



**Harrison Holiday Park Association  
AGM Minutes  
Saturday, September 02, 2023 @ 10:00 am  
HHPA Clubhouse**

**Board of Directors:**

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

Liaison, Larry Sargeant  
Special Projects, Curtis Litle  
Park Enhancement, vacant  
*Past President, Cliff Eagar*

- 1. Call the meeting to order:** 10 am
- 2. Introduction of the Board of Directors, Chairman of Tellers, and Timekeeper:**  
Chairman of Tellers - Sharon Vandecasteyen and Timekeeper - Letti Forsyth, Secretary.
- 3. Motion to conduct meeting as per Robert's Rules of Order:** Seconded by 220 and passed.  
◦ Review of expectations of decorum and set time limits. ◦ Vote to accept and passed.
- 4. Ascertain a quorum including number of proxies.** Members in attendance 88, proxies 50 and 17 non-voting members present for a total of 138 votes. Quorum ascertained.
- 5. Motion to accept the agenda as presented in the pre-meeting package:** With the correction on schedules E to G pg 18 - Seconded by 251 and passed.
- 6. Approval of meeting minutes:**  
April 08, 2023, GM meeting minutes – passed.  
July 29, 2023, SGM Bylaws, Rules and Regulations meeting minutes – passed.
- 7. Reports:**
  - President's Report
  - Vice President's Report
  - Secretary's Report
  - Liaison's Report
  - Social Committee Report
  - Clubhouse Enhancement Committee's report
  - Treasurers Report and Financial Year End Report

Reports Filed

## **Notice of Motions re Treasurers Report:**

- Motion to allocate the asset surplus of \$12,473.00 from the year ending April 30, 2023 be allocated to contingency fund. - Seconded by 48 and passed.
- Motion to allocate Hedden Chong LLP as our Year End Accountants for the period May 2023 to April 2024. - Seconded by 48 and passed.

## **8. New Business:** Presentation of Rule changes:

### **1 - Motion to ratify amendment to Rule 1.C.4.:**

**Rationale for change:** It recently came to the attention of the board that the current shed height restrictions was within inches of members being able to put in a standard door without making modifications to the door. After some discussion it was decided to amend the rule from maximum 8 feet, to 8'6".

This motion was ratified and Rule 1.C.4. now reads as:

*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 feet 6 inches (2.59 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 preapproval, 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).*

- Seconded by 220 and passed.

### **2 - Motion to ratify amendment to Rule 4.B. Clubhouse:**

**Rationale for change:** It has come to that attention of the board that even with the new rule regarding supervision of children, some children are still in the clubhouse with the adult not actually inside the clubhouse governing the activities of the child.

This motion was ratified, and Rule 4.B Clubhouse now reads as:

*Children, under the age of 12, are to be accompanied and governed by an adult (19 or older). No skateboards, scooter, bicycles, or tricycles allowed, excluding disability scooters. For handicapped or disabled persons only, motorized chairs, wheelchairs and scooters are permitted. 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 48 and passed.

The next two motions are to add to infraction categories. First one regarding clubhouse rules and second motion regarding the wood fire pit.

### **3 - Motion to ratify amendment to Rule 10 Infraction 7:**

**Rationale for change re Clubhouse:** With the recent addition of Clubhouse rules, starting with age restrictions, and now possibly restrictions re skateboards and bikes, etc., it has also come to the attention of the board that there is currently no infraction category for R&R 4.B., Clubhouse.

This motion was ratified, and Rule 10 Infraction 7 now reads as:

<u>INFRACTION CATEGORY</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
7. Pool and Clubhouse	R&R #4. A&B	\$25.00

- Seconded by 48 and passed.

### **4 - Motion to add to Rule 10 Infraction 10:**

**Rationale for to add Infraction 10:** It has come to the attention of the board that there is currently no infraction category for Rule 4.C.

This motion was approved and Rule 10 Infraction 10 was added and reads as:

<u>INFRACTION CATEGORY</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
10. Park Wood Fire Pit	R&R #4.C	\$1000.00***

*\*\*\*If HHPA receives a fine, the member(s) responsible will also be required to pay said fine.*

- Seconded by 59
- Motion by Lot 395 to amend fine to \$1000.00.
- Seconded by 59 and passed.

### **5. – Motion by Lot 48 to ratify amendment to Rule 4.C Park Wood Fire Pit**

**Rationale for change re Park Wood fire Pit:** to change single person to single membership.

This motion was ratified, and Rule 4.C Park Wood Fire Pit now reads as:

*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. RULES AND REGULATIONS 10 HHPA R&R Revised, July 29, 2023, 10 2. The approval process requires the completion of a fire permit that outlines the rules the "host" must follow. No Campfires can be hosted without the proper form being completed by the host and approved by the Park Caretaker or his designate. Only a single membership can host a campfire at one time and must remain at the fire pit for the duration of their campfire.*

Seconded by 59 and passed.

## **6 - Motion to ratify amendment to Rule 2.E.2.F:**

**Rationale for changes:** 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.

This motion was ratified and Rule 2.E.2.F now reads as:

No part of the Auxiliary Roof may touch the ground. It must be attached to the RV in such a way as to allow the roof to be considered easily detachable. Due to heavy winds, the Auxiliary roof needs to be attached to the RV at minimum all four corners. It must be bolted through the bottom plate or rail of the auxiliary roof and secured with rust resistant welded metal chain. The bottom end of the chain must be fastened to the chassis or bumper if bumper is welded to the frame or bolted to minimum 1/4-inch angle iron to be positioned under the RV hitch or the front chassis the 5th wheel. Chain must be fastened to eyebolts with quick links and one turnbuckle at each corner. All roofs built prior to September 2<sup>nd</sup>, 2023, are grandfathered as is, but it is strongly recommended to bring it to these standards.

- Seconded by 48 and passed.

## **9. Election of Board of Directors:**

Introduction of Candidates, moderated by Chair Patty Warkentin, President:

- Coreen Bellis
- Linda Costain
- Josie Grady
- Carrol Smith - Absent
- Kelly Stanoffsky
- Frances Toebaert
- Ron Wallace – Absent
- 

Members were given an opportunity to ask questions of the candidates prior to voting.  
Call to vote by Lot 218

### **Vote commenced as a Secret Ballot Vote. Results are as follows.**

#### **Number of votes cast 138.**

- Correen Bellis received 23 votes.
- Linda Costain received 96 votes.
- Josie Grady received 47 votes.
- Carrol Smith received 25 votes.
- Kelly Stanoffsky received 112 votes.
- Frances Toebaert received 83 votes.
- Ron Wallace received 115 votes.

**10. Motion to destroy ballots:**

- Seconded by 220 and passed.

**11. Good and Welfare discussion:**

Lot 166 motioned to extend awnings from 12 feet to 15 feet.

- Seconded by 59
- Motion to table by Lot 395, Seconded by 48 and passed.

**12. Motion to adjourn:**

- Seconded by 220 and passed.

**Meeting ended: 12:21**

**Minutes prepared by:  
Letti Forsyth, President.**

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