

Harrison Holiday Park Association General Meeting
Saturday, April 8th, 2023 @ 10:00 am
HHPA Clubhouse
Meeting Minutes

Board of Directors:

President, Patty Warkentin
Vice President, Sharon Cross
Treasurer, Kelly Stanoffsky
Secretary, Letti Forsyth

Special Projects, vacant
Liaison, Larry Sargeant
Park Enhancement and Safety, Paul Leblevec
Past President, Cliff Eagar

- 1. Call the meeting to order** - Start time 10am - President: Thank you to our registration coordinator, Kathy McKinney, and to all our volunteers.
- 2. Introduction of the Board of Directors, Chairman of Tellers Kathy McKinney and Timekeeper Secretary Letti Forsyth.** Rules of timekeeping explained by President. The time limit will be 2 minutes per speaker we can vote on this unless the membership votes to give more time. At 1 minute 45 seconds, there will be a 15 second warning.
- 3. Motion to conduct the meeting as per Robert's Rules of Order.** *Seconded by Lot 182.* Members asked to turn their voting card in if they need to leave before meeting is over so a quorum can be maintained. Reminders of process and decorum. 2-minute time limit for speaking and each member can speak a maximum of 2 times per motion. *Motion passed by show of hands.*
- 4. Ascertain a quorum** - 65 present in person / 33 present by proxy / 10 non-voting members
- 5. Confirm number of proxies** - 33 proxies.
- 6. Motion to accept the agenda as presented in the pre-meeting package.** *Seconded by lot 65. Approved as written by show of hands.*
- 7. Approval of previous meeting minutes:**
 - a) **June 12, 2022** - *Approved as written by show of hands.*
 - b) **September 24, 2022, AGM** - *Approved as written by show of hands.*
- 8. Reports:**
 - President's Report, page 5
 - Vice President's Report, page 5/6
 - Secretary's Report, page 7
 - Liaison's Report, page 7
 - Park Enhancement & Safety Report, page 8
 - Social Club's Report, page 9

- Clubhouse Report, page 9

Motion to accept Reports to be filed as presented in the pre-meeting package. Agenda, Schedule A. Passed by a show of hands.

9. Treasurer's Report, Budget & Shaw:

Treasurer's Report:

Motion 1 - Allocation of Surplus funds remaining from Past Year Ending April 2022 \$24,258.00 to Contingency Fund. *Seconded by lot 238. Passed by show of hands.*

Motion 2 – The treasurer is proposing that we use the remaining balance of funds in the current 2022/2023 budget on April 30th, 2023, to cover the costs of the AED and Fire Suppression System hoses not putting the current budget in a deficit situation and not to exceed \$10,500.00. *Seconded by lot 123. Passed by show of hands.*

Motion 3 - In the event that there are not enough funds in the remaining current 2022/2023 budget on April 30th, 2023, Kelly (*Treasurer*) would like to make a motion that the balance not to exceed \$10,500.00 comes from Contingency Funds. *Seconded by lot 123. Passed by show of hands.*

Motion to accept Treasurer's Report to be filed and close 2022-2023 budget to be filed as presented in the pre-meeting package Agenda Schedule B - *Passed by a show of hands.*

2023/2024 Budget:

Motion to accept the 2023/24 budget as presented. *Seconded by lot 406. Passed by show of hands.*

Motion 4 – The motion on the floor is to allocate up to \$20,000.00 from Contingency for the Fraser Health required upgrades to the wellhead and the relocation of the Assistant Caretakers trailer. *Seconded by lot 123. Passed by show of hands.*

Motion 5 – The motion on the floor is to allocate up to \$20,000.00 from Contingency for Phase 2 Bathroom Renovation. *Seconded by lot 406. Passed by show of hands.*

Shaw Bulk Internet 300:

Motion 6- The motion on the floor is that the membership approves the signing of the contract with Shaw for premium internet services for the 5-year term with the caveat that we need to secure a minimum of 115 members to have the contract. *Seconded by lot 113. Passed by show of hands.*

10. New Business:

1. Motion - Therefore, be it resolved that: by a 75% majority of such members entitled to vote as are present in person or by proxy, that members ratify changes to Bylaw C.6., as written below:

The Constitution and Bylaws may be amended by a special resolution of the members of the HHPA. A special resolution is required to be passed by a 2/3 majority of members entitled to vote, who are present in person, or by proxy, at an annual general meeting or general meeting. Notice of a general meeting must include the text of any special resolution to be submitted to the meeting. Notice to the Board from members for a member proposal must be submitted a minimum of 7 days prior to the notice of the general meeting.

Seconded by lot 86. Yes = 84. No = 14. Abstained = 0. Passed by 85%.

2. Motion - AMEND Rules and Regulations Title Section 2 to read:

RECREATIONAL VEHICLES AND STRUCTURES

Seconded by lot 48. Passed by show of hands.

3. Motion to remove Rule 1.B.2., merging it with Rule 2.C.2., and include revisions to be in line with the current Village of Harrison Bylaws and the Riparian Areas Protection Regulation. The new Rule 2.C.2 to read:

Positioning

a. Front and Side of All Sites: Recreational Vehicles and Structures such as sheds, gazebos and decks etc. shall be placed a minimum of 0.45 metres (18") from the side site boundary lines as well as 3.05 metres (10 FT) from the edge of the paved roadway, as determined by a park caretaker. For RV placement, the RV as measured parallel to the ground, from the edge of the pavement to a vertical point in line with the closest point of the RV (including hitches, tip-outs/slides, tongues, overhangs, satellite dishes or other attached components). RV's must be positioned on the site with the hitch or driving compartment facing the HHPA roadway for egress.

b. Rear of Sites:

Sites 17 to 24 Cedar: Recreational Vehicles (including bumpers, ladders and tip-outs/slides) and Structures such as sheds, gazebos and decks etc., shall comply with setback measurements as governed by the Village of Harrison Bylaw setbacks for C-3 zoning Front Setbacks (Hot Springs Rd), which is a minimum 7.5 metres (24.6 FT) from rear site boundaries (chain link fence). Current placement on these sites is grandfathered at a minimum 4 metres (13 FT). Recreational Vehicles and Structures, placed prior to April 8, 2023, are grandfathered in their current location. If/when moved or replaced, compliance with Village setbacks will be required.

Sites 24 to 34 Cedar: Recreational Vehicles (including bumpers, ladders, and tip-outs/slides) and Structures such as sheds, gazebos and decks etc., shall comply with setback measurements as governed by the Village of Harrison Bylaw setbacks for C-3 zoning Side Setbacks bordering residential property which is a minimum 6.0 meters (19.7 FT) from rear site boundaries (chain link fence). Current placement on these sites is grandfathered at a minimum 4 metres (13 FT). Recreational Vehicles and Structures, placed prior to April 8, 2023, are grandfathered in their current location. If/when moved or replaced, compliance with Village setbacks will be required.

Sites 302 to 328 Birch: As governed by the Riparian Areas Protection Regulation, February 2016, placement of Recreational Vehicles (including bumpers, ladders, and tip-outs/slides) and Structures such as sheds, gazebos and decks etc., is to be a minimum of 30 metres (98.4 FT) from the high-water mark of the Miami River. Current placement on these sites is grandfathered at existing site boundaries, plus 0.45 metres (18"). Additional information, re Miami River grandfathering, can be found in Rule 1.D.7

All other sites: Recreational Vehicles (including bumpers, ladders, and tip-outs/slides) and Structures such as sheds, gazebos, and decks etc., shall be placed a minimum of 0.45 metres (18") from the rear site boundary line, as determined by a park caretaker.

d. Temporary tents and pop-up canopies are exempt from any setbacks and shall only be placed within individual site boundaries.

e. All placements of Recreational Vehicles and Structures are subject to approval by a Park Caretaker. Any disputes over placement will be addressed and decided upon by the Board of Directors. Approvals for non-conformity will be based on extenuating circumstances only.

Seconded by lot 48. Passed by show of hands.

4. **Motion - To amend Rule 2.F.1.**, adding the word 'aluminum' and thereby clarify the original intent of the rule passed at the June 12, 2022, R&R GM, that a second gazebo is permitted in place of an aluminum awning.

Seconded by lot 220. Passed by show of hands.

Rule 2.F.1. will now read:

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 aluminum awning (see 2.C.7), then two gazebos/pergolas, no larger than 12' x 12' each, will be permitted.

5. **Motion to AMEND Rule 8.M. to read:**

M. Hot Tubs/Spas: Hot tubs/Spas are not allowed on the individual member's sites in Harrison Holiday Park.

Seconded by lot 118.

Motion by lot #123 to AMEND the original motion to read:

Hot Tubs, Spa pools and any type of pool with a heater or circulation pump is prohibited on individual member's sites. Pools with outside dimensions larger than 1.15 metres (45") in diameter are prohibited on individual member sites. Water depth not to exceed 20.3 cm (8"). Wading and cooling pools are to be emptied daily or treated with an environmentally friendly treatment to inhibit mosquito breeding. Water features with low voltage pumps, are permitted.

Amended version seconded by lot 86. Passed by show of hands.

6. **Motion - To add metal studs to Rule 1.C.4.**, as an option for sheds. It would read...The shed can be constructed using wood, metal studs, composite materials or prefabricated and commercially available plastic resin...

Seconded by lot 42. Passed by a show of hands.

Motion - To add vinyl siding to Rule 1.C.4., as an option for sheds.

Seconded by 86. Passed by show of hands.

Rule 1.C.4. will now read...

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 can be constructed using wood, metal studs, composite materials and vinyl siding 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).

7. **Motion - AMEND Rule 4.B to read as follows:**

B. Clubhouse: Children, under the age of 12, are to be supervised by an adult. All members/guests using the clubhouse are expected to tidy up after themselves and return items to their designated place. Exclusive use of the clubhouse for private functions, shall be booked in advance through the office during office hours. Users shall be governed by the current Rules and Regulations.

Motion made by lot 238 to include clarity as to the age that would be considered as an "adult. After discussion the original motion was amended to read:

Clubhouse: Children, under the age of 12, are to be supervised by an adult (19 or older). All members/guests using the clubhouse are expected to tidy up after themselves and return items to their designated place. Exclusive use of the clubhouse for private functions, shall be booked in advance through the office during office hours. Users shall be governed by the current Rules and Regulations.

Seconded by lot 169. Passed by show of hands.

8. Motion: To remove restrictions on days of the week the communal fire pit is available for use, Rule 4.C.1., to be changed to read as follows:

Park Wood Fire Pit: All campfires must be operated in accordance with the Village of Harrison annual Fire Permit issued to the Harrison Holiday Park Association and be overseen by a host.

Seconded by lot 97. Passed by show of hands.

Presentation from the Social Club:

Presented by BOD Liaison to the Social Committee Letti Forsyth on behalf of the Social Director Gerald Arskey. Some of the fun events around this park, are organized by the social club committee. We would really appreciate some fresh faces joining the committee and bringing some new ideas to the park. In your package is an e-mail address that you can contact Gerald if you are interested. Would also like to remind everyone that any empties that you have in your lot when you leave, you can drop them off at the blue bins as they help to fund these social events like our live band dances 4 times a year.

Good and Welfare discussion:

Lot 113 thanking the BOD for the many hours they volunteer.

Lot 65 Thanking the membership for passing the new clubhouse rule as our children's safety is important.

Lot 154 suggesting one of our caretakers be promoted to Park Manager. Member was reminded that the membership voted against looking into the cost of hiring a Park Manager.

Lot 123 added to discussion suggesting that perhaps the caretaker may not be interested if the membership ever voted to hire a park manager. Member also welcomed new members to the Board, shared how much cleaner the park is looking and extended congratulations on increasing the budget only \$20.00 amidst rising costs.

Lot 240 volunteering to form an Ad hoc committee to research a secondary option to providing a cover over our trailers that is allowable under the Harrison Village Bylaws. Member will form a committee and a BOD will be selected to Liaison with this committee.

Motion to adjourn meeting:

Motion passed. Meeting adjourned at 12:54pm

Next Membership Meeting:

Bylaws meeting - July 29, 2023 @ 10am

Minutes prepared by Secretary Letti Forsyth

Draft