



**Harrison Holiday Park Association
Special General Meeting Minutes
Bylaws, Rules & Regulations
July 29, 2023 @ 10:00 am
HHPA Clubhouse**

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: 10:04 am

2. Introduction of the Board of Directors

Chairman of Tellers: Sharon Vandecaysteyen

Timekeeper: Letti Forsyth Secretary

3. Motion to conduct the meeting as per Robert's Rules of Order:

- Review of expectations of decorum and set time limits.
- Seconded by 91 and Passed.

4. Ascertain a quorum, including present in person and by proxy:

- 57 voting members, 18 proxies and 10 non-voting members present for a total of 75 votes.
Quorum ascertained.

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

- Seconded by 91 and Passed by show of hands

6. New Business:

A. Presentation of Bylaws - Special Resolutions

Motion 1 - Bylaw A.9.B. - Delinquency list:

Whereas the public shaming outlined in Bylaw A.9.b., has been deemed as being inappropriate and unnecessary. It was resolved that: by a 2/3 majority of such members entitled to vote as are present in person or by proxy, that members ratified the changes to Bylaw A.9.B as written below:

Membership dues not paid within thirty (30) days from the commencement of the fiscal year (May 1st) may have their hydro, gate cards, and services disconnected or discontinued until such time as dues and/or fines are paid in full. If dues are increased, said increase only, will be payable sixty (60) days from the commencement of the fiscal year with no penalty being assessed.

- **Seconded by 48. Vote - Yes 67, No 6 Passed by 97%vote.**

Motion 2 - Bylaw D.12 - Election of Officers:

It is our current practice that it is the board, not the membership that decides on who fills what position on the board; and the rest of the information currently in Bylaw D.12, is provided in Bylaw D.3 and not necessary to repeat here.

It was resolved that: by a 2/3 majority of such members entitled to vote as are present in person or by proxy, that members ratified the changes to Bylaw D.12 as written below:

Immediately following an AGM, all board positions are available. The Board of Directors elect directors to specific board positions.

- **Seconded by 123, Yes - 70, No - 0, Abstained - 1, Passed 100%**

Motion 3 - Bylaw A.12. - Winter Security:

Addition of bylaw re winter security on how to apply for a position of winter security. This Bylaw will continue to be developed.

It was resolved that: by a 2/3 majority of such members entitled to vote as are present in person or by proxy, that members ratified the addition of Bylaw A.12. as written below:

Bylaw A.12. Members wishing to remain in the park for Winter Security (November 1 - March 31) must fill in the appropriate application forms available in the HHPA office and submit them directly to the board of directors. Applications will be accepted August 1 - August 15 and decisions will be made by August 31.

- **Seconded by 220,**
- **Motion to Table**
- **Seconded by 154 Yes – 13, N – 54, Motion Failed**
- **Original Motion, Yes - 60, No - 11, Abstained - 2, Passed 84%**

Motion 4 - Bylaw D.3 - Duties of Officers:

To better reflect actual responsibilities while still allowing for flexibility, as it is the Office 'Administrator', not 'Manager', that has signing authority; and as it would be in the member's best interest that signing authority be increased to two officers; and as there is currently no mention of the appointment of Privacy Officers in our Bylaws.

It was resolved that: by a 2/3 majority of such members entitled to vote as are present in person or by proxy, that members ratified changes to Bylaw D.3. as written:

Bylaw D.3. The Duties of Officers

The HHPA Board of Directors consists of 4 executive officers: the president, the vice president, the treasurer, and the secretary.

a. The President:

- Is the chair of the Board.*
- Presides over all meetings of the association and of the Directors.*
- Is responsible for supervising the other Directors in the execution of their duties.*
- Appoints Privacy Officer(s).*
- Oversees all staff and the supervision of staff.*
- Will represent the HHPA association with regards to all professional matters including, but not limited to, legal, financial, governmental, or media.*
 - May delegate to one or more of the other directors any of his duties or*

powers as he sees fit. **b. The Vice President**

- is the vice-chair of the Board.*
- Is responsible for carrying out the duties of the president if the president is unable to act.*

c. The Secretary *is responsible for doing, or making the necessary arrangements for, the following:*

- Coordinates the issuing of notices of general meetings.*
- Provides and posts minutes of general meetings and directors' meetings.*
- Keeping record of the correspondence to and from the Board in accordance with PIPA.*
- Keeping the records of the HHPA in accordance with the Societies Act.*
- Coordinates the filing the annual report of the HHPA and making any other filings with the registrar under the Act. • Is responsible for the maintenance and safe keeping of all the records and documents, to be kept in the association's office, as required by the Act.*
- Is responsible for the custody and usage of the common seal of the Association.*

d. The Treasurer *is responsible for, or making the necessary arrangements for, the following:*

- Shall keep full and accurate accounts of all assets, liabilities, receipts, and disbursements of the not-for-profit corporation in the books belonging to the corporation.*
- Keeping the financial records, including books of account, necessary to comply with the Societies Act; and render financial statements to the Directors, members and applicable others when required.*
- Ensuring the monthly and yearly financial records and government filings are completed, which should include, monthly payroll and remittance, annual Worksafe BC, annual T4's, annual audit review, and all government filings required by CRA and the Societies to stay compliant.*
- Shall be one of three board signing officers having custody of the funds and securities of the not-for-profit corporation.*
- Shall be responsible for the coordination of the disbursement of funds with the Office Administrator for the not-for profit corporation.*
 - Prepares the annual budget with input from the board of directors for members' approval.*

e. *The treasurer and two other officers, together with the HHPA Office Administrator, shall be designated cheque signing officers.*

f. *A contract or other record to be signed by the Society must be signed on behalf of the Society by the treasurer and one other executive officer.*

g. *The president and two other executive officers designated by the president are responsible for the custody and usage of park keys held by the board of directors.*

- Seconded by 91
- Motion to Table seconded by 154 - Motion Failed
- Original motion Y – 56, No – 5, Abstained - 5, Passed by 91%

Motion 5 - Bylaw E.3. Proxies:

When the bylaw was changed at the AGM 2022, there was some confusion around exactly how the change presented would affect proxies, so it was brought forward again to allow members an opportunity to determine if they want the limit as to how many proxies a membership can hold to be 2 proxies per member, or 2 proxies per membership.

It was resolved resolved: by a 2/3 majority of such members entitled to vote as are present in person or by proxy, that members ratified changes to Bylaw E.3., as written below:

At a General Meeting, each site has one vote. A member can register to vote at a General Meeting for only one site as the voting member. A voting member of a society has only one vote, as per the Societies Act.

A membership in good standing is entitled to hold a total of two proxies for absent members who otherwise would be entitled to vote.

Registration at all general meetings will open no later than one hour prior to start and close no later than 5 minutes prior to start.

- **Seconded by 91, Yes – 65, No – 0, Abstain – 2. Passed 100%**

B. Presentation of Rules and Regulations – General Resolutions

Motion 6 - Rule 1.G.1. Site Cleanliness/Tidiness (Maintenance):

As many weeds do not even start to grow until May and members who come up in April to weed their site for the May 1st deadline are often no longer in compliance with the rule within weeks of weeding. This change would also support #NoMowMay, its intention being to let your grass and weeds grow and bloom to provide food and shelter for essential pollinators members ratified and rule now reads as:

Each member shall keep their site(s) safe, clean and free of weeds, clutter and debris at all times. This includes cleaning the RV exterior and keeping front road boundaries free of grass and weeds. Sites that are not cleaned up and maintained between the dates of June 1st and October 31st, are subject to a weekly fine for noncompliance until the violation is remedied (see R&R 10). The Board of Directors has the option to have the site cleaned by the Association and then billed to the member as per a fine. Arrangements may be made at the Board of Directors discretion to relax deadlines given in exceptional circumstances.

- **Seconded by 177 and passed by show of hands.**

Motion 7 - Rule 2.C. RV standards vs Site Liability

The liability section of this rule is currently misplaced as it is not an RV standard but rather a campsite standard and also, to add additional information that gives greater clarity which would be helpful to both the office and the members. Members ratified and rule and Rule 1.A.5 now reads as:

Each membership must maintain a minimum of one million dollars (\$1,000,000.00), year-round, liability insurance for their site(s). It is the members responsibility to ensure a current valid copy of proof of liability insurance, which includes the HHP park address and site number, is provided to the HHPA Office each year upon renewal of their policy.

- **Seconded by 48**
- **Amended**
- **Seconded by 91 and passed by show of hands.**

Motions 8 – 11 Sale of Memberships / RVs. The 4 motions proposed changes to Rule 6 (specifically D, E and F):

The members ratified and the rule now reads as:

SALE OF MEMBERSHIPS AND/OR RECREATIONAL VEHICLES:

A. The sale of memberships shall be in accordance with the Bylaws of the Association and approved by the Board of Directors.

B. Memberships for sale will be listed with the Park Office. Each listing will cost \$20.00 and will be for the current season only. The actual sale is to be conducted by the selling member and that member will ensure all the appropriate paperwork is submitted to the Office. (Board Sep 2014)

C. In the event of the sale or change of membership, the membership's cards, common keys and access cards of the seller, transferor or assignor must be turned into the Park Office.

D. Membership card(s) and gate cards will be issued to the purchaser following the payment of transfer fees, the completion of documents, providing proof of liability insurance and authorization by the Board of Directors.

E. The sale of recreational vehicles is the sole responsibility of the member/owner.

F. Follow the HHPA Procedure for Sale of Membership document, available in the HHPA Office.

Motion 8 - Rule 6.D.

To line up with office policy and procedures, include "providing proof of liability insurance."

- **Seconded by 91 and passed by show of hands.**

Motion 9 - Rule 6.E.

Display board is located in the office to post sale notification," is outdated and no longer in effect and should be removed from the Rules.

- **Seconded by 91 and passed by show of hands.**

Motion 10 and 11- Rule 6.F.

Motion 10 - The second part of this rule is currently misplaced as it is currently under Rule 6., SALE OF MEMBERSHIP AND/OR RECREATIONAL VEHICLES and would be more appropriately placed under 2.C., RV Standards.

- **Seconded by 96 and passed by show of hands.**

As motion 10 and motion 7 to move the rule regarding liability insurance is passed, Rule 2.C. now reads as:

Recreational Vehicle Standards: All RV's and Park Models are to be CSA approved. An RV gas/propane recertification and re-decating is required every ten (10) years.

Motion 11 – As it has been HHPA’s longstanding policy (likely in place since 1995) regarding RV propane appliance recertification, that when an RV is sold, a recertification of the RV gas appliances must be done. This policy is also in line with what is recommended by Technical Safety BC...

- **Seconded by 91 and passed by show of hands.**

Motion 12 - Rule F.1 Gazebos and Pergolas: Note: there was a motion that we add ‘commercially available’ but that is already in Rule 2.F. as shown below.

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.

As numerous members have requested that wood frames be permitted for gazebos and pergolas, member ratified and rule and Rule F.1 now reads as:

- 1) Gazebos and Pergolas: One gazebo, no larger than 12' X 12', constructed of a metal or wood frame with a roof of metal, polycarbonate or canvas is allowed per site. In place of a gazebo, a pergola with a metal or wood 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.

- **Seconded by 96**
- **Amended**
- **Seconded by 220**
- **Amendment withdrawn.**
- **Passed by show of hands.**

Motion 13 and 14- Rule 2.E.2. Auxiliary Roofs:

The next two motions are to address auxiliary roofs.

Motion 13 Over the years, a rule that was written to ensure the heights of auxiliary roofs would remain minimal has seen the boundaries being pushed. First it was the roof pitch and now, instead of short rails to accommodate curved roofs, we are seeing the addition of pony walls as part of the design. The rule needs to be clearer as to options and maximum allowances. The aim of the change is to keep the height of the roof somewhat minimal while, at the same time, allowing for improved airflow.

The mention of ventilation options has also been added. Member ratifies and rules reads now as:

The slope of the Auxiliary Roof shall be between 4/12 and 7/12. For single level roofs, pony walls are not to exceed 20.3 cm (eight inches) in height, and for multi-level roofs, this dimension should be measured from the highest level where the pony wall sits. To provide ventilation, soffit vents and gable vents are recommended. Turtle vents and/or one or two cupolas may also be used.

- **Seconded by 113**
- **Amended**
- **Seconded by 48**

- **Passed by show of hands.**

Motion 14 Due to high winds in the area, it has become apparent that some auxiliary roofs have been inadequately anchored. This is a safety issue and, if loose, can also cause damage to property. There was also concern for the gauge of the chain used to anchor the roof. Member ratified to table to a future date once appropriate gauge of chain to be used is determined.

- **Seconded by 220**
- **Motion to Table**
- **Seconded 123**
- **Passed by show of hands.**

Motion 15 - Rule 3.B Cards and Keys:

As no longer have bathroom cards, gate cards now provide clubhouse access where the new library is and also, to reduce the cost of key replacement to a more reasonable \$10.00, member ratified so rule now reads as:

Each membership in good standing is issued with two gate/clubhouse cards and two bathroom/pool keys. No additional keys/cards will be issued. Non-functioning cards can be replaced or 'reset' at the park office, at no charge. Lost keys can be replaced for a fee of \$10.00 and lost cards for a fee of \$35.00, through the park office.

- **Seconded by 91 passed by show of hands.**

Motion 16 – Rule 8.A Suggestions:

To improve wording, include information re: privacy related concerns and provide contact information, member ratified and the rule now reads as:

Suggestions or concerns shall not be directed to the employees but submitted in writing to the Board Of Directors at bod@harrisonholidaypark.com or submitted to the office in a sealed envelope, addressed to the Board Of Directors. For any privacy related concerns, please submit directly to the Privacy Officer(s) at privacy@harrisonholidaypark.com or submit to the office in a sealed envelope addressed to the Privacy Officer(s). Forms are available at the office and on the website. All suggestions, concerns and compliments must have the submitting member's name, and site number included.

- **Seconded by 177, passed by a show of hands.**

Motion to destroy any ballots: No ballots to destroy.

Motion to adjourn: Passed by Show of hands – Adjourned 12:35 pm

Minutes prepared by Letti Forsyth, Secretary