



April 16, 2022, Meeting Minutes

Harrison Holiday Park Association
Spring General Meeting, HHP Clubhouse
Saturday, April 16, 2022, 10:00 am

Meeting Minutes

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

Meeting called to order at 10:05AM

2. Introduction of the Board of Directors

3. The meeting will be conducted as per Robert's Rules of Order

Motion to accept - seconded Carlton lot 386 – passed by a show of hands

4. Ascertain a quorum

81 voting members, Quorum confirmed, 16 non-voting members

5. Confirm certified number of Proxies

19 proxies confirmed

6. Motion to accept the agenda as presented in the pre-meeting package.

- Motion to amend to allow Gerald from the Social Committee to speak has been added just before #12 – seconded Kathy lot 197
- Point of Order called by Frances lot 204 to allow questions on the agenda: **Granted**
- A motion was put forward by Frances 204 to add discussion and vote to remove Desmond from the BOD. Because there was no request to add the motion prior, this request was **denied**.
- Following discussion, motion to pass agenda with alteration - **seconded Kathy lot 197 – Passed by a show of hands**

7. Approval of Meeting Minutes as circulated in pre-meeting package.

- September 11, 2021, AGM minutes



April 16, 2022, Meeting Minutes

Discussion: Frances lot 204 requested a correction to the spelling of her name from Francis to Frances. Also, new Business Resolution #2 wording of motion changed from “defeated” to “tabled.”

- Motion to pass with amendments - **Passed by a show of hands**
- March 12, 2022, SGM #1 minutes - **Passed by a show of hands**
- March 12, 2022, SGM #2 minutes

Discussion: Frances lot 204, Motion #5 to table #1 reads lot #205, correct to #204

Motion to pass with amendment - **Passed by a show of hands**

8. Business arising from March 12, 2022, Meeting #2 minutes

Notice of Motion #1:

Tabled vote on amendment to Rule 2 C - see **Agenda 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 Agenda 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.

Discussion - lot 249, call to stop discussion, carried. Motion to approve – **Passed by a show of hands**

9. REPORTS - see **Agenda 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 Agenda Schedule B - Passed by a show of hands

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

Motion to accept Treasurer's Report Schedule C - Passed by of show of hands

11. New Business:

- a. Presentation of Proposed 2022/2023 Budget - see **Agenda Schedule D (page 15)**
 - **Motion # 1 - To accept 2022/2023 Budget Agenda Schedule D**



April 16, 2022, Meeting Minutes

Discussion and questions on the proposed budget, Treasurer to make correction to dates of proposed budget from 'April 1, 2022, to May 31, 2023,' changed to 'May 1, 2022, to April 30, 2023,' prior to sending to membership.

Motion to pass with corrections, seconder lot 241

Passed by a show of hands

- **Motion # 2 - To Appoint Accountant for fiscal year 2022/2023**

Discussion: **Motion** to appoint Headden Chong LLP to do a Notice to Reader as per our Treasurer.

Seconder lot 386

Passed by a show of hands

- **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.

Discussion: **Motion** to approve option #1 – **Passed by a show of hands** (*therefore we do not need to proceed to option 2*)

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 **Agenda Schedule E** (page 16 to 18)

Discussion - need for strategic planning was discussed for Kidz Club, garbage and future of the park

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 **Agenda Schedule E** **Motion Defeated**

c. **Gerald Arksey to speak** - Review of events and update of Social Committee functions, and a thank you to all volunteers



April 16, 2022, Meeting Minutes

12. **Good and Welfare: Submissions** and discussions from the Board and floor regarding issues of interest or concern to the Membership of HHPA.
 1. Kelly spoke about new features- E-transfer has been set up for annual dues payment.
 2. Meeting May 28 Re rule & regs & bylaws may change to June 12th and bylaws may be suspended until Fall
 3. **Lot 48** – wanted to comment on the great tone of the meeting. Patty replied, “it takes a village” and thanked the membership.
 4. **Lot 204 – proposed a motion** - to have the position of the head registrar / scrutineer be a member voted position and not a board appointment. **Secunder 386**
Passed by a show of hands
 5. It was noted that further discussion would be required on the process of voting and terms. Discussion on voting process and where the decision would live? Ideas were presented with no conclusion.
 6. **Lot 240: Motion** to elect Gayla as head scrutineers for the upcoming meeting until the next GM. **Secunder lot 186.**
Lot 395: Nominate Frances to head scrutineer
Amended motion: lot 240, to appoint Gayla and Frances upon their acceptance that will become the two head scrutineers until the next AGM where the process could be put in place and the members vote on the position. **Secunder 170**
Passed by a show of hands
 7. **Lot 249: Motion** to change Rules and Regulations C.1. to read: RV Dimension: The inside configuration of the RV unit, (whether it be a single story or a loft) as well as the floor plan, will be the expressed choice of the member, provided the dimensions fit on the assigned lot, the RV unit meets the positioning requirements described below, and height restrictions (Max 13'6"), fit onto the assigned lot and meets the positioning requirements described below.
Secunder – inaudible
Passed by a show of hands
 8. Lot 323 – motion to allow second gazebo and 1 BBQ gazebo if no awning on site
No longer a quorum, no vote taken
13. **Meeting Adjourned 12:46pm**
Next Membership Meeting: Saturday May 24th, 2022
Prepared by: Sharon Cross