



HPA Pre-Meeting Package for
April 13th, 2024 GM
Agenda Attached

Pre-registration begins at 9:00 am. Arriving early helps us to ensure the meeting starts on time. You will need to present your current 2023/24 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.

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

One way that members could greatly assist towards a smoother GM is to ensure any motion or 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 written motion would then be given 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 any Notice of Motion, you can contact the BOD directly at 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.

We ask that any members wishing to speak at the meeting to please step up to the microphone placed in the aisle so that all members may hear your words. This is to also ensure that all members are given equal opportunity to speak.

The Board of Directors are looking forward to this opportunity to meet with our membership.

We hope to see you there.

Letti Forsyth, President

on behalf of the HHPA Board of Directors.



GM Agenda

Harrison Holiday Park Association
Clubhouse
April 13th, 2024 @ 10am

Board Members:

President:	Letti Forsyth	Park Liaison:	Larry Sargeant
Vice President:	Linda Costain	Special Projects:	Curtis Litle
Secretary:	Frances Toebaert	Safety and Enhancement:	Ron Wallace
Treasurer:	Kelly Stanoffsky	<i>Past President</i>	<i>Patty Warkentin</i>

1. Call the meeting to order:
2. Introduction of the Board of Directors, Chairman of Tellers, and Timekeeper
3. Motion to conduct meeting as per Robert's Rules of Order. Second:
 - Review of expectations of decorum and set time limits.
 - Vote to accept:
4. Ascertain a quorum including number of proxies.
5. Motion to accept the agenda as presented in the pre-meeting package.
Second:
6. Approval of meeting minutes: Second:
Sept. 2, 2023, AGM meeting minutes *see Schedule A (separate attachment)*
7. **Reports: *See Schedule B (Page 3)***
 - President's Report
 - Vice President's Report
 - Liaison's Report
 - Special Projects Report
 - Park Enhancement Report
 - Social Committee Report
 - 50th Anniversary Committee Report
 - Kidz Club Report
 - Treasurers Report and Budget *see Schedule C (Page 9)*
Notice of Motions re: Treasurers Report

8. New Business:
Notice of Motion: To ratify amendment to Rule 6.G. *see Schedule D (Page 15)*
9. Good and Welfare discussion.
10. Motion to adjourn.

Schedule B: Reports

President:

Welcome Back Everyone.

As the winter season comes to an end and the weather starts to warm up, I am excited to welcome back our members to our recreational campground for a new season of relaxation and socializing. Your Board of Directors and Staff have been diligently preparing for the reopening, ensuring that all facilities are in operational condition and hoping our membership enjoys a memorable camping experience in this our 50th anniversary year. With upgraded facilities, enhanced safety measures and planned exciting activities, we are confident that this season will be one of the best yet.

One of the key aspects of our preparation for the new season has been making upgrades to our facilities. We have improved campground amenities, including completion of the renovation of our Sparrow satellite shower and restroom facilities, the addition of a water source near the firepit area (coming soon), increased storage capacity in our boat storage area and an upgrade to the Kidz clubhouse, a project to be completed in the early season of opening, in preparation for a summer program. As you read our various Directors' report, it will disclose the many areas of improvement in and around the park. Some are visible, some are not.

Our Social committee has been busy as well over the winter planning a variety of exciting activities and events for our members to enjoy. I am confident there is something for everyone to participate in and create lasting memories. They have also created an anniversary planning committee who have prepared a budget for approval including a variety of family friendly events to celebrate our 50th anniversary of the park opening in October of 1974. Full details will be shared in the Social Director's Report and the Anniversary Committee's Report. Many thanks to the member volunteers for all your hard work preparing for a season of fun events.

Another area I have been working on with the team is policies and procedures. Some are out of date and for many areas of our daily operations, there is no policy and procedure in place. This has been ongoing over the winter and will continue throughout the remainder of the season. We also recognize the website has some outdated information and that is on the list to tackle as well along with many of the outdated office forms. We are working closely with our staff to update these areas of daily activities.

As the aging infrastructure of the park requires repairs, we are reviewing areas where a few dollars could be saved. While one line item may seem insignificant, numerous can result in significant savings. Together with the staff we are reviewing all office and park supplies in the hopes that a few hundred here and there will add up to thousands.

It is becoming very clear to me that as a working board the hours required in an ageing park with over 400 members are very time-consuming. Some of us are still working as well. I, along with other board members,

often attend business on a daily basis. It is my hope during our time at the park with our families that members can respect that it is our family time. Of course, there will be emergencies that need to be dealt with, but we ask you to please direct any concerns, comments and suggestions not requiring immediate emergency intervention to us by email at bod@harrisonholidaypark.com We would appreciate it.

In closing, I want you all to know that we, the BOD, are committed to working with all our employees in a transparent manner and are taking steps to update our email system and website to share regular updates and announcements with all our members. We acknowledge that the HHPA announcement site, although fast and convenient, is not accessible to all. As always, we welcome any suggestions by emailing us at bod@harrisonholidaypark.com

Happy 50th Anniversary to all of us.

Have a wonderful Season.

Letti Forsyth,
President

Vice President:

Welcome back to our “Little Piece of Paradise”.

The park turns 50 in October. It is going to quite the year and I know the Social Committee has been busy readying for our Celebration.

A big shout out to Frank and Roland who have been busy getting the park ready for the start of the season. Also, to Lynn who has been busy ensuring the office is run in a professional manner with queries from the membership being answered in a timely manner.

A large amount of Lynn’s time has been ensuring that the Member’s Liability Insurance is up-dated as per the Rules and Regulations 1 A5. Kelly Stanoffsky (Treasurer) as well as I have assisted in this task, coming to the office, and making calls to members letting them know either their address, their lot number or both are missing from their policy. The change to this Rule and Regulations was voted in by the membership at the July 2023 SGM and must be followed. Failure to do so will result in your gate card being deactivated until proper insurance records are on file at the office.

Undertaking a position on the BOD is very rewarding but takes up a huge amount of time. The BOD is very fortunate to have a team who work well together. We want to ensure that Members, Guests, Staff and Contractors are all be treated fairly and consistently.

One of the biggest complaints the BOD gets is the inconsistency in following and enforcing the Rules and Regulations. As a BOD we take the safety of our Membership, Guests, Staff and Contractors seriously. We will be following through on the processes set forth in the Rules and Regulations. Pay particular attention to Rules and Regulations 10. Current Fines For Violations Of The Constitution, Bylaws And/Or Rules And Regulations Of The Association.

Last year the BOD implemented the Personal Information Protection Policy (PIPA).

This year one of our BOD projects will be implementing a Policy and Procedures Manual. This is a huge undertaking that will assist the current and future boards as well as the staff.

Linda Costain,
Vice-president

Liaison:

Welcome back to the park! I hope you had a wonderful off season.

Over the winter you will see that Roland and Frank have been busy making improvements to the park. One example: 5 additional boat parking spots were added, and they made it easier to find and park your boat.

A couple of other updates – there will be a tap and hose put at the fire pit. This will help fire pit users put out the fire when your time at the fire is over - no more bringing buckets of water! There were also a number of leaky water pipes that were fixed over the winter, which means the water pressure to your trailer will be better. An RV can take 40 to 50 psi, but now that the leaks are fixed, you should have over 55 psi at your trailer. As a result, if you don't already have one, you may want to pick up an RV pressure reducer from an RV dealer to reduce the pressure from the hose to the trailer.

Last year when walking around the park with my little dog Maxine, the most frequent complaints I received were cars not parking a minimum of 2' from the road and speeding (both are in the rules). Please make sure to follow our park rules and ensure any visitor also follows our park rules.

This year we will be handing out fines for speeding and parking before we have someone get hurt. Please remember that the board aren't the ones that make the rules, but we are responsible for enforcing the rules. This is all for the safety of our members and their families.

Last summer, we clamped down on members not keeping up with the weeds. We had lots of feedback on how much nicer the park looks with the weeds cleaned up. Please have your weeds removed before June 1st so we don't have to follow up and clamp down again.

One more note: What you may not have known is that our staff take their vacation over the 5 months in the off-season. That means for much of the 5 months, one of our staff is away. Also, during the off-season, the weather creates quite an obstacle – snow, rain, and freezing temperatures. But with all that they complete what is asked of them for the betterment of the park. I want to thank the staff for all the work that was completed over the winter and when you see them at the park, please say hi and give them a thanks for a job well done.

Have a great summer! I look forward to seeing you all.

Larry Sargeant,
Park Liaison

Special Projects:

Hi Everyone,

Welcome Back. It has been a busy start as Special Projects director but I have appreciated the time to find out more about our Park and to get to know our Staff. The past 6 months has seen the the following.

Sept. '23 – March '24

- The front exit gate was repaired and put back into operation.
- Shade covers were built and installed on outdoor 8 ft florescent patio lights at clubhouse.
- Roland's fifth wheel moved to a new location beside garage/shop.
- Renovations of the men and women's shower stalls were completed in the Sparrow bathroom.
- The existing well head height extension was completed to meet the required ground water code.
- Weatherproof box was made to install new TV display on front entry billboard.
- Inspected office foundation and laser leveled to confirm normal movement for age of building. The foundation was within normal movement parameters given the building age and at least one major flood occurrence.
- Plywood was removed off the office windows after foundation inspecting confirmed stability.
- Started an investigation into the possibility of upgrading the park's 30-amp power to a 50 service.
- Started to investigate the possibility of a solar package as an add on package to each lot to supplement the existing 30-amp power supply.

As we enter the 2024/25 season our we hope to see the following:

- Budget proposal for Contingency Spend Phase 3 Final - Renovations of the men and women's shower stalls in Eagle bathroom building.
- Budget proposal Special Levy - Second well pump to be installed on second well to give backup and increase fire hydrant performance.
- Install new adjustable beam supports legs in office building crawl space and adjust office floor back to level.
- Soundproof office boardroom walls and install new soundproof doors to stop laundry room noise.
- Install Ventilation fan and air intake vents in Kids Club House Building to improve inside air quality.
- Install new entry and exit front gate cameras for vehicle License Plate and driver Facial recognition.
- Looking into the possibility of rectifying and solving the issues of the pool deck area beside the pool that is currently fenced off.
- Will continue to investigation into the possibility of upgrading the parks 30-amp power to a 50 service.
- Will continue to investigate the possibility of a solar package as an add on package to each lot to supplement the existing 30-amp power supply.

Curtis Litle
Special Projects

Park Enhancement and Safety:

Dear fellow park members and BOD team,

I am sure we are all looking forward to another spectacular season at our beloved park. Our communal goal is to not only celebrate our current 50th anniversary in style but take every effort to ensure our park is around for another 50 years for us and new generations to enjoy.

I came to the BOD as a relatively new member to the park and feeling a little “fish-out-of-water” with my appointment as Park Enhancement and Safety. I will self-confess it always takes me a little time to get my bearings, not over complicate, and make sure I am focusing efforts on what matters.

In my mind there was an obvious area I felt I should concentrate on; the completion of the HHP Emergency Response Plan.

There are a lot of moving parts to such a program but with help from the current BOD and members like yourselves I think we are going to be well prepared.

We will be looking for volunteers for our fire brigade and reaching out to practicing or retired health professionals who may be able to assist if and when a health mishap occurs.

We want to be ready if and when the worst happens, often outside help may be delayed.

Information will be distributed either printed or on our HHP website or on the new digital display TV at the park entrance.

We can all agree that being prepared for a fire is paramount. A warming planet leading to dryer summer seasons here and a full tinder forest behind us, it just makes sense to prioritize this task.

Thanks to all who have already offered to assist and please let me or any board member know if you are willing to volunteer for either the First Aid or Fire Brigade functions.

Hoping all a Safe and enjoyable 2024 season.

Ron Wallace

Park Enhancement and Safety

Social Club: Welcome back everyone!

This year’s Social Club is excited to put on a number of great events this season including a weekend long celebration of the 50th Anniversary of HHP!

At the end of last season, we had a record number of new members attend and join the 2024 Social Club! We have spent the winter working hard detailing the logistics to have a fantastic season.

We thank the BOD for allowing the Social Club in organizing the following events for all of us to enjoy this year:

- April 6 2024 Welcome Back Night
- April 13 2024 Karaoke
- May 18 2024 Dance - Rebel Beach
- May 19 2024 High Tea and Hats
- June 8 2024 Karaoke
- June 29/30 2024 50th Anniversary Celebrations with 2 Bands; Earthmen and Repeat Offenders
- June 29 2024 Horseshoe Tournament
- July 13 2024 Golf Tournament
- August 3 2024 Dance - Common Ground
- August 4 2024 Halloween in the Park
- August 24 2024 Pasta Night
- August 31 2024 Dance - Rockwell
- October 26 2024 Drain the Tanks potluck
- All weekends Block Parties

*We may have some extra surprise events not listed above – stay tuned!

Due to licensing issues, we will no longer be able to do games of chance such as 50/50. This requires the park to obtain a BC Gaming License which we do not qualify for. 50/50 was the main contributor to our entertainment budget. The Social Club is working with the BOD to find other avenues of income to continue to provide quality events every year. The Social Club is open to fundraising ideas. The Social Club has funds available for this year to continue to have a fun season.

We would like to also let members know that we will no longer be housing/returning bottles. The current area across from the clubhouse will be decommissioned. We thank Glen who for many years has taken time out of his week to load and return all the park bottles/cans. We encourage members to be responsible for returning their own bottles to any Return-It Centre and donate the funds to the Social Club. The park account # is the phone # 604-796-2545.

Volunteering is what make all these events possible, and we thank everyone who has given their time and energy to make a great season. If you would like to join our team or volunteer for an event, please come see me anytime at lot 323.

Warm regards,

Director: Aaron Bruce

50th Anniversary Event - Pending Member's Approval:

Location: Harrison Holiday Park

Date: June 29 and June 30 2024

Time: Events start at 10am each day

AGENDA DETAILS

I. DAY 1 – JUNE 29 2024

- Carnival Games 10am – 2pm
- Horseshoe Tournament 10am
- Jen the Face Painter 10am – 2pm
- Prize Booth 10am-2pm
- Hotdog Sales 11am-1pm
- Photo Booth 12-4pm
- Magic Show with The Magic Guy & Coco the Parrot 3pm
- Dance 8pm-Midnight

DAY 2 – JUNE 30 2024

- Waterslide and Bouncy Castles 10am-2pm
- Hotdog Sales 11am-1pm
- Field games (potato sack, 3 legged race, tug of war, freesbie race) 12-3pm
- Hawaiian Pig and Chicken Roast Luau Dinner 5pm – 7pm
- Cake Cutting – 7pm
- Dance – 8pm – Midnight

Committee Member's: Aaron & Kari-Lynn Bruce, Kari & Dianne Lasanen, Brian Phillips, Darnell Bloom, Frankie Chippeway & Marion Little

Social Club members and volunteers to help run the events tbc.

Kidz Club: We are hoping to give the clubhouse a good clean and re-organization in the early spring. If you wish to help out, please email the Board at bod@harrisonholidaypark.com.

Schedule C: Treasurer's Report & Budget

Current Operational Budget

May 1, 2023 – April 30, 2024 - Budget Review

As I enter into my third budget year as Treasurer of the park, I welcome everyone back for our 50th Year celebration. As a 50-year-old park you can imagine that we have many components that will need replacing as time goes on. We need to prepare for these expenditures by planning ahead. We can do our best to plan but unfortunately nobody can predict the future so this budget will hopefully alleviate some areas of concern as we plan around the day to day operations and maintenance of HHP.

This past season I have been working on building asset files with historical information in them so that future boards and our staff have details on *life expectancy of these assets* and are able to make a financial plan associated with each asset so we can work towards being proactive instead of reactive in our aging park. We can do our best to plan but unfortunately nobody can predict the future so this will hopefully alleviate some areas of concern.

After reviewing the budget, it was noted there was an error in the formula. I have confirmed to the BOD the error has not affected the actuals and the Budget vs Actual YTD numbers are intact and on target based on the correction to the formula.

See below for an overview of expenditures for the year ending April 2024

- 2023/2024 has been another year of increases to us all. Property Taxes & City Water & Sewer and General Utilities all have increased by 5%, Insurance increased 20%.
- We came in on budget for the Village Property Taxes, and Water & Sewer Utilities
- Fuel and Utility costs increased
- Tree cutting costs came in under budget this year due to a mild winter and very little freezing rain
- \$3400 for a new caretaker washing machine & repairs to the front exit gate system
- \$5319 in repairs to the tractor with a complete engine overhaul
- \$1008 for a 9" bucket for the tractor for digging narrower trenches so we don't have to re-pave such large areas when we need to go into the ground saving money overall for the park
- \$1806 to expand the boat storage area adding an additional 5 spots
- Purchased battery replacement parts and we now have our second AED machine up and running for the park. During COVID parts were not being manufactured for this machine.
- Garbage Removal and Land fill Fees have gone up over 40% this past year from our budgeted amount of \$9000 to an expected \$13,000 by Apr 30 2024 year end
- Park Utility Trailer – new tires & brake overhaul amount not in at time of this report Approx \$2500-3000
- \$2500 Clubhouse furnace repairs & maintenance
- Outsourced Moss Control \$2000 this year. This project will be completed in phases over the next year to protect the roofs on all of our buildings. Some in this current budget and some in the 2024/2025 budget.
- New lighting for various areas in the park \$2000

- Entrance Digital Display board “Display Screen Donated” We are trying a new system this year with only \$500 cost to the membership so far. We are in the BETA testing stages trying/testing and re-working this coming season and hope you like what you see.
- \$600 for Water Line to fire pit

Schedule C: Treasurer’s Report & Budget continued

Current Operational Budget

May 1, 2023 – April 30, 2024 - Budget Review

Contingency Spend – Voted April 2023 Budget Meeting for 2023-2024 Budget

- **Voted to spend up to \$20,000 for Fraser Health Well Upgrades & Caretaker Relocation**
The final cost for this project is \$16,751.22 (\$3,248.78 less than projected)
- **Voted to spend up to \$20,000 for Phase 2 Sparrow Bathroom Renovations**
The final cost for this project is \$18,654.05. (\$1,345.95 less than projected)
We are happy to report the bulge in the wall was simply the boards being installed incorrectly and needing to be cut down to fix the bulging wall.

Contingency Overall Savings of \$ 4,594.73

MOTION #1

Unexpected / Unbudgeted Expense Evergreen Oval Electrical Repairs (May 2023)

At the start of opening season last year (May 2023) we had to call in Norich Electric for assessment and underground repairs, including replacement of aging wiring in Evergreen Oval. \$15,000 was for Norich Electrical work and the balance was for supplies and paving for a total of \$20,012.14. Please refer to the Budget vs Actuals spreadsheet for May 2023 – April 2024. At the time of this reporting, we are hopeful there will be enough funds remaining from the current budget to cover these costs.

Motion - I would like to propose a motion that we use the remaining balance of funds in the current 2023/2024 operational budget on April 30th, 2024, to cover the costs of the Evergreen Oval Electrical Repairs of \$20,012.14 with any shortfall to come from Contingency Funds with a combined total from both bank accounts not to exceed \$20,012.14.

Harrison Holiday Park Association
 OPERATIONAL Budget May 1 2023 - April 30 2024

	B	C	D	G	H
			Budget	Snap Shot 4	Projected Actuals
			May 1 2023 - Apr 30 2024	May 1 2023 - Mar 25 2024	at April 30 2024
1					
2					
3					
4		REVENUE			
5		Annual Dues (410 lots x \$1478.50) - Total Dues based on \$1660 each	606,185.00	606,185.00	606,185.00
6		Special Assessment - Shaw Cable (410 lots x \$181.50/7 months)	74,414.00	74,415.00	74,415.00
7	NEW Income In/Out	Shaw Internet (Individual Member Bulk 5 year program)	-	35,242.00	35,242.00
8		Interest Income	5,000.00	10,131.63	11,250.00
9		Laundry	2,700.00	2,587.00	2,600.00
10		Site Transfer Fees	1,000.00	600.00	600.00
11		Speeding Tickets and Fines	600.00	830.00	830.00
12		Winter Hydro	10,000.00	16,950.00	16,950.00
13	In/Out income used for boat park reno	Boat Storage Fees	3,000.00	2,000.00	2,000.00
14		Misc Revenue (Gate cards, Lot listing fees, Guest camping)	1,546.00	2,094.00	2,094.00
15	NEW Income In/Out	Site Cleanup (Weeding Chargebacks to Members In/Out)	-	4,119.00	4,119.00
16		Other Income Kids Program	200.00	-	-
17		TOTAL REVENUE	\$ 704,645.00	\$ 755,153.63	\$ 756,285.00
18					
19		EXPENSES			
20		5% of Dues - Contingency	30,309.25	30,309.25	30,309.25
21		Wages (El, Cpp, Tax, Vac Pay, Benefits + 3% raise + 1% Xmas Bonus)	154,506.00	142,161.36	154,506.00
22		Office Expenses	6,000.00	5,619.82	6,000.00
23		Accounting Services	6,000.00	3,614.75	6,000.00
24		Bank Charges/Misc charges	900.00	653.09	900.00
25		AGM and Board Expenses	3,000.00	1,413.22	1,200.00
26	In/Out expense used for boat park reno	Boat Storage Expansion	3,000.00	1,806.84	1,806.84
27		Legal Expense	3,800.00	0.00	275.00
28		Maintenance - General	6,000.00	4,371.34	6,000.00
29		Maintenance-Water System	10,000.00	7,144.71	10,000.00
30		Maintenance - Building	19,000.00	6,693.65	8,000.00
31		Maintenance - Equipment	2,800.00	4,583.19	4,583.19
32		Replace/Repair Electrical	2,500.00	0.00	0.00
33		Maintenance - Paving	5,800.00	5,800.00	5,800.00
34		Maintenance - Clubhouse	7,300.00	9,112.11	10,048.71
35		Garbage Removal	9,000.00	11,501.38	13,300.00
36		Washroom Supplies	4,200.00	4,373.87	4,373.87
37		Washroom Maint/Repairs	3,000.00	1,352.85	3,000.00
38		Pool - Maint/Repairs/Chemicals	9,200.00	4,693.90	9,200.00
39		Equip/Tool - Rentals/Purchase	3,500.00	3,545.43	3,545.43
40		Maintenance - Hydro	2,000.00	1,717.49	1,717.49
41		BC Hydro	92,300.00	83,166.45	92,300.00
42		Fortis Gas	9,500.00	5,993.29	8,000.00
43		Shaw Cable	75,920.00	71,948.41	75,920.00
44	NEW Expense In/Out	Shaw Internet (Individual Member Bulk 5 year program)	-	29,313.09	35,232.29
45		Telephone/E-mail Equipment/Security Cameras/Cell Phones	11,600.00	10,758.00	11,600.00
46		Sewer Maintenance	2,500.00	0.00	0.00
47		Insurance - Buildings/Equipment/Volunteers	43,395.00	41,735.00	41,735.00
48		Property Taxes	105,000.00	98,182.06	98,182.06
49		Village HHS Sewer/Water	52,524.00	49,526.52	49,526.52
50		Tractor - Repairs & Maintenance	3,000.00	5,915.88	5,915.88
51		Vehicle - Repairs/Maintenance/Fuel	10,000.00	7,383.71	10,000.00
52		Insurance - Vehicle	1,600.00	1,579.00	1,579.00
53		Tree Cutting/Removing & Wind Damage	22,000.00	11,275.00	11,275.00
54		Landscaping/Grounds/Plants (Park Enhancement)	2,500.00	1,775.47	2,500.00
55	NEW Expense In/Out	Site Cleanup	-	4,110.16	4,110.16
56		Dog Park Expense	500.00	658.45	658.45
57	NEW Expense	Park Safety & Equipment	2,000.00	921.08	2,000.00
58		Lighting & Electrical (Park Enhancement)	4,500.00	0.00	0.00
59		Kids Program - Expense	1,800.00	1,696.80	1,800.00
60		Website & Email Expense	2,500.00	2,684.31	2,665.44
61		TOTAL EXPENSES	734,954.25	679,090.93	733,180.33
62					
63		BUDGET SHORT/OVER	-30,309.25	76,062.70	23,104.67
64					
65	Motion #1 Unexpected Expense	Underground Electrical Repairs - Evergreen Oval		20,012.14	20,012.14
66					
67					
68	Contingency Fund Expenditures	To be spent in budget year May 1 2023 to April 30 2024			
69		Assistant Caretaker Trailer Relocation & Upgrades to Well head	\$ 20,000.00	\$ 16,751.22	
70		Fraser Health Identified and timelined to remove trailer over wellhead by Dec 31 2023			
71					
72	Phase 2 Bathroom Reno	Satellite Washroom Renovation Phase 2			
73	shower pan bases / seal grout	Sparrow Building 1 Ladies Showers & Mens Showers & Bulge in Wall (\$16,700 for tile work and showers)	\$ 20,000.00	\$ 18,654.05	Came in under budget from Contingency
74					
75			\$ 40,000.00	\$ 35,405.27	Saved \$4,594.73
76					
77					

Schedule C: Treasurer's Report & Budget Continued

May 2024 – April 2025 Budget

The proposed budget will increase Member Fees from \$1660.00 last year to **\$1792.61**. Along with the potential addition of two Levies to be voted on (50th Birthday Celebration and a Well Pump Upgrade to our second well). If all levies and motions are passed, the total fees for this season will be **\$1872.61 (increase of \$17.72/month)**

We have seen a 5% increase in Property Taxes, & Utilities. Another increase realized is our insurance of 12 % over last year's 20%. I am happy to report to the membership that our SHAW BULK CABLE Account expires at the end of this budget year (April 2025). We will be looking at many different options and will be bringing proposals to the members at the September 2024 AGM.

Staff usually receive a 3% Wage increase, however the BOD is presenting a change to \$1.00 per hour increase for each staff member instead, as this ensures they all receive equal compensation.

Please refer to the Proposed Budget for May 2024 – April 2025 for a detailed outline of income/expenditures and below for the motions to be presented for voting on for the New Budget at the meeting on April 13th, 2024.

If you have any questions about the financials, please send to treasurer@harrisonholidaypark.com and I will do my best to answer them as quickly as possible.

See you at the park! 😊

Kelly Stanoffsky
HHPA Treasurer

MOTION #2

Contingency Spend – Phase 3 Final Phase Eagle Satellite Shower Renovations

Motion to spend \$22,000.00 from contingency funds to complete the final phase 3 of the HHPA bathroom shower renovations to the Eagle Satellite washrooms.

MOTION #3

Levy #1 – 50th Anniversary Celebrations \$30.00 per site

Motion to charge members a one-time \$30 levy for the 50th Anniversary celebrations of Harrison Holiday Park Association.

MOTION #4

Levy #2 – Well Pump Upgrade to Second Well System \$50.00 per site

(See below for rationale)

Motion to charge members a one-time \$50 levy for the upgrade to well #2 to provide the park with second well pump system.

Schedule C: Treasurer's Report & Budget Continued

Proposed Second Well Pump Rationale

Current Pump

Summary of current well pump:

- We currently have a 5 HP well pump in operation that is about 3 years old
- The current well in use has a depth of 40 ft
- The existing 5 Hp pump supplies all the parks water and is in service 24/7
- If fire suppression is needed the current pump will only supply about 60 gallons per minute
- If we have a pump break down, the park will be without water until its repaired

Second Pump

Summary for addition of second 5HP well pump:

- We have a second well head that will accommodate a second pump
- This well has a depth of 80 ft with a better water recovery rate than our first well
- The new variable speed pump can and will run when needed at 1 HP to 5 HP as required
- The second pump will give the park a backup pump in case of a pump failure
- That extra gallons per minute will allow double the fire hydrants to be operational for fire suppression
- The second pump will extend the service life of the existing 5HP pump as they work in sequence
- The ground water table has dropped due to less rain and winter snow pack in the last few years
- Harrison last year has seen and recorded a ground water table drop of more than 10 ft
- The 80 ft well will be less affected by a lower water table and will retain a better recovery rate
- The second pump is an asset for the park due to a dryer fire season and higher fire possibility

	B	C	D
1		Budget	
2		May 1 2024 - Apr 30 2025	
3			
4	REVENUE		
5	Annual Dues (410 lots x \$1602)	656,820.00	Total Dues based on \$1792.61 was \$1660 incl cable =+ \$132.61
6	Special Assessment - Shaw Cable (410 lots x \$190.61 for 7 months)	78,150.50	last year of the SHAW CABLE contract ends April 2025
7	Shaw Internet (Individual Member User Pay \$288.12)	43,507.00	in/out
8	Interest Income	9,000.00	
9	Laundry	2,700.00	
10	Site Transfer Fees	600.00	
11	Speeding Tickets and Fines	600.00	
12	Winter Hydro (8 spots x \$260)	13,400.00	
13	Boat Storage Fees (20 spots x \$200)	4,000.00	
14	Misc Revenue (Gate cards, Lot listing fees, Guest camping)	2,000.00	
15	TOTAL REVENUE	\$ 810,777.50	
16			
17	EXPENSES		
18	5% of Dues - Contingency	32,841.00	
19	Wages (El, Cpp, Tax, Vac Pay, Benefits + \$1.00 raise + 1% Xmas Bonus)	173,000.00	
20	Office Expenses	4,500.00	
21	Accounting Services	6,000.00	
22	Bank Charges/Misc charges	900.00	
23	AGM and Board Expenses	2,000.00	
24	Legal Expense	3,000.00	
25	Maintenance - General	7,000.00	board room sound proofing, clubhouse insulation,shaw camera wiring
26	Maintenance-Water System	10,500.00	annual maintenance & salt for water system
27	Maintenance - Building	10,000.00	includes 2nd phase moss removal to satellite buildings
28	Maintenance - Equipment	5,000.00	
29	Maintenance - Paving	6,000.00	
30	Maintenance - Clubhouse	3,000.00	includes having kitchen gas stove and hood fan inspected/serviced
31	Garbage Removal	15,000.00	land fill green waste fees have increased from \$12.50 to \$20 per dump
32	Washroom Supplies	4,500.00	we will be meeting with our vendors to negotiate better pricing
33	Washroom Maint/Repairs	3,000.00	
34	Pool - Maint/Repairs/Chemicals	9,000.00	
35	Equip/Tool - Rentals/Purchase	3,000.00	
36	Equipment Purchase - Caretaker 2nd Yard Vehicle	16,000.00	2nd Yard Vehicle so Caretakers can work independantly & save the life of our
37	Maintenance - Hydro	2,000.00	aging White Shop Truck
38	BC Hydro	92,300.00	Emergency Call out budget "just in case"
39	Fortis Gas	9,500.00	
40	Shaw Cable	79,650.00	
41	Shaw Internet (Individual Member Bulk 5 year program 4 yrs remaining)	43,507.00	in/out
42	Telephone/E-mail Equipment/Security Cameras/Cell Phones	13,000.00	includes addition of two new cameras at the entrance/exit to the park
43	Sewer Maintenance	2,500.00	
44	Insurance - Buildings/Equipment/Volunteers	49,045.00	12% increase budgeted
45	Property Taxes	103,200.00	5% increase budgeted
46	Village HHS Sewer/Water	52,050.00	5% increase budgeted
47	Tractor & Trailer - Repairs & Maintenance	6,000.00	
48	Vehicle - Repairs/Maintenance/Fuel	12,000.00	
49	Insurance - Vehicle	1,650.00	
50	Tree Cutting/Removing & Wind Damage	20,000.00	
51	Landscaping/Grounds/Plants (Park Enhancement)	2,500.00	
52	Dog Park Expense	500.00	
53	Park Safety & Equipment	1,000.00	
54	Lighting & Electrical(Park Enhancement)	1,200.00	
55	Kids Program - Expense	2,134.50	includes wages for two summer students 10 Saturdays June 29 - Aug 31st
56	Website & Email Expense	2,800.00	
57	TOTAL EXPENSES	810,777.50	
58			
59	BUDGET SHORT/OVER	0.00	
60			
61			
62	Additional Spending Voting Requirec		
63			
64			
65	Motion #2 - Contingency Spend		<i>This proposed contingency fund spend is for the final phase</i>
66	"Eagle" Satellite Washroom Renovation Phase 3 FINAL		<i>of our three year project to renovate all of the shower stal</i>
67	Ladies Showers & Mens Showers / Tile Renovation		<i>in the HHPA bathrooms. Each year the membership has</i>
68		22,000.00	<i>voted to use contingency funds to complete these renovations.</i>
69			
70	Motion #3 - Levy #1 - 50th Anniversary - \$30.00 per Site		
71	50th Anniversary Party Celebration May 19, Jun 29, Jun 30, 2024	Budget	<i>This levy is being proposed by the BOD with combined efforts</i>
72	410 x \$30.00 = \$12,300		<i>with the Social Committee to make plans for a wonderful</i>
73	Special Event Insurance	\$ 400.00	<i>celebration of the 50th Anniversary of our park</i>
74	Victoria Day Tea, & 50th Birthday Bash Food in June tbr	\$ 3,660.00	
75	Carnival Games, Family Games & Entertainment & Band.	\$ 7,600.00	
76	Staffing for Carnival Games & Prize:	\$ 640.00	
77			
78		\$ 12,300.00	
79			
80	Motion #4 - Levy #2 - \$50.00 per Site		<i>Please refer to the Treasurer's Report</i>
81	AJ Pumps 65 GPM 5 HP Well #2 Upgrade \$20,500.00		<i>for the Well Pump Rationale information</i>
82			
83	included Incedentals IE paving, digging etc approx \$1374	\$ 20,500.00	
84			

Schedule D –

To amend Rule 6. SALE OF MEMBERSHIPS AND/OR RECREATIONAL VEHICLES:

Rule 6 Currently reads as follows:

- 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.

The rationale for Adding Rule 6.G:

Members are currently being advised they cannot list their membership for sale on MLS. Upon a legal review of our Bylaws and our Rules and Regulations, it has been confirmed that:

- Our Bylaws do not clearly indicate where you can or cannot advertise your membership for sale.
- Our Rules and Regulations do not clearly indicate where you can or cannot advertise your membership for sale.
- Our HHPA Procedure for Sale of Membership does not clearly indicate where you can or can not advertise your membership for sale.

It has also been confirmed that how a member sells their membership will not affect our Not-For-Profit standing with BC Societies. As there is no rule regulating how a member may advertise their membership for sale, adding a rule will provide clarity for members and our Office Administrator.

Historically, the hiring of a real estate agent has drawn concerns of unwanted solicitation to members from the postings on our website. There was also concern of multiple agents walking through the park without a member present during the hours outside a contractor being allowed in the park. As this is impossible to regulate, listing with a real estate agent has not been embraced at HHPA.

Motion to add 6.G to read as:

6.G - Memberships for sale may only be listed on the Harrison Holiday Park Website. Members may not list their memberships for sale on MLS or social media sites such as Facebook Marketplace, Craigslist, Kijiji etc.

Or, if the motion fails:

6.G – Once Members have followed the HHPA Procedure for Sale of Membership, members may also list their memberships for sale on social media sites such as Facebook, Facebook Marketplace, Craigslist, Kijiji, etc. Prior to using an outside site to advertise the sale of their membership, the member must follow rules 6. A & B. The selling member must submit an original copy of their listing or advertisement, including any updates, to the BOD for pre-approval prior to listing to ensure that it is accurate and compliant. Members will not be permitted to post any “For Sale” signage on or outside the HHPA Property other than what is allowed under Rule 1.H. Signs. Members must ensure viewing guests comply with Rule 3.C. Guests of Member. Members may not list their memberships with a Real Estate Agent.

Or, if the motion fails:

6.G. - Once Members have followed the HHPA Procedure for Sale of Membership, members may also list their memberships for sale with a Real Estate Agent and/or on social media sites such as Facebook, Facebook Marketplace, Craigslist, Kijiji, etc. Prior to using an outside party or site to advertise the sale of their membership, the member must follow rules 6. A & B. The selling member must submit a copy of their listing or advertisement to the BOD for pre-approval prior to listing to ensure that it is accurate and compliant. Members and listing agencies will not be permitted to post any “For Sale” signage on or outside the HHPA Property other than what is allowed under Rule 1.H. Signs. Members must ensure viewing guests comply with Rule 3.C. Guests of Member. Lockboxes will not be permitted for viewings and the member must ensure the agent is adhering to Rules 8.C and 8.I. Agents must be accompanied on the premises by a member of the park.