to present your current 2022-23 membership card to register.

We are asking that as much as possible, members might help us to save a tree and download the agenda onto their tablet or laptop for following along at the meeting. Otherwise, if you could print it off at home, that would be very helpful.

This meeting is scheduled to be held from 10:00 am to 12:00 noon. We will try to get through the list of Motions as best we can but, if we are not done at noon, whatever motion has already been presented prior to noon will be completed, and any motions left outstanding will be tabled for another time.

A reminder that this is a Special General Meeting, therefore, no items can be added to the Agenda.

**As per Robert's Rules of Order, BASIC STEPS IN PRESENTING A MOTION...**

While there will not be any additional items/motions presented at this meeting, there may however, be motions to amend brought forward. One way that members could greatly assist towards a smoother SGM, is to ensure any amendment to a motion put to the floor has been well thought out and contains all pertinent information. The motion should be written on paper and, once presented by the member, it would be handed to the Chair so that it can be restated word for word. Following the vote, the motion would then be handed to the secretary for inclusion in the meeting minutes.

We do ask that members review the Agenda prior to the meeting. If you would like clarification regarding Notice of Motions #2 to #10, you can email the Rules and Regulations committee at <mailto:Rulesandregshhp@gmail.com>. If your question is in regards to Motion #1 (boat storage), you can contact the BOD directly at <mailto:bod@harrisonholidaypark.com>. We will do our best to provide you with clarification prior to the meeting or be prepared to provide you with a response at the meeting.

Looking forward to this opportunity to review some of our Rules and Regulations with our membership! We hope to see you there.

*Patty Warkentin, President*  
*on behalf of the HHPA BODs and the Rules and Regulations Committee*



**Harrison Holiday Park Association**  
**Special General Meeting, Rules and Regulations Review**  
**Saturday, June 12, 2022 @ 10:00 am to 12:00 noon**  
**HHPA Clubhouse**  
**(Registration at 9:00 am)**

**AGENDA**

**Board of Directors:**

President, Patty Warkentin  
Vice President, Bob Walters  
Treasurer, Kelly Stanoffsky  
Secretary, Patty Warkentin (*acting*)  
Park Liaison, Cliff Eagar  
Special Projects, Dana Vandecasteyen  
Park Enhancement, Sharon Cross  
*No portfolio, Desmond DeLusignan*  
*Past President, Cliff Eagar*

**Rules and Regulations Committee:**

Larry Sargeant (Committee Chair)  
Zoey Slater (Previous Committee Chair)  
Frances Toebaert (Committee Secretary)  
Barbara Mazzegga  
Darlene Brigidear  
James Hook  
Patty Warkentin (HHPA BOD)  
*Past member, Lou Dwight Moodie*

1. Call the meeting to order
2. Introduction of the Board of Directors and Committee members
3. The meeting will be conducted as per Robert's Rules of Order
4. Ascertain a quorum
5. Confirm number of proxies
6. Motion to accept the agenda as presented in the pre-meeting package.
7. Presentation of Motions: (*as time permits*)
  - Notice of Motion #1: To amend Rule 7., Boat storage, *see Schedule A*
  - Notice of Motion #2: To amend Rule 1.D.1., Boundary Lines/Fences (as is/where is) *see Schedule B*
  - Notice of Motion #3: To amend Rule 1.C.2., Colours, *see Schedule C*
  - Notice of Motion #4: To amend Rule 1.D.4., Fencing Options, *see Schedule D*
  - Notice of Motion #5: To amend Rule 2.F. & G., Gazebos, Pergolas & Barbeque Covers, *see Schedule E*
  - Notice of Motion #6: To amend Rule 8.A., Suggestions and Concerns *see Schedule F*
  - Notice of Motion #7: To amend Rule 1.C.4., Sheds *see Schedule G*
  - Notice of Motion #8: To amend Rule 1.C., Grandfathered Sheds, *see Schedule H*
  - Notice of Motion #9: To amend Rule 1.A.3., Tenting, *see Schedule I*
8. Motion to destroy ballots (if any)
9. Adjournment



## Schedule A – Boat Storage

### Currently Rule 7 reads:

#### 7. BOAT STORAGE AREA

- A. Boat storage area is for boats and/or boat trailers only. No additional merchandise is to be stored in the area.
- B. Boat area is open April 1 through October 31. All boats and/or boat trailers are to be removed by October 31.
- C. A fee for use of the Boat Storage area will be levied as agreed by the membership at the Fall Annual General Meeting. The fee will cover the full season – April through October. Boats and trailers shall be registered at the Park Office along with proof of insurance. (GM May 2014)

*Proposed addition to Rule 7 to include guidelines as to how members secure a spot for boat storage.*

### Motion to add 7.D. as follows:

D. Boat storage spots for the following year will be determined annually by a lottery which will be drawn at the Fall AGM. Members will submit an application to the BOD between August 15<sup>th</sup> and August 31<sup>st</sup>, in order to be included in the lottery. The first 15 names drawn will secure a spot for the next season and all names not successful in securing a spot will be placed on a wait list in the order they are drawn. The annual fee will be due April 1st, at the start of the season. Fees not paid within 30 days (by April 30<sup>th</sup>) will be considered as forfeiting your spot and it will be offered to the next person on the wait list.

**Rationale:** Currently, there is no rule in place to address how availability of boat storage spots are determined. How this is addressed should be determined by majority vote by the membership.

Currently boat storage spots are considered as ‘owned’ by whomever had it the previous year. One concern has been that boat storage has been underutilized at the same time that many members have no place to store their boats. It would appear that the fees are currently so low that members are willing to pay for the spots even when barely using them or not using them at all. Understandably, being on a waiting list and seeing spots sit empty has been a source of frustration for many. Year over year, there needs to be a fair and unbiased way to determine who will have use of the spots.

**Note:** New fees will be determined at the AGM as per Rule 7.C. It has been many years since fees were addressed and it is expected that these fees will rise.

## *Schedule B – Boundary Lines / Fences*

### **Currently Rule 1.D. and 1.D.1. read:**

D. Boundary Fences      **ANY CHANGES ARE SUBJECT TO THE PRIOR APPROVAL OF THE BOARD OF DIRECTORS OR THEIR DESIGNATE.**

1. Original site boundary fences and/or site boundaries shall not be relocated. When a membership is transferred to a new owner, it is an “as is, where is” situation. Original side and rear fences and/or site boundaries refers to the fences and/or site boundaries in place as of the AGM Sept.1, 2002 or which are to be adjusted on sale of the membership/site as recorded in the office or are to be adjusted upon resolution of a dispute on file in the office as of the AGM Sept.1, 2002. However, fences may be temporarily removed if:

- a. affected adjacent sites are occupied by the same member(s).
- b. there is a signed agreement on file in the Harrison Holiday Park Office between all individual sites affected.

*Proposed changes: First, change title “Boundary Fences” to “Boundary Lines / Fences.” Removal of the sentence, “When a membership is transferred to a new owner, it is an “as is, where is” situation.” Also, remove the period and add an “or” between a. and b.*

### **Motion to Change Rule 1.D. and 1.D.1 to state:**

D. Boundary Lines / Fences      ANY CHANGES ARE SUBJECT TO THE PRIOR APPROVAL OF THE BOARD OF DIRECTORS OR THEIR DESIGNATE.

1. Original site boundary lines/fences shall not be relocated. Original side and rear boundaries/fences refer to the site boundaries/fences in place as of the AGM, September 1, 2002, or which are to be adjusted on sale of the membership/site as recorded in the office or are to be adjusted upon resolution of a dispute on file in the office as of the AGM, September 1, 2002. However, fences may be temporarily removed if:

- a. affected adjacent sites are occupied by the same member(s) or
- b. there is a signed agreement on file in the Harrison Holiday Park Office between all individual sites affected.

### **Rationale:**

- Change title ‘Boundary Fence’ to ‘Boundary Lines / Fences’ as current fencing in place may not accurately reflect the actual boundary line and both are discussed in this section.
- Change wording to be consistent.
- The front fence should not be "as is/where is". Only the side and back fences should be. Front Fence should have to conform to the minimum 10 feet off the road.
- correct punctuation
- clarify that this is an either/or choice between a. and b.

## *Schedule C - Colours*

### **Currently Rule 1.C.2. states:**

Colors: See chart in office for suggested color choices. Black may be used for trim only upon approval by the Park Caretaker. Prior to painting, a Green Card must be obtained. A dry color sample shall accompany the application for a Green Card.

*Proposed rule change to remove any reference to any specific colour.*

### **Motion to Change Rule 1.C.2. to state:**

2. Colours: See the chart in office for suggested colour choices. Prior to painting, a Green Card must be obtained. A dry colour sample shall accompany the application for a Green Card.
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### **Rationale:**

- Removing references to specific colours allows the updating of colour choices without redoing the Rules every time. Colour options can be updated at the office to include white and black.

Note: Currently some members are using black panels as well as black metal spindles in their deck railing and fencing.

## *Schedule D – Fencing Options*

### **Currently Rule 1.D.4. states:**

All fences shall be of wood, composite material or plastic lattice and finished with natural or park colors.

*Proposed rule change to allow for metal spindles to be used, as well as for metal gates.*



### **Motion to Change Rule 1.D.4. to state:**

Fencing shall be of wood or composite material and finished with approved park colours. See colour chart in the office. Plastic, wood or composite lattice or black metal spindles are acceptable alternatives for panelling, provided that they are secured within a wood or composite frame. Gates can be wood and/or metal construction.

### **Rationale:**

- This allows more diverse types of fences
- Currently there is no mention of gates

Note: Fence posts must be wood, but metal spikes can be used to secure wood fence posts into the ground. For fencing, metal spindles must be surrounded by wood framing (example shown in 1<sup>st</sup> picture above).

## ***Schedule E – Gazebos, Pergolas and Barbeque Covers***

### **Currently Rule 2.F. and 2.G. states:**

F. Gazebo and Barbeque Cover: One prefabricated, commercially available, freestanding barbeque cover per lot is permitted. They must be prefabricated, commercially available and constructed of steel and aluminum frame with canvas, steel, aluminum, or polycarbonate tops (NO TARPS). They must be in park approved colors such as brown, beige, green or black. Barbeque gazebos shall not exceed 60 inches (1.53 meters) deep x 96 inches (2.45 meters) wide x a maximum of 107 inches (2.72 meters) high. These are the dimensions of currently available BBQ covers. They must be situated in a manner that any runoff from the top will not fall into a neighbours site – 18 inches from a fence is preferred. A site change form must be completed, and a green card issued prior to the addition of any type of gazebo.

G. Gazebo Wind Breaks One, prefabricated, commercially available, free-standing gazebo no larger than 12' X 12' with roofs of metal, composite, or canvas will be allowed per site. Gazebos of any kind cannot be anchored into the ground using cement or be located permanently on easement property. Gazebos cannot be located where they will obscure a neighbor's view. Windbreaks of canvas, vinyl, tarp or bamboo blinds may be acceptable on free standing gazebos from April 1st through October 1st but may only have two sides on at any one time to block wind/rain (with the exception of mosquito mesh). Complete enclosure may be allowed between October 1st and April 1st. Enclosures and windbreaks MUST be approved by the Board of Directors or their designate. See chart in office for suggested colour choices. (GM May 2015)

***Proposed rule changes to allow a second gazebo/ pergola on sites with no awning. To allow full enclosure of gazebos in all seasons. Add polycarbonate as a choice for gazebo roofs. To simplify options for placement of said structures. Removal of tarps as an option for gazebo windbreaks.***

### **Motion to Combine Rule 2.F & G and then incorporate the above changes to read as follows:**

#### **F. Gazebos, Pergolas and Barbeque Covers**

- Must be prefabricated, commercially available and free-standing.
- Must be in park approved colours.
- Must be situated a minimum of 18 inches from a fence and 10 feet off the road.
- Cannot be anchored to the ground using cement.
- A site change form must be completed, and a green card issued prior to the addition of any gazebo, pergola or barbeque cover.

**1) Gazebos and Pergolas:** One gazebo, no larger than 12' X 12', constructed of a metal frame with a roof of metal, polycarbonate or canvas is allowed per site. In place of a gazebo, a pergola with a metal frame can be constructed. Windbreaks of canvas, vinyl or roll down blinds may be acceptable. Enclosures and windbreaks MUST be approved by the Board of Directors or their designate. Should a member decide not to have an awning (see 2.C.7), then two gazebos/pergolas, no larger than 12' x 12' each, will be permitted.

**2) Barbeque Covers:** One barbeque cover is permitted per site. It must be constructed of a metal frame with canvas, steel, aluminum, or poly-carbonate tops (NO TARPS). Barbeque covers shall not exceed 60 inches (1.53 meters) deep x 96 inches (2.45 meters) wide x a maximum of 107 inches (2.72 meters) high. These are the dimensions of currently available BBQ covers.

## *Schedule E – Gazebos, Pergolas and Barbeque Covers Continued*

### **Rationale for changes:**

1. Combine F and G to correct, simplify and allow for less repetition of information.
2. To keep the weather out and for warmth, allow full enclosure of gazebos in all seasons.
3. For improved protection from the elements, allow sites with no awning to have an additional gazebo/pergola instead.
4. 'Lot' changed to 'site' for consistency.
5. To provide more options, add poly-carbonate to choices for gazebo roofs.
6. With park aesthetics in mind, removal of 'tarps' as an option for gazebo windbreaks.
7. Simplify options for placement of structures.



## *Schedule F – Suggestions and Concerns*

### **Currently Rule 8.A. states:**

Suggestions or criticisms shall not be directed to the employees but submitted in writing to a member of the Board of Directors directly or via the Park Office. Forms are available. Compliments may be passed on verbally and followed with a written note to the Board of Directors. Before action is initiated, all suggestions, criticisms and compliments must have the submitting member's name, site number and signature included.

*Proposed wording change, to remove 'criticisms' and replace with 'concerns.' Also, to encourage members to contact the HHPA BOD's directly.*

### **Motion to Change Rule 8.A. to state:**

A) Suggestions or concerns shall not be directed to the employees, but submitted in writing to the Board Of Directors at <mailto:bod@harrisonholidaypark.com> or submitted to the office in a sealed envelope addressed to the Board Of Directors. Forms are available at the office and on the website. Compliments may be passed on verbally and followed with a written note to the Board of Directors. Before action is initiated, all suggestions, concerns and compliments must have the submitting member's name, and site number included.

### **Rational:**

- To take the stress away from the office and have the information sent directly to the board.

## ***Schedule G – Sheds***

### **Currently Rule 1.C.4. states:**

Sheds: One shed may be constructed for storage purposes only. It shall not be supplied with bunk beds, water, toilets/shower, or stove and shall not be set up as a business shop. The shed should be constructed entirely of wood, composite materials or prefabricated and commercially available plastic resin (AGM September 2018) to a maximum of (48) forty-eight square feet and shall be well and fully ventilated. The following measurements are outside dimensions; maximum height to peak (8) eight feet (2.44 metres) no side longer than (8) eight feet (2.44 metres) with an overhang allowance of up to (1) one foot (30.5 cm), except for the entrance that may be up to (4) four feet (1.22 metres). It shall be situated at least (20) twenty feet (6.09 meters) from the site front fence boundary and (1.5) one and one-half feet (.457 meters) from the rear and side boundaries. The roof may be finished with wood or duroid shingles or lightweight metal using the same criteria as the allowance under auxiliary roofs.

***Proposed rule change to allow for more options regarding shed size. The exterior maximum footprint would remain the same while the interior footprint could be increased. Allow more flexibility regarding placement on member's sites.***

### **Motion to Change Rule 1.C.4. to state:**

4. Sheds: One shed may be constructed for storage purposes only. It shall not be supplied with beds, water, toilets/showers, or stoves and shall not be set up as a business shop. The shed should be constructed entirely of wood, composite materials or prefabricated and commercially available plastic resin (AGM September 2018) to a maximum of (80) eighty square feet and shall be fully ventilated. The following measurements are outside dimensions: maximum height to peak (8) eight feet (2.44 metres) no side longer than (10) ten feet (3.048 metres) with an overhang allowance of up to (6) six inches (15.25 cm) on all sides (not included in the square footage). Dimensions of the entrance overhang, that may be up to (4) four feet deep (1.22 meters), is included in the maximum (80) eighty square feet. The roof may be finished with wood, 'Duroid' shingles or lightweight metal. With the Caretaker's pre-approval, a shed can be situated anywhere on the lot, provided that it is (18) eighteen inches (0.457m) away from the side and rear fences, and (10) ten feet (3.048 metres) off the roadway and additionally, on corner sites, it does not jeopardize the safety of the roadway. (No sheds shall be situated where they hamper the removal of a trailer from a site).

### **Rationale:**

- Some of the prefabricated larger sheds can be cheaper and more available than the smaller sheds.
- Doesn't change the total footprint allowable while increasing options for shed type.
- The shed size is within the District of Harrison Bylaws.
- Shed placement allows more flexibility of the site.

## *Schedule H – Grandfathered Sheds*

### **Currently Rule 1.C. states:**

C. Specifications for Structures and Changes to Them: For the purpose of this Section, the locations of sheds, decks, awnings, stairs, etc. on a campsite prior to November 15, 2004, are “grand fathered” in their position. “Grand fathered” means they are approved in their location although they do not conform to present Rules and Regulations, and they need not conform until they are renewed or repositioned.

*Proposed rule change to replace the term ‘renewed’ with ‘replaced’ and add, “Repairs and maintenance are permitted.”*

### **Motion to Change Rule 1.C. to state:**

For the purpose of this Section, the locations of sheds, decks, awnings, stairs, etc. on a campsite prior to November 15, 2004, are “grandfathered” in their position. “Grandfathered” means they are approved in their location although they do not conform to present Rules and Regulations, and they need not conform until they are replaced or re-positioned. Repairs and maintenance are permitted.

### Rationale:

- Many of the ‘grandfathered’ sheds have become an eyesore. The change would allow a member to fix their shed that needs repairs but does not need to be replaced.
- Spelling corrections

## *Schedule I – Tenting*

### **Currently rule 1.A.3. states:**

Tenting is not permitted.

### *Proposed change to allow tenting on a trial basis for one season only.*

### **Motion to Change Rule 1.A.3. to add:**

Tenting is not permitted. Exclusion: Tenting on a member's site is permitted until September 15, 2022, under the following conditions:

- i) Members are responsible to ensure their guests are adhering to all rules and regulations during their stay.
- ii) Tents will be permitted within a member's site from 7 PM until 9 AM.
- iii) Tents permitted only for three days, 4 times a year and not transferable from lot to lot
- iv) A registration form and the applicable fees must be received by the office prior to erect a tent on a member's site. (Fee for tenting is \$10 per night (to be put in the Fees section)
- v) Only 1 tent per site is allowed

### **Rationale:**

- To allow tenting on a trial basis. This will allow members to experience what the pros and con's might be of allowing tenting before voting on it as a more permanent rule change.

Note: This rule will revert to the original rule of "Tenting is not permitted" as of the September 15, 2022. At the Fall AGM we can review and re-vote on this rule.