

Holiday RV Park Members

September 2025 Meeting Packet



Contents are Approved
for Members Only



Agenda

Holiday RV Park
Members Association Meeting
Saturday, September 13, 2025
9:00 am

Call to Order
Flag Salute
Roll Call
President's Address
Minutes to Previous Meeting

Lorena Lemus
TDB
Dale Critzer
Lorena Lemus
Dale Critzer

Committee Reports

Financial Reports
Collections
Management
Park Use
Correspondence/Public Relations
Park Maintenance
Rules & Regulations
Manager's Report
Reportable Actions

Talley Snow
Don Smith
Darin Batty
Mark Schieber
Frank Polehonki
Manuel Silva
John Watkins
Aaron Cartwright
Dale Critzer

Old Business

1. Review and Assign Year End Tasks
2. Roads

New Business

3. Review 2026 Rules and Regulations
4. Annual Meeting Planning
5. Snowbird Contract Signing Deadline
6. E-bikes and Scooters
7. Mountaineer IT – Workstation Replacement Proposal
8. RMS Pay

Members' Comments

Board Members' Comments

All Motions

Executive Session

1. Finalize Employee Bonuses & Holiday Event
2. Review 2026 Rates, Fees and Assessments
3. Review 2026 Annual and Capital Budget
4. CC&Rs and Bylaw Discussion
5. Evening Activities of Personnel



Board of Directors

Lorena Lemus (2024 – 2027) – President (Absent)
John Watkins (2023 – 2026) – VP & Rules and Regulations
Dale Critzer (2025 – 2028) – Secretary
Talley Snow (2025 – 2028) – Treasurer
Frank Polehonki (2024 – 2027) – Public Relations

Darin Batty (2025 – 2028) – Management
Mark Schieber (2023 – 2026) – Park Usage
Don Smith (2023 – 2026) – Collections
Manuel Silva (2024 – 2027) – Maintenance

Members Present – 27

Meeting called to order at 9:00 am.

Flag salute led by John Watkins.

Dale Critzer made a motion to approve the July 2025 meeting minutes, seconded by Talley Snow.

President's Address

- Please silence or turn off all cell phones.
- Members are welcome to participate during the *Member's Comments* section of the agenda.
- To maintain decorum, member comments are limited to two (2) comments per person.
- As stated in the rules, all complaints to Park Management must be in writing and signed by the person making the complaint. Anonymous statements will not be taken into consideration.
- Discussion can become emotional, but all members deserve to be treated with dignity and kindness.
- The Board aims to answer member questions at every meeting. However, responses to specific comments or questions may be deferred for review and placed on next month's agenda.
- The Board represents the interests of 875 shareholders. While consideration is made for individual concerns, decisions are based on what is best for all members.
- This is a volunteer Board. No one is paid for their time. Directors are reimbursed for out-of-pocket expenses and receive two (2) free days use for their RV when attending a meeting.
- Holiday RV Park's meetings and procedures are governed by its bylaws, CC&Rs and rules.

Committee Reports

Financial Report – Talley Snow

Park Accounts	Balance (7/31/25)	Monthly Comparison	July 2025	July 2024	Difference
Mechanics Bank–Operating	\$147,119.82	Income	\$239,380.69	\$161,569.97	\$77,810.72
Mech. – Laundry	\$20,254.41	Expense	\$118,916.51	\$94,071.09	\$24,845.42
Mech. – Dues	\$196,081.30	Net Income	\$120,464.18	\$67,498.88	\$52,965.30
Mech. – Emergency Reserves	\$1,815.18				
Mech. – CIM Reserves	\$56,121.53				
First Citizens - CD	\$204,179.76				

Our total assets across all bank accounts and deposits are over \$640,000, and we are having a great summer so far. I think weekends will continue to do well as we move into the fall.

Talley Snow made a motion to pay the bills and payroll for July 2025, seconded by Dale Critzer.

Collections – Don Smith

The second half of the assessment for the year is now past due, and there is a little over \$27,000 left outstanding. That amount will be collected soon and it's nothing to worry about. There is one share that owes enough money to warrant foreclosure, so if there is no response by the next meeting, we will begin that process.

Lastly, there will be a public auction after the Board meeting on September 13th. This will conclude the foreclosure for Locker #410 that has been ongoing this year.

Management – Darin Batty

Aaron and the staff did a great job with the snowbird application process this year, and the Board will be discussing that later today.

Park Use – Mark Schieber (Absent) – Aaron Cartwright (Representing)

Mark will be joining us in a little bit via Zoom, but our overall occupancy in June was up slightly compared to 2024 and revenues collected were higher too. We are competing with ourselves to an extent during summer, but we tend to have the same core group of members here annually. The only group of guests we are lacking this year are international travelers from Europe and Asia.

Correspondence / Public Relations – Frank Polehonki

From the guest survey data from last month, we have a wide variety of comments and critiques, beginning with praise for the office and maintenance staff for their friendliness. On the other hand, some guests mentioned their dissatisfaction with the small RV spaces, noisy neighbors or the slow internet. I think we all have experienced those problems ourselves on occasion. Other concerns include cleanliness in the restrooms and laundromat, which is something that is easier to correct if the staff is notified.

I would like to remind everyone that the Park has a page for members on the website that has records of the previous Board meeting minutes and lots of other information; please ask the office if you need the login and password.

Last month we started a new campaign to raise our Yelp rating online, and I would like to thank the members that participated and left a nice review for the Park. If you do, please check with Aaron to receive a free Holiday RV promo item as a gift!

I had a concern about propane fire pits being too close to another RV. If that ever happens, please ask an employee for assistance in responding to that. It's important to be safe since we are so close together.

Another suggestion I received was for a dog washing station inside the Park, which I know has been brought up before. There's a diverse set of opinions on the topic so we will keep all that in mind. In case anyone didn't know, there is a nice dog washing service right next to California Fresh Market.

Lastly, I wish to thank the Beach Social Club for hosting another excellent cookout today after the meeting. Please take a moment to participate and socialize with the other members and guests.

July 2025 Guest Survey Comments: *Please refer to the attached comments at the end of this document.*

Park Maintenance – Manuel Silva

After the meeting last month, I noticed that a section of the concrete at the Magnolia Center has lowered down and created a tripping hazard. During my recent visit I brought with me a special concrete tool that I gave to Luke so he could grind down the pad to make it safe. That work will be done very soon.

Rules and Regulations – John Watkins

I'm working with Aaron on getting ahead of the game for the upcoming meetings regarding the rules for next year. I have about 29 recommendations that I am going to leave with him. I want to get the rules well-prepared to review soon and not wait until the last minute.

Manager's Report – Aaron Cartwright

We have another packed meeting this month, which is great to see. I would like to remind everyone that we have a new employee in the office this summer. Her name is Sarah and she's been doing a fantastic job of learning the reservation process at Holiday RV; very bright young lady. She is extremely friendly and is fitting in well with Jessica and I already. Please take a moment to say hello and make her feel welcome!

To all the folks that applied for a snowbird space this year, please be patient while I review the applications with the Board later today. I will be in touch with you ASAP once I have a decision, which should be very soon.

Lastly, if I could get on a soapbox for bit, I wanted to remind everyone that we have 875 members, just shy of 200 RV spaces and about 100 renters that are here long-term. This leaves the staff with around 100 vacant spaces to book for all the members calling in to make reservations, especially during summer. While we try hard to take requests for specific RV sites, this is a business, and it takes a lot of work to accommodate everyone that wants to stay. On occasion, it does mean that we are unable to honor every request because it would be depriving another member or a guest of a stay altogether. Even then, we are trying to offer a comparable location to one requested. To try and think about it another way, if you wish to limit your desired space to only one location there is a 1 in 100 chance that we can accommodate that request, at best. If a request is changed by one of the office staff or I, it is not intentionally done for any reason other than to fit as many guests in the Park as possible. Recently, I have had some members explain to me, rather unkindly, that we cannot change their requests or that other RV parks wouldn't do that. Truthfully, the only other RV parks I know of that guarantee to honor specific location requests charge fees for doing so, sometimes up to \$40. As someone managing a business, I understand their need to charge for such a thing because at the end of the day that would mean turning away another customer rather than moving a requested space to get someone else in. Again, just a reminder, at Holiday RV Park requests for specific spaces aren't guaranteed but we do our best. Thank you for understanding!

Reportable Actions – Dale Critzer

None.

Old Business

1. Roads – Manuel Silva

We are continuing to evaluate the feasibility of replacing the Park's rain gutters and repairing the roads, which started last year. I have some prices that I collected recently that I would like to share with everyone today. At this point, we are considering a project that is broken into phases, with a concrete V-gutter being installed first, followed by new asphalt about a year later. For the gutter, I have a one bid estimated around \$148,000. This would be a local company, and I have another quote for \$146,500 on a gutter but from a company in the Tulare area. The concrete repairs can be done nearly anytime, but pouring new asphalt is going to be based a lot on the weather. I'm providing this information to the Board for their evaluation and research. There is another local company that gave us a bid on the asphalt for the \$475,000, which

they are recommending be completed a year after the gutter replacement. Darin and I have also consulted with Don Smith and other members, like Charles Nunes and his son Paul Nunes, for their expertise on roadwork. Eventually, the Board will make the best choices for the Park, based on the opinion of experts.

New Business

1. Loss of Privileges for Late Assessments – Aaron Cartwright

As Don mentioned earlier, the assessments were due last month and if someone hasn't paid their dues by now it means that their privileges at the Park are suspended until payment is received. If you have reservations upcoming but you haven't paid your dues yet, you will be getting a phone call from Jessica or Sarah very soon to ask you to do so within a reasonable time or your reservations will be canceled. The staff will also be reminding everyone that there is a late fee of 10% (\$17.10) that will be charged on September 1st for further delinquency.

2. Review and Assign Year End Tasks – Aaron Cartwright

This is around the time of the year on the business timeline where Lorena will begin assigning key tasks to certain Board members, like election committee chairperson or who will be assisting with the annual meeting. With Lorena absent, I don't see an urgent need to start that process today without her advisement.

3. Picnic Table Resupply – Aaron Cartwright

We have been coming up short on new picnic tables for the maintenance to use as needed this summer. Previously the Board approved replacing the old tables in the front section of the Park, which was done in stages over a year's time. Now we are at the point where these tables are getting damaged to where another is needed but we only have the old tables to use. I recently got a rather disapproving comment from a guest that happened to receive an old table as their replacement, at which time Luke had requested that we get more tables. Since each table is \$350, that is beyond my spending limit since we really should consider getting a decent amount of them at once. I have a quote from Uline for \$4,061 to receive 10 additional tables, and the staff and I would appreciate the consideration.

Talley Snow made a motion to approve the purchase of 10 additional picnic tables for the Park, up to a total of \$4,500, seconded by John Watkins.

Member's Comments

Rose Marie Dias (Locker 355) – A few days ago I saw one of the maintenance employees, Charles, drop and drag one the picnic tables.

Gayland Monken (Locker 796) – I would appreciate it if when the Board is referring to the financial reports that they specify which page number and report they are discussing, it is helpful to us in the audience trying to follow along. Also, are we allowed to ask questions during the meeting while people are making presentations?

Reply from John Watkins – Please ask your questions and make comments during the "Member's Comments" section of the agenda only.

Mark Gregory (Locker 718) – Going back to the dog washing station, I've heard it said before that we could remove the fish cleaning sink to make room for a dog wash. I use it quite a bit, so I would appreciate it if room would instead be made for both. There is a coin operated dog wash in Santa Maria that is nice, if you want to see an example of what's available and how it pays for the utility.

Reply from Don Smith – There is probably room near the fish cleaning station to add a portable dog wash, and plumbing would be simple to add coming from the restrooms. You can get an instant hot water heater installed if you need it too.

Paul Gutierrez (Locker 63) – You can create a revenue stream like the laundromat with a dog wash, but it's got to be visible. Right next to the laundry room is a great space to have access to hot water and make more money, especially if you advertise it right. Maintenance is easy to keep on. It's an enclosed station and all we need is a 10'x12' room to put it in.

Reply from John Watkins – I will refer the subject of a dog washing station to Park Maintenance.

Reply from Manuel Silva – I like the idea of the dog wash if it helps make money for the Park, but my first concerns are how much work it will take our staff to clean and operate it, along with the utility costs and the enjoyment of BBQs and other social events being affected by a potentially smelly dog wash right inside our picnic area.

Paul Gutierrez (Locker 63) – Painting the speed bumps yellow would communicate to drivers that they need to slow down, the white paint we've been using doesn't alert the driver to anything. Yellow usually means caution to people behind the wheel. Lastly, I love the new mural at the picnic area, so let's try adding more decorations to the pool area with a mural on the wall inside the patio!

Gayland Monken (Locker 796) – Do we have a budget item for the road repairs? Or ways of getting that money?

Reply from John Watkins – Those projects are accounted for on an annual budget, but we currently do not have a way of getting the money today to pay for major roadwork. Special assessments may be one option.

Joelyn Lutz (Locker 369) – Someone was smoking inside the restroom the other day, so I think a "no smoking" sign is probably in order. There's still lots of water on the restroom floors occasionally, it would be nice if someone could clean that up more often. I am going to make another newsletter, please let me know if you wish to add something to it! Lastly, I wasn't happy with the answers given a few meetings ago about the situation with money being stolen from the Park. I'm disappointed that I was given a vague answer and I was wondering what is being done with the rules and regulations related to this issue. I've also heard rumors about previous Board members who might have stolen money in the past, by way of not paying to park their RV here. I think with the current situation we really have to stop this because it is going to come back on us; our taxes or fees will go up. I'm wondering when we might hear specifics about how it is being handled, aside from a vague response. How's it going to stop?

Reply from Talley Snow – I'm not sure that rumors can ever stop, it seems like some people here feed off gossip. I believe that Board member you're referring to is deceased, and it isn't helpful to entertain such old rumors. People need to move on. I've been a member for 5 years and I never met the man, so it's not recent.

Joelyn Lutz (Locker 369) – I continue to bring the subject up because it seems like it's been a track record. The situation with the current Board member is recent.

Reply from Aaron Cartwright – I don't know if you were here for the meeting last month, it was a big crowd. Part of that meeting was a section where I read a series of answers and recommendations from the Park's attorney to the Board on a variety of pressing issues, one of which was about the subject you're referring to. It was considered moot in the sense that nothing can be done about it retroactively. There was a correction that needed to be made, and it was done, however late.

Joelyn Lutz (Locker 369) – Is my interpretation correct that if I don't want to pay rent anymore, then I can slither my way out of doing so?

Reply from Aaron Cartwright – No, that's not what is being discussed at all. It wasn't a situation where a renter stopped paying us, but an owner didn't record updated deeds in a timely manner. There isn't a stipulation of money being owed to the Park in the case because we're talking about using free time, nothing related to a rental agreement. We needed someone to record deeds, and I referred it to the Board when it wasn't done after a reasonable time, but everything that

needed to be done was done eventually. This involved a group of owners that were being lazy about it, not to be rude, but I never thought that any delays were malicious or some attempt to deceive the Park.

Joelyn Lutz (Locker 369) – That’s a whole different story then what I was hearing.

Reply from Aaron Cartwright – Correct, and it’s a great example of what can happen when a rumor mill of people that don’t understand a situation spreads misinformation. Honestly, the entire subject we’re talking about isn’t anyone’s business. If I can turn the tables for a moment, and let’s say that you, Joelyn, stopped paying rent to the Park, then I would not be talking about it to anyone except for you and the Board. It’s not anyone else’s business, and it wouldn’t be fair to you to discuss it with other people.

Joelyn Lutz (Locker 369) – I think there is still an element of something not being accountable to the Park, even in this context of people staying for free. Or considering that people using time might not be family, I’m still a little unclear on that.

Reply from Aaron Cartwright – There are discussions ongoing about what, if anything, is to be done about usage of free time by the owners. It’s a complicated subject, because this is an owner’s association and it is an impactful decision to place restrictions on how everyone records and uses these deeds; the Board, management and employees have very little involvement in this process because you own the property! There have been restrictions amended to the covenants, by the members, on how many shares can be owned but that was over 20 years ago. Lastly, to answer your question about time usage: any owner on a deed may use any available free time if they are in good standing. Being a family member or not doesn’t factor into it. The folks involved in this situation were all owners, and to my knowledge, we have not allowed a non-owner to stay using another person’s free days for a very long time. As you mentioned, there was a situation like that with a former Board member, but that was nearly 10 years ago. The Board put a stop to that back then.

Jodi Garges (Locker 602) – I understand your concerns Joelyn, and I think there are people spreading uninformed rumors. My philosophy has been to ask someone to their face if there’s a doubt, to get the best information from the source. If they don’t know, then ask Aaron or someone that is informed. But if we’re questioning someone’s integrity it’s really best to ask them directly. Secondly, there was a young girl going in and out of the clubhouse this week after using the pool and it was getting unsafe with how much water there was on the floor. Her mom was outside by the pool, but I’m concerned about the overall safety. Maybe another sign?

Gayland Monken (Locker 796) – After an auction for one of the shares, does any of that money come back to the Park?

Reply from John Watkins – No, not really. We recoup our expenses only, like legal fees and administrative fees, but anything aside from that is returned to the previous owner eventually.

Barbara Summers (Locker 191) – I like the new sign for the pool shower, and it would be nice to have another sign by the hot tub letting people know that drinking alcohol isn’t allowed in the jacuzzi or in the pool area. I’ve been seeing people passing beer bottles around or using wine glasses. Or a sign emphasizing the concerns with unattended children using the pool, or kids using diapers being in the water.

Jodi Garges (Locker 602) – Speaking of the pool, some of the other gals in the Park and I like to do some “dirty” aerobics in the morning. You’re welcome to join us!

Paul Gutierrez (Locker 63) – I think a lot of these behavioral problems can be solved if we are letting the employees or Aaron know about it while it’s going on. I noticed during some of these stories today that we aren’t notifying anyone.

Reply from Darin Batty – Agreed, telling us about it a month later isn’t giving our staff the opportunity to correct it. Not that we don’t care about it as a Board, but that’s why we have a manager and employees for. We’re here to provide direction if needed.

Elvina Dela Cruz (Locker 248) – Going back to the pool and spa, there are some areas on the deck that are very slippery when wet so it would be great if those could get roughed up. I've seen people slip before and I almost have myself, and these guests weren't running. Also, I often see cars and golf carts encroaching into the road sometimes by at least a foot.

Joelyn Lutz (Locker 369) – I know we've talked about it before, and it might be out of our budget but a security guard during the summer months might alleviate many of these problems because it tends to happen more often when it's busy. I know we're all here to have fun, but having a presence would help to reduce confrontation.

Lysha Payseno (Locker 488) – Thank you all, you're doing a great job. I have been a member close to 30 years and it's my first time attending a meeting today.

Board Member's Comments

Manuel Silva (Locker 160) – I want to speak more about the concerns that Joelyn was talking about earlier, that people might be using the Park for free when they shouldn't. We are still discussing that as a Board, and there are currently people that are adding other members to their deeds to share free time with each other, even though they aren't related. To be clear, I'm a monthly renter and I cannot use my days because of that, and I'm not comfortable with an arrangement where time can be lent to others if they're doing me a favor, or because they owed me something. It might be my opinion only, but it's how I feel about the subject.

Meeting adjourned at 10.15 am.

Respectfully Submitted,

Aaron Cartwright
Park Manager

Cc

Dale Critzer
Board of Directors – Secretary

Guest Survey Comments from July 2025

- “Always a pleasure staying at Holiday RV. Sites are not huge, but neighbors are always friendly.”
- “My husband and I love staying here. It's the blast place ever!”
- “Great staff.”
- “We couldn't have made our trip perfect without the staff. We were first time trailer people and they helped in every step of setup willingly and patiently. We couldn't have done our trip without them. Thank you team.”
- “Great clean place with excellent pool and jacuzzi and close to town.”
- “Thank u. Very pleasant stay...staff is kind and polite.”
- “All the staff in the park have always been polite, courteous, and very helpful. Have never had a bad experience with the staff.”
- “Neighbors in 101. Park president's family is very loud. Permanent residents make more noise than guests.”
- “Internet was consistently disconnecting. Maintenance staff was very helpful in both placing my trailer in the space with the forklift and allowing the use of an open pull through site to exit.”
- “Something needs to be put down on the floor around the toilets in the women's bathroom. The floor is often extremely wet. It is slippery and the bottom of pant legs get wet while using the facility. Everything else at the park was terrific!”
- “👍 😊 👍”
- “Our RV space was not far from the entrance. As such we did not use the dog run since it was too far for our dog to walk. It would really be handy to have another run in the middle (like the restrooms/showers) or close to the entrance.”

- “Spaces just a little tight, but otherwise awesome place and location.”
- “The assistance provided getting into spots at this park will hands down keep us coming again and again—along with the nicely heat pool and proximity to town.”
- “no concerns it was great. They know what they’re doing. The guy met me at my spot and helped back me in and hook the car and that makes the atmosphere really happy for all the other campers so everybody in the places having a good time. It’s really a great place thanks a lot Billy Comeaux.”
- “Amenities were good. I didn’t like how far the small dog area was for dogs. Or had to walk outside of the park for grass No grass and no room at the sites. It was like a parking lot on top of everyone and long term residents weren’t very friendly. Staff was great and very helpful.”
- “Very clean, everyone is quiet at night.”
- “The only issues we were the size of the camp sites. Small and no place to park. The dog run could use a little improvement grass would be so much better. But I understand it may be hard to keep green. Our dogs would not use it and it made our trip stressful.”
- “I am a shareholder and historically haven't always been able to utilize my all days and/or have been told there is "no availability." My park dues are paid on time, I was called twice within one weekend to pay a balance on days while we were still at park. I went to office following Monday requesting a printout and was told, "we don't usually share that information, but I'll see if I can print it." Receptionist was busy & while providing me service, was taking multiple calls, trying to answer questions for phone calls she was on, while helping me as well. I requested to be helped once she was done taking calls. I also asked for a printout of prime days or nonprime days charged for stay and she struggled with that as well. When I checked in initially they had wrong checkout date so we had to correct that as well and no balance discussion was held at check-in. The maintenance guys, Luke, Mike, and Kim are always super helpful and proactive. A couple of suggestions: The clubhouse should be available until 11 on weekends by request to help with noise control and paper towel dispenser should be available closer to showers so women can clean up their hair on shower walls. I would also like a voting ballot for board members in future and believe an email of meeting minutes should be sent out as well to shareholders. Thank you for your time.”
- “Jessica did a great job at finding us a spot. Jessica and the entire staff were very professional, courteous and had a friendly greeting each time we saw them.”
- “Bathrooms need serviced more frequently. Toilets were filthy, needing brushed out. Toilet paper on floors. Pool area and tiles needed regular cleaning. A pool service during the summer would free up the maintenance to attend to parking and repair work. Unsafe speeds by vehicles and electrical conveyances were observed on a daily basis.”
- “My husband and I just love this place and all the staff are just wonderful.”
- “The lady in the office, Jessica I believe it her name was very rude and sarcastic, when I did my reservation I asked about having 2 cars at my spot, the guy told me over the phone there was no issue, but my truck didn’t fit with the trailer then we went to the office after checking into check if they had an extra space that we can pay just to park our truck and she sarcastically answered us in a very rude and angry way that made us not wanting to comeback, we had stayed before across the street at Pismo Coast Village several times and they even recommended us to you guys because they were booked and never had an issue before, they staff is very friendly and helpful, on the other hand you guys need improvement on your stuff, also tell your customers that your truck may not fit on your space, that way they take that in consideration before making the reservation.”
- “The RV park was far from pet-friendly. The only designated area for pets to relieve themselves was a small, 10'x10' enclosure located at one end of the park. This enclosure reeked of urine, making it an unpleasant experience. Furthermore, if your RV was on the opposite side of the park, it was quite a long walk to reach the pet run, especially inconvenient late at night.”
- “Parking needs improvement. Never been to a RV park where you had to park tow vehicle off of property. Never been to a RV park with no tables. One of your guys was a smart ass and gave us a table that was broken bent up to hell could not even sit on it with out the other side going up off the ground 4 to 5 inches. We have been going to your park for 15 years and sorry to say don’t know if we will be back.”
- “Parking sucks.”
- “We felt the spaces were too tight. Not much room after our vehicle was parked in the space. Our transport company needed the help from a forklift to park our rig due to not enough room to maneuver. The staff was friendly and helpful.”
- “JESSICA WAS AMAZING FROM START TO FINISH! Professional, enthusiastic, happy, helpful and efficient!!! Give her a raise 💰”
- “As always I was very pleased with everything. I was very very happy with the spot I was at. I’m hoping to go back and have the same spot. 🏡”

- “The guests behind us sat in large group drinking beer and blowing cigarette smoke. They also took their beer into pool area, they also put floats on a baby and put her in pool as she continued to cry out.”

All Motions

Dale Critzer made a motion to approve the July 2025 meeting minutes, seconded by Talley Snow.

Roll Call: Darin Batty, Dale Critzer, Frank Polehonki, Manuel Silva, Don Smith, Talley Snow, and John Watkins voted yes. Lorena Lemus and Mark Schieber were absent. Motion carried.

Talley Snow made a motion to pay the bills and payroll for July 2025, seconded by Dale Critzer.

Roll Call: Darin Batty, Dale Critzer, Frank Polehonki, Manuel Silva, Don Smith, Talley Snow, and John Watkins voted yes. Lorena Lemus and Mark Schieber were absent. Motion carried.

Talley Snow made a motion to approve the purchase of 10 additional picnic tables for the Park, up to a total of \$4,500, seconded by John Watkins.

Roll Call: Darin Batty, Dale Critzer, Frank Polehonki, Manuel Silva, Don Smith, Talley Snow, and John Watkins voted yes. Mark Schieber abstained. Lorena Lemus was absent. Motion carried.

Dale Critzer made a motion to adjourn to executive session, seconded by Darin Batty.

5:40 PM

09/11/25

Cash Basis

Holiday RV Park

Profit & Loss Prev Year Comparison

August 2025

	Aug 25	Aug 24	\$ Change
Ordinary Income/Expense			
Income			
Non TOT Taxable Revenue			
7200 · Members Dues	24,698.90	18,872.00	5,826.90
7212 · Late Checkout	220.00	450.00	-230.00
7214 · Weekly Rent-No Tax	23,730.00	13,040.00	10,690.00
7220 · Monthly - Members	33,413.72	28,149.00	5,264.72
7234 · Snowbirds - Members	804.00	8,453.08	-7,649.08
7242 · Member Daily - Non taxable	19,438.40	35,851.12	-16,412.72
7245 · Mobile Home Rental Income	425.00	800.00	-375.00
7295 · Washer & Dryer	4,021.53	4,320.69	-299.16
7310 · Parking Fee	1,350.30	1,210.00	140.30
7311 · Member Promotional	78.50	0.00	78.50
7320 · Water Commission	0.00	46.89	-46.89
7365 · Park Functions & Events Tick...	0.00	1,142.12	-1,142.12
7994 · Late Fee on Dues	34.20	76.15	-41.95
Total Non TOT Taxable Revenue	108,214.55	112,411.05	-4,196.50
TOT Taxable Revenue			
7210 · Non-Member Daily	47,960.95	55,554.24	-7,593.29
Total TOT Taxable Revenue	47,960.95	55,554.24	-7,593.29
7620 · Escapee- 15% Discounts	-531.05	-1,432.35	901.30
7640 · FMCA/Camp CA - 10% Discounts	-573.72	-1,373.10	799.38
7650 · Military/LE Discount - 15%	-937.20	-1,212.05	274.85
7660 · Long Weekend Discount	-2,979.60	-1,534.75	-1,444.85
9920 · Credit card transaction fee	2,010.15	2,069.45	-59.30
9921 · Golf Cart Fee	260.00	410.00	-150.00
Total Income	153,424.08	164,892.49	-11,468.41
Gross Profit	153,424.08	164,892.49	-11,468.41
Expense			
Business Promotional Costs			
8050 · Advertising Expense	3,642.63	2,198.63	1,444.00
9055 · Website Expense	184.39	180.80	3.59
Total Business Promotional Costs	3,827.02	2,379.43	1,447.59
Computer IT Dept			
9056 · Software	190.88	130.47	60.41
9062 · IT Service Labor	1,829.87	1,664.72	165.15
Total Computer IT Dept	2,020.75	1,795.19	225.56
Meetings & Events			
9092 · Monthly Meeting Expenses	291.00	273.52	17.48
9093 · Staff Meeting Expense	0.00	0.00	0.00
9650 · Travel (Not Meals)	66.78	44.22	22.56
Total Meetings & Events	357.78	317.74	40.04
Professional Fees			
9120 · Accounting & Auditing	2,500.00	2,500.00	0.00
9130 · Legal Fees	625.45	109.75	515.70
9170 · Directors Expense	1,059.10	1,686.52	-627.42
Total Professional Fees	4,184.55	4,296.27	-111.72
8201 · Bank Fees & Charges			
8240 · Credit Card Processing Costs	2,228.28	2,463.78	-235.50
8250 · Bank Charges	49.00	0.00	49.00
Total 8201 · Bank Fees & Charges	2,277.28	2,463.78	-186.50
8425 · Employee Appreciation	89.50	0.00	89.50
8600 · Utilities			
8260 · Cable Television (Park)	5,762.54	10,815.80	-5,053.26

5:40 PM

09/11/25

Cash Basis

Holiday RV Park

Profit & Loss Prev Year Comparison

August 2025

	Aug 25	Aug 24	\$ Change
8650 · Garbage	3,287.22	2,745.12	542.10
8660 · Gas	2,500.16	2,091.55	408.61
8680 · Electric	25,281.50	26,006.87	-725.37
9600 · Telephone & Internet	312.50	302.44	10.06
Total 8600 · Utilities	37,143.92	41,961.78	-4,817.86
8700 · Insurance Expense			
8702 · Insurance - General Liability	8,019.53	5,833.00	2,186.53
8770 · Insurance - Employee Health	3,198.75	-335.29	3,534.04
8771 · Insurance - Employee Life	22.50	32.00	-9.50
8772 · Insurance - Employee Vision	319.36	319.36	0.00
Total 8700 · Insurance Expense	11,560.14	5,849.07	5,711.07
9001 · Payroll			
9060 · Payroll Tax	2,225.66	4,473.61	-2,247.95
9075 · Payroll Service Fees	400.04	678.20	-278.16
9350 · Salary & Wages	27,071.92	30,784.77	-3,712.85
9352 · Hiring Expenses	101.66	696.48	-594.82
Total 9001 · Payroll	29,799.28	36,633.06	-6,833.78
9002 · Repairs & Maintenance			
8152 · Golf Carts	0.00	0.00	0.00
9003 · Pest Control Services	105.00	100.00	5.00
9020 · Pool/Spa Regular Maintenance	0.00	2,486.67	-2,486.67
9022 · Laundry	0.00	172.00	-172.00
9030 · General	796.18	1,200.34	-404.16
9032 · Electrical	0.00	0.00	0.00
9035 · Clubhouse	0.00	0.00	0.00
Total 9002 · Repairs & Maintenance	901.18	3,959.01	-3,057.83
9050 · Office Expenses			
9037 · Timeclock Machine & Software	30.00	30.00	0.00
9051 · Office Expense	0.00	1,549.81	-1,549.81
9052 · Office Supplies	1,305.12	1,468.95	-163.83
9059 · Printing, Copy Expenses	317.42	389.95	-72.53
Total 9050 · Office Expenses	1,652.54	3,438.71	-1,786.17
9370 · Supplies			
9023 · Janitorial Supplies	496.62	964.57	-467.95
9026 · Park & Grounds Supplies	80.02	5,224.70	-5,144.68
9371 · Clubhouse Supplies	774.60	0.00	774.60
Total 9370 · Supplies	1,351.24	6,189.27	-4,838.03
9400 · Safety & Security			
9401 · Fire Prevention	0.00	0.00	0.00
Total 9400 · Safety & Security	0.00	0.00	0.00
Total Expense	95,165.18	109,283.31	-14,118.13
Net Ordinary Income	58,258.90	55,609.18	2,649.72
Other Income/Expense			
Other Income			
9870 · Interest Income	1.76	14.27	-12.51
Total Other Income	1.76	14.27	-12.51
Other Expense			
9820 · Foreclosure Expenses	0.00	1,962.16	-1,962.16
9911 · Garnishment Payable	0.00	0.00	0.00
9922 · Interest Expense	1,405.88	2,274.84	-868.96

Holiday RV Park
Profit & Loss Prev Year Comparison
August 2025

	Aug 25	Aug 24	\$ Change
Total Other Expense	1,405.88	4,237.00	-2,831.12
Net Other Income	-1,404.12	-4,222.73	2,818.61
Net Income	56,854.78	51,386.45	5,468.33

Holiday RV Park

Balance Sheet Prev Year Comparison

As of August 31, 2025

	Aug 31, 25	Aug 31, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1001 · Cash Accounts			
1010 · Petty Cash	200.00	200.00	0.00
1030 · Cash on Hand	800.00	800.00	0.00
1040 · Bill Changer	500.00	500.00	0.00
1050 · Mechanics-Operating Acct - 0...	188,350.53	189,536.64	-1,186.11
1060 · Mechanics-Laundry Room - 7...	18,123.03	33,512.56	-15,389.53
1063 · Mechanics- Dues Account - 6...	202,490.80	145,252.06	57,238.74
Total 1001 · Cash Accounts	410,464.36	369,801.26	40,663.10
1065 · Reserves			
1070 · Mechanics Emergency Reserv...	1,790.24	151,972.63	-150,182.39
1075 · Mechanics CIM Reserves	56,339.14	53,726.47	2,612.67
1076 · First Citizens CD	204,179.76	0.00	204,179.76
Total 1065 · Reserves	262,309.14	205,699.10	56,610.04
Total Checking/Savings	672,773.50	575,500.36	97,273.14
Accounts Receivable			
11000 · Accounts Receivable	-1,979.00	-375.50	-1,603.50
Total Accounts Receivable	-1,979.00	-375.50	-1,603.50
Other Current Assets			
12000 · Undeposited Funds	0.00	305.50	-305.50
2010 · A/R Member Dues	-1,965.50	-1,965.50	0.00
2301 · Deposit-Workers Comp	1,557.60	1,557.60	0.00
2400 · Prepaid Insurance	53,090.64	44,437.38	8,653.26
2410 · Prepaid Expenses	8,208.00	8,208.00	0.00
2460 · Prepaid IncomeTaxes	17,344.00	55,174.00	-37,830.00
2461 · Prepaid Expenses Annual Meet...	1,050.00	1,050.00	0.00
2462 · Prepaid Holiday Dinner	500.00	500.00	0.00
3150 · Deposits - Other	41,370.00	41,370.00	0.00
Total Other Current Assets	121,154.74	150,636.98	-29,482.24
Total Current Assets	791,949.24	725,761.84	66,187.40
Fixed Assets			
Electrical Upgrades			
4044 · Electrical Phase 1	141,996.13	141,996.13	0.00
4045 · Electrical Phase 2	37,527.00	37,527.00	0.00
4046 · Electrical Phase 3	49,008.16	49,008.16	0.00
4047 · Electrical Phase 4	28,357.00	28,357.00	0.00
4048 · Electrical Phase 5	25,183.57	25,183.57	0.00
4049 · Electrical Phase 6	544.00	1,202.00	-658.00
Electrical Upgrades - Other	14,840.00	0.00	14,840.00
Total Electrical Upgrades	297,455.86	283,273.86	14,182.00
4015 · Clubhouse Improvements			
4019 · Other FF&E	5,620.00	5,620.00	0.00
Total 4015 · Clubhouse Improvements	5,620.00	5,620.00	0.00
4038 · Office Remodel			
4036 · New Office Furniture	4,141.19	4,141.19	0.00
Total 4038 · Office Remodel	4,141.19	4,141.19	0.00
4039 · Improvements			
4034 · Magnolia Center Refurbish	17,995.44	17,995.44	0.00
4035 · Outside Lighting	5,458.00	5,458.00	0.00
4040 · Improvements Prior to 2015	326,558.55	326,558.55	0.00
4042-1 · Capital Improvements 2017	51,113.97	51,113.97	0.00
4042 · Capital Improvements (2014)	8,768.55	8,768.55	0.00

Holiday RV Park

Balance Sheet Prev Year Comparison

As of August 31, 2025

	Aug 31, 25	Aug 31, 24	\$ Change
Total 4039 · Improvements	409,894.51	409,894.51	0.00
4052 · Pool & Spa Upgrades			
4030 · Pool Chair Lifts	7,387.00	7,387.00	0.00
4050 · Spa	10,898.00	10,898.00	0.00
4053 · Pool Construction	103,582.36	103,582.36	0.00
4054 · Pool Furniture	8,225.68	8,225.68	0.00
4055 · Pool Re-Wiring	1,291.00	1,291.00	0.00
4056 · Pool Heaters	19,180.00	19,180.00	0.00
4057 · New Pool Cover (020117)	6,290.00	6,290.00	0.00
4052 · Pool & Spa Upgrades - Other	3,383.63	3,383.63	0.00
Total 4052 · Pool & Spa Upgrades	160,237.67	160,237.67	0.00
4058 · Submersible Pump (2)	18,767.00	18,767.00	0.00
4059 · Buildings			
4021 · Pre Construction 2020 - 10/31	18,777.48	18,777.48	0.00
4051 · CIP	38,052.62	38,052.62	0.00
4059 · Buildings - Other	1,708,474.00	1,708,474.00	0.00
Total 4059 · Buildings	1,765,304.10	1,765,304.10	0.00
4070 · Laundry Facility	58,452.59	56,211.34	2,241.25
4080 · Equipment			
4081 · Laptop	1,800.71	1,800.71	0.00
4082 · Office Equipment	4,577.29	4,577.29	0.00
4080 · Equipment - Other	63,603.48	63,603.48	0.00
Total 4080 · Equipment	69,981.48	69,981.48	0.00
4090 · Vehicles	59,126.24	18,631.89	40,494.35
4200 · Intangibles	13,554.00	13,554.00	0.00
4350 · Accumulated Amortization	-5,343.00	-5,343.00	0.00
4999 · Accumulated Depreciation			
4220 · Accum Depr. - Building	-112,504.00	-112,504.00	0.00
4230 · Accum Depr- Pool Chair Lifts	-7,387.00	-7,387.00	0.00
4240 · Accum Depr - Improvements	-270,911.00	-270,911.00	0.00
4241 · Accum Depr- Land Improveme...	-24,362.00	-24,362.00	0.00
4242 · Accum Depr- Capital Improve	-3,654.00	-3,654.00	0.00
4250 · Accum Depr-Spa	-4,493.00	-4,493.00	0.00
4253 · Accum Derp- Pool	-50,300.04	-50,300.04	0.00
4260 · Accum Depr - Furniture & Fixtur	-7,791.06	-7,791.06	0.00
4270 · Accum Depre-Washer/Dryer	-27,918.00	-27,918.00	0.00
4280 · Accum Depr - Equipment	-46,325.40	-46,325.40	0.00
4290 · Accum Depr - Vechicles	-18,632.00	-18,632.00	0.00
4300 · Accum Depr - Phase 1	-54,826.08	-54,826.08	0.00
4301 · Accum Depr - Phase 2	-13,760.04	-13,760.04	0.00
4302 · Accum Depr - Phase 3	-17,425.00	-17,425.00	0.00
4303 · Accum Depr - Phase 4	-28,356.96	-28,356.96	0.00
4304 · Accum Depr - Phase 5	-23,924.00	-23,924.00	0.00
4305 · Accum Depr - Submersible Pu...	-977.96	-977.96	0.00
4306 · Accum Dep - Phase 6	-329.00	-329.00	0.00
Total 4999 · Accumulated Depreciation	-713,876.54	-713,876.54	0.00
5000 · Mobile Home-Furniture & Fixture	62,033.81	62,033.81	0.00
Total Fixed Assets	2,205,348.91	2,148,431.31	56,917.60
TOTAL ASSETS	2,997,298.15	2,874,193.15	123,105.00
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	-0.01	-0.01	0.00
Total Accounts Payable	-0.01	-0.01	0.00
Credit Cards			

Holiday RV Park

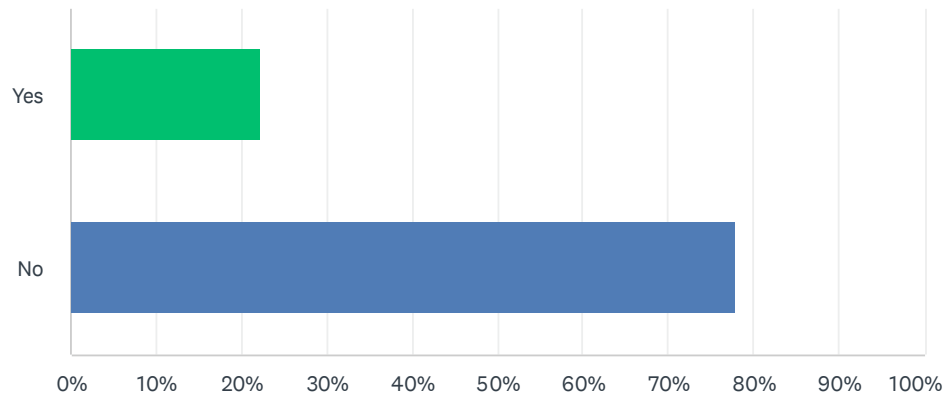
Balance Sheet Prev Year Comparison

As of August 31, 2025

	Aug 31, 25	Aug 31, 24	\$ Change
Home Depot - 3600	-6,070.03	2,916.72	-8,986.75
Mechanics Bank CC	0.00	7,882.64	-7,882.64
Total Credit Cards	-6,070.03	10,799.36	-16,869.39
Other Current Liabilities			
5001 · Snowbird Deposits	4,884.16	4,884.16	0.00
5002 · Mobile Home Security Deposit	-11.96	-11.96	0.00
5030 · Accrued Payroll	8,118.96	8,118.96	0.00
5032 · Accrued Compensated Abs	4,801.73	4,801.73	0.00
5037 · Loan - Westwood Capital	127,668.74	226,457.33	-98,788.59
5040 · Gift Certificate Payable	-157.50	-157.50	0.00
5170 · T.O.T. Payable	14,955.95	11,352.24	3,603.71
5240 · Corp Income Tax Payable	616.00	616.00	0.00
5250 · Garnishments	1,023.70	1,023.70	0.00
5300 · Deferred Tax Liabilty	23,200.00	23,200.00	0.00
5325 · Calsavers	-413.73	-494.24	80.51
5400 · Payable to the State of CA	36,280.78	36,280.78	0.00
Total Other Current Liabilities	220,966.83	316,071.20	-95,104.37
Total Current Liabilities	214,896.79	326,870.55	-111,973.76
Total Liabilities	214,896.79	326,870.55	-111,973.76
Equity			
6800 · Capital Contributions	32,300.00	32,300.00	0.00
6900 · Retained Earnings	2,425,652.88	2,191,447.44	234,205.44
Net Income	324,448.48	323,575.16	873.32
Total Equity	2,782,401.36	2,547,322.60	235,078.76
TOTAL LIABILITIES & EQUITY	2,997,298.15	2,874,193.15	123,105.00

Q1 Is this your first visit?

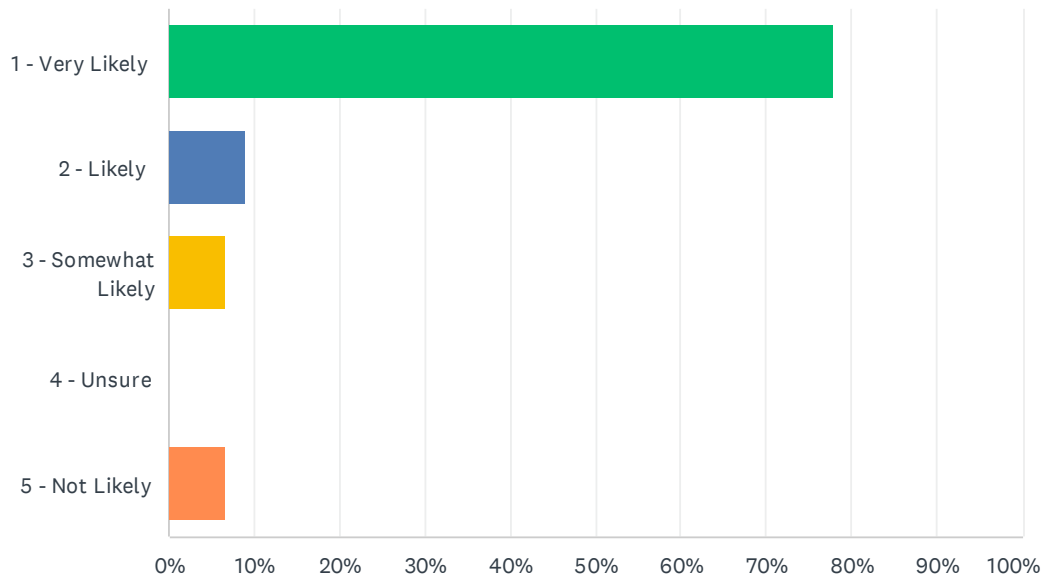
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	22.22%	10
No	77.78%	35
TOTAL		45

Q2 How likely would you be to stay at this Park again?

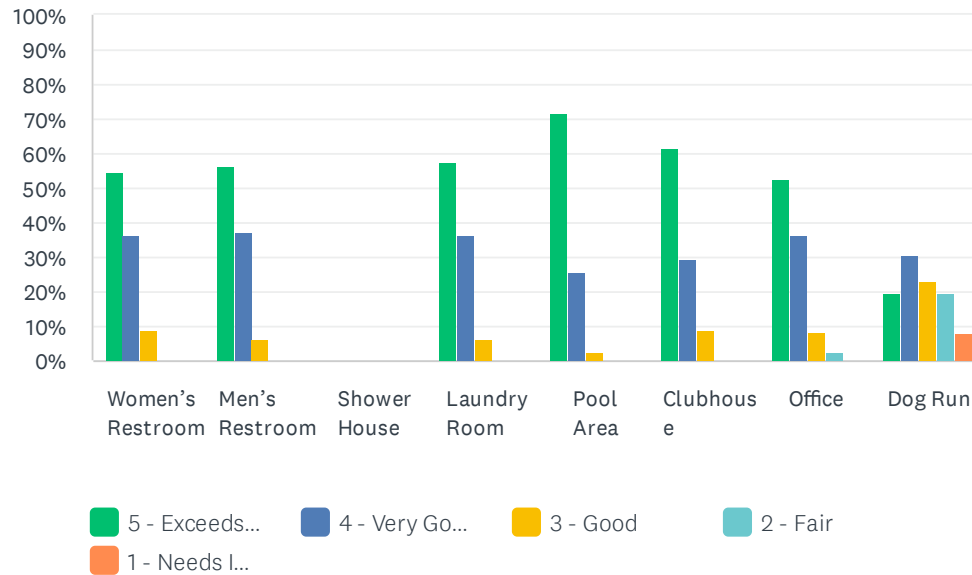
Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES	
1 - Very Likely	77.78%	35
2 - Likely	8.89%	4
3 - Somewhat Likely	6.67%	3
4 - Unsure	0.00%	0
5 - Not Likely	6.67%	3
TOTAL		45

Q3 If you used the following facilities, please rate their cleanliness from 1 - 5 , with "5" exceeding your expectations:

Answered: 41 Skipped: 4



	5 - EXCEEDS EXPECTATIONS	4 - VERY GOOD	3 - GOOD	2 - FAIR	1 - NEEDS IMPROVEMENT	TOTAL	WEIGHTED AVERAGE
Women's Restroom	54.55% 18	36.36% 12	9.09% 3	0.00% 0	0.00% 0	33	1.55
Men's Restroom	56.25% 18	37.50% 12	6.25% 2	0.00% 0	0.00% 0	32	1.50
Shower House	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00
Laundry Room	57.58% 19	36.36% 12	6.06% 2	0.00% 0	0.00% 0	33	1.48
Pool Area	71.43% 25	25.71% 9	2.86% 1	0.00% 0	0.00% 0	35	1.31
Clubhouse	61.76% 21	29.41% 10	8.82% 3	0.00% 0	0.00% 0	34	1.47
Office	52.78% 19	36.11% 13	8.33% 3	2.78% 1	0.00% 0	36	1.61
Dog Run	19.23% 5	30.77% 8	23.08% 6	19.23% 5	7.69% 2	26	2.65

Q4 Please rate your satisfaction with our Park's services:

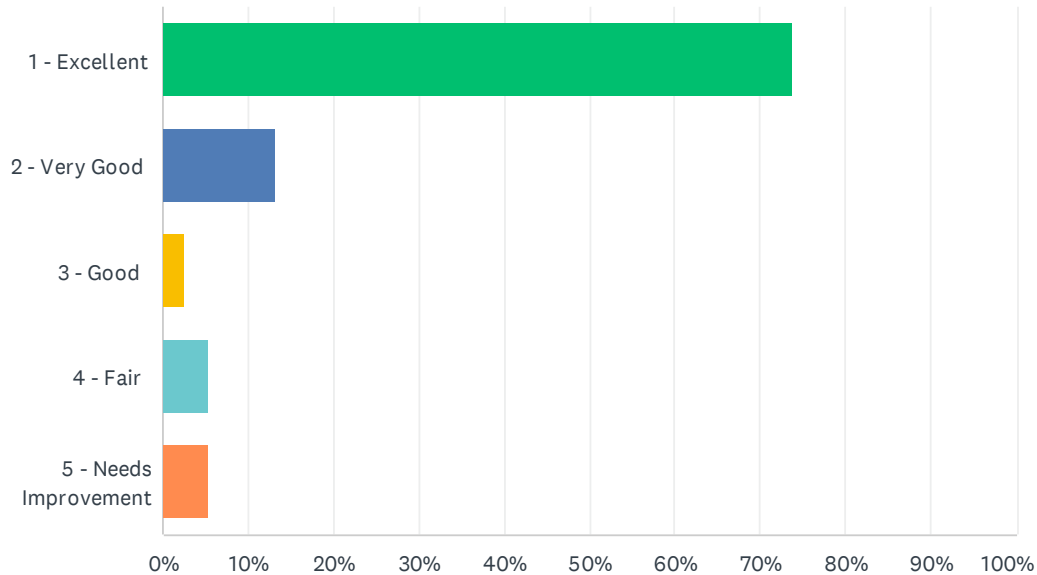
Answered: 42 Skipped: 3



	5 - EXCELLENT	4 - VERY GOOD	3 - GOOD	2 - FAIR	1 - NEEDS IMPROVEMENT	TOTAL	WEIGHTED AVERAGE
Reservation Process	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00
Appearance of Office	63.41% 26	24.39% 10	9.76% 4	0.00% 0	2.44% 1	41	1.54
Safety and Security	60.98% 25	29.27% 12	4.88% 2	2.44% 1	2.44% 1	41	1.56
Wi-Fi Quality	10.26% 4	17.95% 7	25.64% 10	15.38% 6	30.77% 12	39	3.38
Quality of Cable Service	19.35% 6	25.81% 8	25.81% 8	19.35% 6	9.68% 3	31	2.74
Professionalism of Office Staff	70.73% 29	21.95% 9	4.88% 2	2.44% 1	0.00% 0	41	1.39
Professionalism of Maintenance Staff	84.62% 33	12.82% 5	0.00% 0	0.00% 0	2.56% 1	39	1.23
Staff Knowledge and Helpfulness	87.18% 34	10.26% 4	2.56% 1	0.00% 0	0.00% 0	39	1.15
Speed of Check-in Process	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00

Q5 Please rate your overall satisfaction with your most recent stay at Holiday RV Park:

Answered: 38 Skipped: 7



ANSWER CHOICES	RESPONSES	
1 - Excellent	73.68%	28
2 - Very Good	13.16%	5
3 - Good	2.63%	1
4 - Fair	5.26%	2
5 - Needs Improvement	5.26%	2
TOTAL		38

Q6 Do you have any other comments, questions, or concerns? Please include your contact information if you wish to be contacted by Park Management.

Answered: 19 Skipped: 26

#	RESPONSES	DATE
1	Need to fix wifi	8/30/2025 7:16 PM
2	Our staff, both office and maintenance, exceed ALL expectations. They are helpful, kind, thoughtful and knowledgeable and always with a smile. I am so appreciative of each of them.	8/29/2025 10:20 AM
3	When using forklift fir double axle trailers, should take time to straighten out axles by rolling trailer front and back about 5ft or to prevent stress on axles. The 2 times I've been there it was not a good experience or comfort level when doing this.	8/27/2025 9:48 PM
4	Kim is awesome. Stayed after 10 pm to help park my trailer. This guy definitely deserves a paid week off for exceeding customer service and refusing to take a tip. Awosme at its finest	8/24/2025 2:28 PM
5	Would stay at the park in the future, but moving out of state.	8/20/2025 9:18 AM
6	Since there isn't a question regarding sites, here is my comment about site 113. We were extremely disappointed about this site, as it has a HUGE electrical green box which cuts about 6 ft of site use. It prevented us to back up all the way to the wall. While all the other trailers could be backed up almost touching the wall, in #113 we could not to that, leaving us with absolutely no parking for our 5th wheel. One of your park employees told us to move our truck from the street. My husband pointed out to him, where does he expect us to park our truck if we did not have any space. One of your members at the sight across from us, was gracious enough to let us park our truck on their site since they had extra space. Therefore, if we stay at your park next time, I am going to make sure our site does not have any interferences. We paid the same as everyone else, and yet we had no parking for our truck. And NO, we shouldn't have to pay \$10/day to park somewhere else. You should provide parking for everyone that pays for a site.	8/19/2025 9:17 PM
7	The directions from the maintenance guy was not very helpfull, giving directions by waving his fingers behind his hand. He has to make sure that the driver can see his directions. Be clear and say what wou are going to do and how you are going to do that. The site could use the improvement of making an reservation system online so you are immediately sure if there is vacancy. Other campgrounds are very accurate with these systems. That's good service and helpfull for those who need an place to stay that night.	8/17/2025 10:22 PM
8	An RV park can't be better than this. Everyone from reception to maintenance was simply awesome. Facilities were so clean, love this place. Will definitely come back	8/17/2025 9:56 AM
9	Beautiful park, well kept, everyone was very nice and helpful. We hope to continue to stay in the future.	8/15/2025 9:27 AM
10	Maintenance guy helped fix one of our hoses that was so nice of him. Enjoyed our stay. The pool was awesome.	8/13/2025 10:08 PM
11	Rules are not enforced	8/12/2025 7:40 PM
12	This is the ugliest, most crammed RV park we have ever been in. No trees, nothing pleasant. Good - it was quiet at night.	8/12/2025 6:08 PM
13	It would be nice to have a dog area up front or half way. I worry about kids riding electric vehicles so fast on the roadways	8/12/2025 7:26 AM
14	We love staying at Holiday Rv! My only suggestion is the spa hours be longer... I love to go early in morning and later in the evening, but I do u detest and it needs to be cleaned , too. It's nothing major, just something I love using.	8/10/2025 6:38 PM

15	I had to answer questions about amenities I didn't use. Add a "Not relevant / did not use" option to questions. The pool was great. The park itself could use some trees.	8/10/2025 2:01 PM
16	This was our first time staying at Holiday RV Park. Surprised and happy at the online requesting of a stay and the quick response received for our reservation and a follow up call from the office staff to confirm. Very quiet park surprisingly as the spaces are very close together. Being so close to the next spot was our concern but it turned out ok. Overall, we were very pleased with the restrooms, pool area and the efficiency of the staff and crews. We needed to borrow a tool to fix something, and the staff was so helpful. Everyone was extremely polite and helpful with all of the details of our stay !	8/4/2025 10:51 AM
17	The office staff were all very pleasant. The only concern is the limited Wi-Fi capabilities.	8/3/2025 12:50 PM
18	Too many dogs barking..we had an unleashed dog in our area.. too many unsupervised kids on motorized scooters and bikes. . Wifi is terrible.	8/2/2025 9:42 PM
19	We love staying here! Thank you soooo much!!! Mary Torigiani (Gambill)	8/1/2025 7:53 PM

Holiday RV Park – July & August 2025 Google & Yelp Reviews:



Marcelo Pham

Local Guide • 19 reviews • 1 photo



★★★★★ 4 weeks ago

outstanding customer service

Service: 5/5



Holiday RV Park

Owner

4 weeks ago

Thank you for the review Marcelo! We're glad to hear that you enjoyed good service at Holiday RV. Our staff is a great team that likes making campers happy. Looking forward to seeing you next time you visit Pismo Beach!



Matt Coney

Local Guide • 137 reviews • 149 photos



★★★★★ 4 weeks ago

NEW

Vacation • Friends

Spent some time here for an extended weekend with family and friends had a great time. Excellent location.

Rooms: 5/5 Service: 5/5 Location: 5/5

Rooms

All of the spaces are about 18ft wide. So it kind of a tight fit. Upside is they have a forklift on site and will back it in for you perfectly.

Nearby activities

Beach is within walking distance 1/2 mile

Noteworthy details

Plenty of hot showers

Hotel highlights

Quiet, Kid-friendly, Great value



Holiday RV Park

Owner

4 weeks ago

Thank you Matt, we appreciate your review!



Bill S

Local Guide • 102 reviews • 80 photos



★★★★★ 4 weeks ago

Business · **Family**

Location, location, location. This is a full hookups campground at the edge of town, so easy to walk to the beach or any of the Pismo activities. Service was good and campground was run well with clean facilities. Dog park was a bit smelly. Biggest drawback here was extremely tight spots (basically a parking lot) if you are next to an oversized rig, expect a little encroachment.

Rooms: 2/5 **Service:** 4/5 **Location:** 5/5

Nearby activities

Lots of shops and good restaurants within walking distance

Safety

Seemed safe

Walkability

Super walkable, that's the biggest benefit

Hotel highlights

Quiet



Holiday RV Park

Owner

4 weeks ago

Thank you for the review Bill! Its nice to hear that you enjoyed the service and facilities. It can be a challenge to accommodate lots of pets during summer but we're working hard to keep it manageable. Certainly, our small quarters are a limitation that we aren't able to change due to the ownership of the property, but we appreciate your consideration in booking and hope to see you again for another vacation in Pismo. Thanks again!



Parashar Dave

Local Guide • 101 reviews • 67 photos



★★★★★ 2 weeks ago **NEW**

An RV park can't be better than this. Location, right on 101. Reception and maintenance staff are very helpful and customer friendly. I have honestly not seen customer service better than this. Restrooms and showers were clean like at a hotel. Fabulous place to park your RV and have a great time. Kudos to everyone at Holiday RV park

Rooms: 5/5 Service: 5/5 Location: 5/5



Holiday RV Park

Owner

2 weeks ago

Thank you for the review Parashar! It was our delight to help make your Pismo vacation a nice one. It is great to hear that you found our staff friendly and helpful, and that the facilities met your satisfaction. Next time you stop by in Pismo, we'll be happy to see you again!



Robert Shonkwiler

3 reviews • 0 photos



★★★★★ 2 weeks ago **NEW**

Vacation · Family

Holiday RV Park is like a can of sardines; everyone is crammed together to get the most rvs into the park. There is no greenspace within the park itself except for the small area of grass at the entrance. The facilities are nice (pool, restrooms and laundry) however, the sewer hookup is horizontal, not vertical as is normal. This made connection more difficult. There are not supposed to be any campfires within the park, but we noticed at least one campfire as well as the smoke. If you want to be close to the beach as well as your neighbors, Holiday RV Park will meet your needs.

Rooms: 1/5 Service: 2/5 Location: 5/5

Hotel highlights

Great value



Holiday RV Park

Owner

2 weeks ago

Thank you for the review Robert. We're glad that you found the location and facilities enjoyable. Our apologies for the tight quarters and layout of the property, that is a limitation going back to the founding of our business in the 1970s. While we have made lots of improvements over the decades, some aspects like our property size and layout have stayed static. We really appreciate your feedback!



eduart22301

1 review • 0 photos



1 week ago

NEW

Great place to stay!!! Family environment! Great company. Great service!. Great company.. Great barbecue area with a new mural painting!

Alwaysenjoy staying here! Yeah, it might be tight, but there's not a better value in Pismo.

And the staff- we appreciate your help

Best regards!

Rooms: 5/5 Service: 5/5 Location: 5/5



Holiday RV Park

Owner

5 days ago

Thank you very much for the review Ed! We are glad to hear that you enjoy the family atmosphere and service at the Park. The staff is always here to help our guests, and we appreciate you being a wonderful part of our Park Family in Pismo. We'll see you guys next time!



Alejandro Vallejo

Local Guide • 24 reviews • 7 photos



★★★★★ 3 days ago

NEW

Vacation

Rooms: 5/5 Service: 5/5 Location: 5/5



Holiday RV Park

Owner

5 hours ago

Thank you for the review Alejandro! We'll look forward to seeing you again next time you're staying at the beach.



Jerry B.

👤 0 friends

★ 9 reviews

📷 1 photo

★★★★★ 7/12/25

...

Check-In was easy and quick. Jessica was amazing! I had a couple questions about family showing up and can we camp close to each other. She rearrange things and put us right next to each other? We had a couple minor issues with a rig and the maintenance guys. Kim and Luke got it all straightened out and showed me what I did wrong . All in all we had a great week. Can't wait to go back!

Thank

Comment

Direct message



You publicly responded on Jul 17, 11:43 AM

Thank for the review Jerry! I'm glad to hear that you found Jessica, Kim & Luke to be helpful. We look forward to seeing you next time :)

...



Sharon L.

👤 128 friends

★ 11 reviews

★★★★★ 7/12/25

...

My husband and I have been members of this park for over 20 years. We have been happy here. We have a great office staff, great maintenance group of guys helping with customers every day, our Manager very caring and goes above and beyond trying to make park a great place to come. We have social activities, clean restrooms, a very nice clubhouse and pool and spa to be used by all. We have laundry on site clean as well. We have met many friends here called our Holiday family. Another great thing about our park is location location location. Walkable to town and beach! We love it here. Please try it!

Thank

Comment

Direct message



You publicly responded on Jul 17, 11:50 AM

Thank you very much for the positive review Sharon. It is a delight to have wonderful members like you and Dale supporting the Park for so many years!

...



Elizabeth S.

@ 60 friends

★ 13 reviews

📷 6 photos



8/30/25

...

An amazing experience - Every. Single. Time! Location, location, location. Located downtown Pismo beach and perfectly situated by the beach and restaurants. Beautiful pool and well maintained. But my favorite experience is the customer service. I can't get over how accommodating, detail oriented and responsive the staff at holiday is. This is my most recommended campground on the coast! Thank you all for making it memorable!

Thank

Comment

Direct message



You publicly responded on Sep 2, 4:19 PM

Thank you very much for the review Elizabeth! We appreciate your kind words and are glad to hear that you receive good service from the Holiday RV team. Your continued support of the Park really means a lot to us, and we always look forward to your next visit!

...

Holiday RV Park

Occupancy By Site Type

From 01 Aug 2025 To 31 Aug 2025

Description	Period	Site	Avail	Maint	Used	Unused	RevPAR	Occ %	Discount	Taxes	Gross Revenue	Nett Revenue	Gross Avg (RevPOR)	Nett Avg (RevPOR)	Avg LOS	Conf %	Occupants
Expand / Collapse All																	
Back-in 33-39ft Site (30 Amp)	Days	39	1209	0	991	218	32.33	81.97	3,644.70	0.00	39,087.83	39,087.83	39.44	39.44	7.13	0.00	263
Back-in 33-36ft Site (30/50 Amp)	Days	43	1333	0	1154	179	26.38	86.57	1,806.50	0.00	35,166.63	35,166.63	30.47	30.47	8.49	0.00	258
Back-in 36-39ft Site (30 Amp)	Days	8	248	0	225	23	20.49	90.73	140.80	0.00	5,081.71	5,081.71	22.59	22.59	8.33	0.00	54
Back-in 36-39ft Site (30/50 Amp)	Days	47	1457	0	1351	106	27.80	92.72	1,736.14	0.00	40,511.43	40,511.43	29.99	29.99	9.72	0.00	281
Narrow 30-34ft Back-in Site (No Slides - 30 Amp)	Days	15	465	0	270	195	33.40	58.06	1,091.20	0.00	15,529.83	15,529.83	57.52	57.52	3.60	0.00	157
700s 41-50ft Back-in Site (30/50 Amp)	Days	4	124	0	94	30	45.02	75.81	360.80	0.00	5,582.16	5,582.16	59.38	59.38	5.22	0.00	36
Pull-Thru 70-73ft Site (30/50 Amp)	Days	15	465	0	126	339	12.32	27.10	105.60	0.00	5,727.89	5,727.89	45.46	45.46	6.63	0.00	38
Monthly	Days	39	1209	0	1209	0	21.29	100.00	0.00	0.00	25,734.94	25,734.94	21.29	21.29	30.23	0.00	80
Grand Total:		210	6510	0	5420	1090	26.49	83.26	8,885.74	0.00	172,422.42	172,422.42	31.81	31.81	9.14	0.00	1167

Holiday RV Park

Occupancy By Site Type

From 01 Aug 2024 To 31 Aug 2024

Description	Period	Site	Avail	Maint	Used	Unused	RevPAR	Occ %	Discount	Taxes	Gross Revenue	Nett Revenue	Gross Avg (RevPOR)	Nett Avg (RevPOR)	Avg LOS	Conf %	Occupants
Expand / Collapse All																	
Back-in 33-39ft Site (30 Amp)	Days	39	1209	0	918	291	38.63	75.93	4,188.87	0.00	46,707.94	46,707.94	50.88	50.88	6.12	0.00	281.5
Back-in 33-36ft Site (30/50 Amp)	Days	43	1333	0	1067	266	37.63	80.05	2,829.74	0.00	50,159.02	50,159.02	47.01	47.01	6.06	0.00	332.5
Back-in 36-39ft Site (30 Amp)	Days	8	248	0	215	33	22.88	86.69	233.20	0.00	5,675.08	5,675.08	26.40	26.40	6.72	0.00	65
Back-in 36-39ft Site (30/50 Amp)	Days	47	1457	0	1288	169	26.13	88.40	1,025.20	0.00	38,076.83	38,076.83	29.56	29.56	7.95	0.00	339
Narrow 30-34ft Back-in Site (No Slides - 30 Amp)	Days	15	465	0	253	212	34.71	54.41	1,588.40	0.00	16,142.15	16,142.15	63.80	63.80	3.72	0.00	146
700s 41-50ft Back-in Site (30/50 Amp)	Days	4	124	0	107	17	53.14	86.29	378.40	0.00	6,589.05	6,589.05	61.58	61.58	4.46	0.00	50
Pull-Thru 70-73ft Site (30/50 Amp)	Days	15	465	0	116	349	24.99	24.95	536.80	0.00	11,618.67	11,618.67	100.16	100.16	4.14	0.00	61
Monthly	Days	39	1209	0	1209	0	21.00	100.00	0.00	0.00	25,391.48	25,391.48	21.00	21.00	31.00	0.00	78
Grand Total:		210	6510	0	5173	1337	30.78	79.46	10,780.61	0.00	200,360.22	200,360.22	38.73	38.73	7.62	0.00	1353

Holiday RV Park

Occupancy By Rate

From 01 Aug 2025 To 31 Aug 2025

Description	Total Res	Available Nights	Used Nights	% Total of Report Reservations	% Used Against	Gross Revenue	Nett Revenue	% of Total Reports
Expand / Collapse All Groups								
Board Meeting	4	6510	4	0.07	0.06	0.00	0.00	0.00
Member Daily (No Charge)	251	6510	2312	42.66	35.51	126.38	126.38	0.07
Member Rate - Pull-Thru (Prime)	3	6510	93	1.72	1.43	6,104.00	6,104.00	3.54
Member Rate (Prime)	33	6510	792	14.61	12.17	46,731.59	46,731.59	27.10
Monthly	39	6510	1209	22.31	18.57	25,343.80	25,343.80	14.70
Non-Member	204	6510	875	16.14	13.44	92,832.63	92,832.63	53.84
Parking	59	6510	135	2.49	2.07	1,284.02	1,284.02	0.74
Grand Total:	593	6510	5420	100.00	83.26	172,422.42	172,422.42	100.00

NOTE: Revenue figures represent Tariff Quoted For all reservations. Sundries, Periodic And Repeat Charges are Not included. Rooms marked as maintenance are not counted as available on this report unless you have chosen the option 'Include Maintenance in Avail for Occupancy' under Property Information. Day use reservations are Not counted As used unless you have chosen the Option 'Include Day Use in Used for Occupancy' under Property Information.

Holiday RV Park

Occupancy By Rate

From 01 Aug 2024 To 31 Aug 2024

Description	Total Res	Available Nights	Used Nights	% Total of Report Reservations	% Used Against	Gross Revenue	Nett Revenue	% of Total Reports
Expand / Collapse All Groups								
Board Meeting	6	6510	16	0.31	0.25	0.00	0.00	0.00
Member Daily (No Charge)	263	6510	2060	39.82	31.64	120.00	120.00	0.06
Member Rate - Pull-Thru (Prime)	3	6510	72	1.39	1.11	4,704.00	4,704.00	2.35
Member Rate (Prime)	39	6510	772	14.92	11.86	44,569.35	44,569.35	22.24
Monthly	40	6510	1240	23.97	19.05	26,073.48	26,073.48	13.01
Non-Member	265	6510	888	17.17	13.64	123,693.39	123,693.39	61.74
Parking	63	6510	125	2.42	1.92	1,200.00	1,200.00	0.60
Grand Total:	679	6510	5173	100.00	79.46	200,360.22	200,360.22	100.00

NOTE: Revenue figures represent Tariff Quoted For all reservations. Sundries, Periodic And Repeat Charges are Not included. Rooms marked as maintenance are not counted as available on this report unless you have chosen the option 'Include Maintenance in Avail for Occupancy' under Property Information. Day use reservations are Not counted As used unless you have chosen the Option 'Include Day Use in Used for Occupancy' under Property Information.



**Holiday RV Park Owners Association
100 S. Dolliver St
Pismo Beach, CA 93449**

2026 Rules and Regulations for Owners and RVers

Section 1. Introduction:

- Our rules and regulations have been developed as a basis for good relations within Holiday RV Park. Help us ensure that your stay is safe and comfortable by complying with the following rules and regulations while you stay at our Park.
- The following rules and regulations are effective as of January 1, 2026, and are a part of your agreement with the Park for the RV site you have rented. As a guest of Holiday RV Park (HRVP), upon signing the registration packet, you and your guests automatically acknowledge receipt of and agree to abide by these rules and regulations. Thank you for your understanding and cooperation while enjoying our Park.

Section 2. Park Personnel:

- The Association will be represented by Park Management, including a manager, who can enforce the rules and regulations on behalf of the Association, as adopted by the Board of Directors.
- No security officers, security guards, or security personnel are provided with respect to the Park or any RV, other vehicle, or other personal property within the Park. **The Park and its facilities are used by RVers, owners, and guests at their own risk.**
- The Association and Park Management are not responsible for any injury, loss or damage to property, or any criminal acts which occur in the Park, and, to the extent permitted by law, RVer waives all claims against Association and/or Park Management related thereto.
- RVer shall not request maintenance personnel to perform jobs for RVer, nor shall RVer give instructions to maintenance personnel. All repair or maintenance requests shall be submitted in writing to Park Management.

- Park Management and its employees work under the exclusive direction and control of the Holiday RV Park Owners Association's Board of Directors ("Board") and NOT that of the Park's individual owners. Park Management is the full-time representative of the Board and is charged with, among other things, the responsibility of enforcing the rules set by the Board for the benefit of the Association as a collective body. All owners and other RVers in the Park are required to follow the direction of Park Management in the discharge of their duties.

Section 3. General Rules for Use of Park and Facilities:

- Park facilities are for registered RVers and guests only.
- Guests of the Park must keep their RV site clean, neat, and in orderly fashion always.
- Please observe our 5mph speed limit throughout the Park.
- Quiet hours are from 10:00 pm to 8:00 am.
- The Park does not have a camp permit. Therefore, tents, camping, campfires (no wood burning open pits) and sleeping on the ground are not allowed. Tent trailer RVs are acceptable.
- Except for commercially manufactured charcoal or propane barbecues or propane fire pits, or other appliances installed inside RVs, no fires are permitted on the premises. No wood-burning fires are allowed under any circumstances.
- RVers have the right to use the premises and Park facilities in compliance with and subject to these rules and regulations, the other provisions of the Park's tenancy and governing documents, and the Recreational Vehicle Park Occupancy Law. RVers agree that the enforcement of the rules and conditions of tenancy are a private matter between Park Management and each person individually.

Section 4. Conduct:

- Actions by any person of any nature which may be dangerous or may create a health and safety problem or disturb others are not permitted. This includes, but is not limited to, any unusual, disturbing, or excessive noise, intoxication, quarreling, threatening, fighting, immoral or illegal conduct, profanity, or rude, boisterous, objectionable, or abusive language or conduct. The use and display of fireworks and any weapons, including but not limited to, bows, BB guns, knives and firearms are expressly forbidden.
- RVers and their guests shall not encroach or trespass on any other person's premises without permission unless it is to access or maintain electric, water and sewer connections for a RV.
- Registered RVers are responsible for the actions and conduct of RVer and all other occupants of RVer's RV and for the actions and conduct of RVer's guests. Such responsibility shall include, but not be limited

to, financial responsibility for any breakage, destruction, or vandalism of the Park's recreational facilities and common areas.

- RVer's are responsible for the actions and conduct of all other occupants of RVer's recreational vehicle and for the actions and conduct of RVer's guests. Children are also subject to the Park's guest policies. Children's behavior must be reasonable and non-destructive. Children are not allowed to enter upon or play on any other RVer's premises without the express permission of that other RVer. Children may not enter or play upon vacant sites at any time. Children in the Park must be supervised by a responsible adult always.
- Violations of these rules of conduct may be noted and entered into Management's files for the involved RVer(s).
- Management reserves the right to ask owners and other RVer's to vacate the Park immediately for disruptive or disturbing behavior in violation of these Rules.

Section 5. Registration:

- Upon arrival each owner or guest must first check in and register at the Park office. Guests must show identification (driver's license), and/or confirmation of a valid reservation (for members of the general public).
- Check-in time is 2:00 p.m.
- Checkout time is 12:00 noon.
- Owners and guests may request an earlier check-in time, with office approval, on a space available basis. A fee, as determined from time to time by Park Management (and posted in the Park's office), will be charged.
- As a courtesy to our personnel, please contact the Park's office in advance of arrival if you wish to schedule an earlier check-in time, as availability might be limited or not possible.
- Owners and guests may request a late checkout time, with office approval, on a space available basis. A fee, as determined from time to time by Park Management (and posted in the Park's office), will be charged.

Section 6. Reservations:

- Owners may make reservations for themselves or their guests by calling the Park at (805) 773-1121 (between 8:00 a.m. and 5:00 p.m.) **up to six (6) months in advance of their arrival.**

- Owners calling for reservations at least thirty (30) days in advance will be given reservation priority over reservation requests from guests of the public.
- Guests of the public may make reservations up to three (3) months in advance of the scheduled arrival. All reservations for the public are based on space availability, with reservation priority given to owners as stated.
- **Requests for a specific RV site or area may be given to Park Management when reservations are made but are not guaranteed.**
- Reservations may be canceled only upon providing notice at least seven (7) days in advance of the scheduled arrival. All cancellations are subject to a cancellation fee, as posted at the Park's office. Any owner who cancels a reservation without providing the required notice may be charged two (2) days against that owner's annual allotment of free days. For every day that an owner does not call to cancel, an additional day will be charged against their allotment of free days. Guests of the public who cancel a reservation without providing the required notice may be charged one (1) day of their stay as an additional cancellation fee. Public reservations may not be honored if a guest does not notify the Park of a cancellation.
- Registered RVers wishing to extend their stay must notify the Park office at least seventy-two (72) hours in advance of the first day of the extension. Approval of such extension shall be subject to space availability.

Prime days for the Park each year are as follows:

<u>Description</u>	<u>Date Range</u>	<u>Approx. # of Days</u>
New Year's Day	January 1	1 day
Easter Week	10-day period through Easter	10 days
Memorial Day Weekend	Friday - Monday	4 days
Car Show Weekend	TBD	3 days
Summer	July 1 - Labor Day	69 days
Clam Festival Weekend	TBD	3 days
Thanksgiving Week	Tuesday - Sunday	6 days
Christmas Week	December 23 - 31	9 days

Section 7. Owners' Regulations:

- As of January 1, each year, each owner has the right to free use of the Park for twenty-one (21) prime and twenty-one (21) non-prime days during the calendar year, per share.
- Dues and assessments must be kept current to ensure the right to use the Park. Owners who are not current on dues and assessments may lose their privilege to use the Park and its facilities. A delinquency of payment of thirty (30) days will result in loss of all privileges, including loss of the ability (i) to use free prime or non-prime days, (ii) to rent an RV site in the Park at owner rates, and (iii) to be approved for

a monthly rental agreement or a snowbird agreement. A delinquency of sixty (60) days will incur a late fee, and Park Management will contact the Park's legal counsel. A delinquency of ninety (90) days or more will result in legal action.

- Each owner who acquires an undivided ownership interest in the Park after January 1 will be entitled to the balance of unallotted prime and non-prime days for the calendar year.
- There is no carryover of unused free prime or non-prime days into the next calendar year. Owners must use it or lose it.
- The owners of each undivided interest in the Park are those persons designated on each recorded deed. The first listed person on the grant deed and has the sole right and responsibility to vote, to pay dues, assessments, and other charges for use of the Park, and to receive statements, correspondence, and notices pertaining to the undivided ownership interest.
- Additionally, the first listed person on the grant deed is financially responsible for not only dues and assessments, but for all other charges incurred by any of their guests, including charges for the use of prime and non-prime days in excess of the free allotment described above. All prime and non-prime day overages will be billed at the end of the year.
- **Owners may not share or give away any portion of their allotment of free prime days. The use of free prime days allotted to an owner each year is limited to the owner and the members of their household.**
- Owners may be permitted to reserve one (1) additional RV site for guests during prime days, but only on a space-available basis and with the approval of Park Management. The guest shall be responsible for paying the prevailing daily rental rate applicable to members of the public. All such guests shall be advised that if they are depriving an owner of a space, they will be asked to leave. During prime days, an owner must stay in the Park with their guest any time the guest is registered.
- If an owner uses more than twenty-one (21) prime days in a calendar year, they must pay for the use of the extra prime days at the prevailing rental rate applicable to owners.
- Owners who have used all their free allotted prime days for the year and are paying owners' rates will be asked to vacate the Park if necessary to ensure access to an RV site for an owner who is using their allotted free prime days. Owners asked to leave will be picked on a first-in, first-out basis, as determined by receipt number and date.
- **Owners may not share or give away any portion of their allotment of free non-prime days. The use of free non-prime days allotted to an owner each year is limited to the owner and the members of their household.**

- If an owner uses more than twenty-one (21) non-prime days in a calendar year, they must pay for the use of the extra non-prime days at the prevailing rental rate applicable to owners.

Section 8. RV Site Standards:

- State law allows only one (1) RV per site. This means no more than one sleeping vehicle or accommodation per site. There are to be no more than six (6) occupants per site.
- The Park's standard RV sites will accommodate RVs with a maximum overall length of thirty-six (36) feet and a maximum width of one-hundred-two (102) inches, excluding slide-outs.
- The Park also has a limited number of pull-through and back-in sites that will accommodate larger RVs (over thirty-six (36) feet in length). These may be available for an additional fee. RVers should contact the Park office for applicable charges and availability when making reservations.
- RV sites numbered in the 100s and 400s sections will accommodate RVs up to thirty-six (36) feet in length. RV sites in the 200s and 300s sections will accommodate RVs up to thirty-three (33) feet in length. RV sites in the 700s section and pull-through sites are designated for RVs more than thirty-six (36) feet in length. Exceptions, at Park Management's discretion, may be made based upon length of site and RV size.
- RV sites in the 700s section will have a limit of a twenty-one (21)-day stay. The 700s section of sites cannot be re-occupied by the same individual for at least fourteen (14) days thereafter.
- Placement of RVs shall be determined by Park Management. In no event shall an RV be located closer than six (6) feet from any building or other RV situated on an adjacent site.
- RVers are responsible for confirming that their RVs are suitable for the Park and will fit within an available RV site prior to their arrival at the Park.
- Park Management may instruct that an RV be moved due to special circumstances, such as a conflict in reservations.

Section 9. Recreational Vehicle and Accessory Equipment Standards:

- Only recreational vehicles as defined by Health and Safety Code Section 18010 are permitted to be placed on the RV site.
- No cars, vans or trucks not specifically equipped for sleeping will be permitted as overnight accommodations. Class-B motorhomes are acceptable overnight accommodations.
- Pick-up trucks with RV campers are permitted. However, campers may not be removed while inside the Park.

- All RVs within the Park must be properly licensed. All owners of RVs shall furnish to Park Management a copy of the registration for the RV immediately upon its siting at the premises and annually thereafter, or if there is any change in the legal or registered ownership.
- A certificate of insurance for the RV must be available to Park Management; the certificate of insurance should indicate coverage for the duration of RVer's stay in the Park.
- Each RV entering the Park must either be in good condition and approved by Park Management. Park Management reserves the right to exclude from the Park any RV that is not in good working order.
- RVers are reminded that the standards and requirements of Title 25 of the California Code of Regulations applicable to Special Occupancy Parks will apply to all RV sites, including RVs, accessory equipment, and structures in the Park.

Section 10. General Maintenance of Premises:

- Each RVer is responsible for the maintenance and appearance of RVer's premises and recreational vehicle. The premises shall be kept free of weeds, litter, clutter, and debris always.
- RVer is responsible for ensuring that water does not puddle or stand and drains away from the RVer's Recreational Vehicle into the street, but not onto other sites or common areas. RVer may be required to correct improper drainage at RVer's expense, including, but not limited to, re leveling, or otherwise adjusting the RV or repairing and/or replacing any improvements.
- The installation by RVer of any accessory equipment and structures on the premises is prohibited without prior Park Management approval.
- Only patio items and plants are permitted outside of your RV. Only two (2) movable sheds are permitted at the site with a maximum size of fifty-two (52) cubic feet per shed. Indoor furniture is not permitted outside of your RV.
- Fences along the perimeter RV site boundaries adjacent to each RV unit are not permitted. Fencing is permitted behind RV units within each RVer's site boundary, in a manner that does not interfere with neighboring RVer's access to utility pedestals and ease of parking. All fences must be approved by Park Management prior to installation.
- Storage of anything beneath, behind or on the outside of the RV is prohibited. This includes, but is not limited to, storage of boxes, trunks, wood, pipe, bottles, tools, mops, ladders, paint cans or any item which is unsightly in appearance. However, items that are not prohibited in the Park may be neatly stored in up to 2 moveable sheds as described above.
- Anything which creates a threat to health and safety shall not be permitted on the premises. No flammable, combustible, or explosive fluid, material, chemical or substances (except those customarily

used for normal household purposes which shall be properly stored within the RV and/or storage building) may be stored on the premises and then only in quantities reasonably necessary for normal household purposes.

- The utility pedestals at sites (water and utility hookups) must be accessible always. RVer's sewer and water connections must be water-tight and air-tight. If a water shut-off valves is located on RVer's premises, it must be kept uncovered and accessible always. RVer shall not connect, except through existing electrical or natural gas outlets or water pipes on the premises, any apparatus or device for the purposes of using electric current, natural gas or water.
- All wastewater, including gray water, must be disposed of by using wastewater connections as directed by Park Management.
- No objects that resist water (including, but not limited to, facial tissue, disposable diapers, paper towels, tampons, cotton balls) may be flushed or otherwise deposited into the sewer system. Grease, coffee grounds, facial tissue, disposable diapers, and sanitary napkins or other inappropriate items shall not be placed in the sewer system.
- The Association and/or Park Management shall not be responsible for damage done to any RV because of the stoppage or backing up of the sewer system due to the placement in the sewer system of any prohibited material. RVer acknowledges that the placement of such prohibited material into the sewer system is difficult, if not impossible, to police. RVer, therefore, waives all claims for personal injury or property damage caused by a stoppage in the sewer line due to the placement of prohibited materials into the sewer system, by any person, known or unknown.
- Garbage must be wrapped and, with other refuse, must be placed in plastic trash bags and kept inside the RV until deposited in the designated disposal bins. Sanitary and health laws must be obeyed always. Combustible, noxious, or hazardous materials should be removed from the Park and not placed in bins. Lids on the disposal bins are to be kept closed. Materials must not be left outside of the bins. Bringing trash from outside the Park to dump in the Park's disposal bins is not permitted. Construction debris and large items such as mattresses and appliances are not to be disposed of in the bins. Trash will be picked up periodically by the local refuse hauler.

Section 11. Entry Upon Premises of RVer:

- Park Management shall have a right of entry upon the RV site or premises for maintenance of utilities, for maintenance of the premises where the RVer fails to maintain the premises in accordance with the Rules and Regulations, and for the protection of the Park, at any reasonable time, but Park Management may not do so in a manner or at a time which would interfere with RVer's quiet enjoyment. Park Management may enter a recreational vehicle without the prior written consent of RVer in the case of an emergency or when RVer has abandoned the recreational vehicle.

Section 12. Recreational Facilities:

- All individuals and/or groups using the Park and its adjunct facilities hereby assume all liability for injuries to people or property during the use of the respective facilities and agree to hold Park Management and the Association free and harmless from all liability imposed by law for the injury of people or damage to property.
- Park Management shall not be responsible for loss, theft, or damage of personal property left unattended at the recreational facilities, pool and spa areas or any common areas.
- The Park is not responsible for any supplies or equipment left on resort property or any other adjunct facilities after use has concluded and all participants have vacated the premises.
- The Park reserves the right of full access to all recreational facilities, pools, spas, etc., to see that rules, regulations, and applicable laws are not violated. The Park reserves the right to cancel any reservations without notice if the facility is needed by Park Management for business purposes, if repairs are required, or for any other reason.
- Recreational facilities are provided for the exclusive use of RVers and their accompanied guests.
- Hours for the recreational facilities and additional rules and regulations governing the use of the recreational facilities are posted in and about the facilities and are incorporated into these rules and regulations by reference.
- No drinking of alcoholic beverages is allowed in or around the recreation area or building, except at special functions approved in advance by Park Management. If alcoholic beverages are to be consumed, a liability insurance binder may be required. No glassware or soft drink bottles may be taken into the recreation areas.
- Smoking is not permitted in the clubhouse and other enclosed areas of the Park's common facilities.
- An RVer wishing to reserve the clubhouse or rooms in the clubhouse for private parties, meetings or other functions must apply by planning with Park Management two (2) weeks in advance, if possible. Should the date not conflict with any other applications, social events or planned use of the facilities, and upon approval by the Park Management, a request will be granted. During such a scheduled event or party, the clubhouse facilities will be open to other RVers and their guests.
- There will be no charge for the use of the clubhouse. The facility shall be cleaned immediately after the event or party. All others using the facilities shall be responsible for normal cleanup and required to pay for damages that may occur. All such functions must be carried out in full compliance with these rules and regulations and the other residency documents of the Park. RVer will, therefore, be required to provide Park Management with information relating to the function so that Park Management may evaluate the function.

Section 13. Swimming Pool and Spa:

- People using the pool or spa must do so at their own risk. There is no lifeguard on duty.
- It is recommended, for safety concerns, that people under fourteen (14) years of age should not use the pool or spa unless accompanied by an adult.
- All persons who are incontinent or who are not “potty trained” are not permitted in the pool or spa.
- Smoking and alcoholic beverages are prohibited in the pool, spa, or the areas surrounding them.
- For protection of deck furniture, please place towels over chairs when using suntan oil, creams, or lotions. No person may enter the pool or spa with suntan oil or suntan products on their body.
- Park Management reserves the right to limit the use of the pool or spa at any time and to restrict use of the pool or spa by anyone. RVers are responsible for the conduct of their guests.
- No glass containers of any kind are permitted in the pool and spa area.
- Pool and spa hours and additional usage rules are posted in the pool and spa area and are incorporated herein by this reference.

Section 14. Restroom and Shower Facilities:

- Restrooms and showers are provided for the exclusive use of registered RVers and their accompanied guests. These facilities are available for showering before and/or after using the swimming pool or as a restroom for people using the laundry room or swimming pool. At all other times, RVers are to use the bathroom(s) located inside their RV.
- All RVs must be fully self-contained. The on-site bathrooms are closed every day from 1:00 - 3:00 p.m. for cleaning and no bathroom facilities will be available during that time.

Section 15. Laundry Facilities:

- Laundry hours and usage rules are posted in the laundry room and are incorporated herein by this reference. These facilities will be closed from time to time at Park Management’s discretion for cleaning and repairs.
- Washers, dryers, and all other laundry facilities are to be cleaned by RVer, inside and out, immediately after use. Clothes are to be removed from dryers as soon as they are dry. Dyeing may not be done in the washers. The laundry is to be left in a clean, neat, and orderly condition. **Pet laundry may not be done in the washers.**

Section 16. Pets:

- All pets outside of RVs must be kept on leashes (maximum of six (6) feet in length) always.
- Two (2) well-mannered pets are allowed per site.
- All guests are responsible for cleaning up after their pets, or they risk incurring fees, eviction and forfeiture of time or monies. Bags are available throughout the Park for use to clean up after your pet.
- Vacant RV sites are NOT FOR PETS to walk through and/or relieve themselves. Cleaning fees may be issued to guests that allow their pets to relieve themselves in RV sites or recreational facilities. Fees may vary based on the severity of the mess and how much labor and resources are required to clean it.
- Fines imposed for failure to comply with pet rules must be paid immediately. Park privileges will be suspended until the fines are paid in full.
- The tying up of pets outside the RV and leaving them unattended is prohibited.
- Other than guide dogs, signal dogs and other service animals as defined by Civil Code § 54.1, pets will not be allowed in the clubhouse, restrooms, pool and spa area, laundry room or any recreational area at any time.
- We reserve the right to ask you to leave the Park immediately if your pet is a nuisance or is disturbing other guests.

Section 17. Parking:

- All excess vehicles must be parked outside of the Park unless alternative arrangements are approved by Management.
- Parking is permitted only in designated areas and is not permitted on vacant RV sites or landscaped areas.
- On a space-available basis, Management may assign additional parking spaces for ten dollars (\$10.00) per vehicle. Rates are subject to change without notice. Paid parking spaces are not allowed for RVs or commercial vehicles/trailers.
- Parking spaces may not be reserved prior to arrival at the Park.
- No owner free days may be used for any parking spaces.
- No parking is permitted on the streets of the Park, except for the purpose of loading and unloading and only during the hours from 7:00 a.m. to 9:00 p.m. Vehicles belonging to repairman, delivery persons,

health care personnel or Park employees may be parked for short periods of time on the street immediately adjoining the premises where repairs are being performed or where services are being provided.

- All vehicles within the Park must have current vehicle license plates and current vehicle registration stickers affixed and clearly legible always.
- No vehicle may be kept on jacks, blocks, axel stands or otherwise elevated except for simple and expedient changing of flat tires to allow vehicle to be safely operated.
- Any vehicle parked in any fire lane, blocking trash dumpsters, driveways, or any exit or entranceway is subject to towing at vehicle owner's expense without further notice.
- Any vehicle parked in violation of these rules and regulations or in violation of signs posted throughout the Park may be towed from the Park at the expense of the vehicle's owner without further notice.

Section 18. Motor Vehicles and Bicycles:

- Vehicles operated in the Park must be properly licensed with current vehicle license plates and registration stickers affixed and legible.
- No vehicle may be operated in the Park by any person who is not properly licensed.
- For the safety of all people within the Park, no vehicle may be driven in an unsafe manner. All traffic signs must be obeyed. Continued failure to cooperate with rules and regulations related to motor vehicles, their safe operation and parking within the Park may result in the loss of their parking space and/or be considered cause for eviction.
- No maintenance, repair, or other work of any kind on any vehicle, boat or recreational vehicle may be done on the premises without Park Management's consent. This includes, but is not limited to, the changing of oil.
- Dune buggies, mopeds, dirt bikes, off-road vehicles and all-terrain vehicles may not be operated inside the Park.
- Bicycles may only be driven on the roadways and not on sidewalks, grass, vacant sites, or any other paved area. Bicycles must obey the same traffic regulations as cars. Helmets must be worn in compliance with the California Child Safety Law.
- Electric vehicles may not be charged within the Park through any means of utilizing the Park's electrical facilities. Electric Low-speed Vehicles (LSVs) and Neighborhood Electric Vehicles (NEVs) may be charged through use of the Park's electrical facilities for a fee, as determined from time to time by Park Management (and posted in the Park's office).

Section 19. Monthly Rentals:

- RV sites may be available for monthly rentals on a space-available basis. Monthly rates are for up to four (4) people. Monthly rentals are available to owners only.
- Park Management maintains a waiting list for owners who would like to apply for a monthly rental agreement. Only owners of the Association are eligible to get on the waiting list. Only one (1) owner per household (the first owner named in the deed) may be on the waiting list. Interested owners must contact the Park office and ask to be put on the waiting list. The Park's waiting list is the only way an owner may apply for a monthly rental agreement.
- Monthly rental agreements are available by application only. Owners must apply for a monthly rental agreement, submit all required information specified by the Park Management, be current on all dues and assessments, and be approved by the Park. There is no entitlement to a monthly rental agreement.
- One monthly rental agreement per deed only.
- **The Park may not be used as a permanent residence.**
- Monthly tenants will be responsible for the upkeep of their RVs and their RV site.
- Monthly rent is due and payable as provided in the rental agreement and will be late if not received by the 6th day after it is due.
- Park Management has the discretion to assign up to forty (40) RV sites as monthly rentals on a space-available basis.
- Park Management will decide the placement of monthly tenants in the Park.
- Monthly rental rates are set by the Association's Board of Directors.
- Owners may not use their free prime or non-prime days (as defined in Section 6) to offset the RVer's rental obligations under the monthly rental agreement.

Section 20. Snowbird Rentals

- Snowbird rental RV sites may be available on a space-available basis. Snowbird rates are for up to four (4) people. Snowbird rentals may be available to owners and to non-owners. Priority will be given to owners.
- One snowbird per deed only.

- Snowbird rental agreements are available by application only. Interested parties must apply for a snowbird agreement, submit all required information specified by Park Management, and be approved. Owners must be current on all dues and assessments. There is no entitlement to a snowbird agreement.
- The use of snowbird season may not be used to increase the allocated number of year-round monthly sites.
- **The Park may not be used as a permanent residence.**
- All snowbird occupants shall be responsible for the upkeep of their RVs and their RV site.
- Snowbird rent is due and payable as provided in the rental agreement and will be late if not received by the 6th day after it is due.
- Snowbird season begins September 15th and ends April 15th.
- The start of the snowbird rental agreement begins when payment is received, and the agreement is signed.
- Park Management will decide the placement of snowbirds in the Park.
- Snowbird rental rates are set by the Association's Board of Directors.
- Owners may not use free prime or non-prime days (as defined in Section 6) to offset the RVer's rental obligations under the snowbird rental agreement.

Section 21. Insurance:

- Park does not carry public liability or property damage insurance to compensate RVer, RVer's guest or any other person from any loss, damage, or injury except those resulting from actions where Park would be legally liable for such loss, damage, or injury. RVer is responsible for obtaining, at RVer's own cost, extended coverage for RV, fire and other casualty insurance on the recreational vehicle, other improvements and contents to the full insurable value and such other insurance as is necessary to protect RVer, RVer's guest or others from loss or liability, and RVer hereby agrees to indemnify and hold harmless Owner and Park from any liability thereof. Insurance to also cover debris removal.

Section 22. Renting, Subletting or Assignment:

- RVer shall not sublease, rent, or assign RVer's recreational vehicle, the premises, or any rights or interest that RVer may have under RVer's registration agreement or rental agreement.

Section 23. Solicitation:

- Throw-away newspapers, distribution of handbills, notices, advertisements, and door-to-door selling, or solicitation are not permitted without Park Management's consent. All salespeople must make individual appointments with the RVer concerned or interested.

Section 24. Mail:

- RVers and tenants are required to maintain a post office box. The Park is not responsible for receiving mail or packages.

Section 25. Park Office and Complaints:

- Except in an emergency, please do not telephone or contact Park Management after normal business hours. The Park's office phone is for business and emergency use only. The after-hours emergency phone number is (805) 423-9494.
- Except for emergencies, all complaints must be in writing and signed by the person making the complaint.
- All community business is conducted during posted office hours.

Section 26. Revision of Rules:

- The Association's Board of Directors reserves the right to add to, delete, amend, and revise these rules and regulations from time to time, as well as additional rules and regulations and hours posted in and about the Park facilities.

Thank you for your cooperation in keeping Holiday RV Park a safe, friendly and clean place to stay or visit. We appreciate your consideration and continued support.

If you have any questions regarding the scope or content of these rules and regulations, please contact the Park office or ask to speak to the Park Manager.



Helping Your Business Climb With Technology!

HRVP - 5 and HRVP-2 workstation Updates


Quote # 000704
Version 1

Prepared for:

Holiday RV Park


Aaron Cartwright
aaron@holidayrvpark.org

Workstation

Description	Price	Qty	Ext. Price
Dell Pro Micro QCM1250 Desktop Computer - Intel Core i5 14th Gen i5-14500T - 8 GB - 256 GB SSD - Micro PC - Black - Intel Chip - Windows 11 Pro - Intel UHD Graphics 770 DDR5 SDRAM - English (US) Keyboard - IEEE 802.11ax - 90 W 	\$869.33	2	\$1,738.66

Subtotal: **\$1,738.66**

Hardware

Description	Price	Qty	Ext. Price
Crucial RAM 32GB Kit (2x16GB) DDR5 5600MHz Crucial RAM 32GB Kit (2x16GB) DDR5 5600MHz (or 5200MHz or 4800MHz) Laptop Memory CT2K16G56C46S5, Black 	\$92.03	2	\$184.06

Subtotal: **\$184.06**

Services

Description	Price	Qty	Ext. Price
Workstation Install Installation and imaging of workstations Installation and licensing of software suites and business applications. Migrate user settings and data. Cable management and peripheral setup. Testing workflow with users. Secure drive recycles. (All hard drives are retained for 1 year before destruction.)	\$495.00	2	\$990.00

Subtotal: **\$990.00**

HRVP - 5 and HRVP-2 workstation Updates



Prepared by:

Yreka Office

Christopher Thompson
5305721955
Fax 530-572-1960
cthompson@mountaineerit.com

Prepared for:

Holiday RV Park

100 South Dolliver St.
Pismo Beach, CA 93449
Aaron Cartwright
(805) 773-1121
aaron@holidayrvpark.org

Quote Information:

Quote #: 000704

Version: 1
Delivery Date: 09/03/2025
Expiration Date: 09/09/2025

Quote Summary

Description	Amount
Workstation	\$1,738.66
Hardware	\$184.06
Services	\$990.00

Subtotal: **\$2,912.72**

Estimated Tax: **\$168.24**

Total: **\$3,080.96**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. **Prices are subject to change due to market and vendor price changes. Price adjustments below 500\$ will be adjusted and automatically updated to project invoice. Price changes over \$500, Proposals will be updated and resent for approval. **

Yreka Office

Signature: Christopher Thompson

Name: Christopher Thompson

Title: CEO

Date: 09/03/2025

Holiday RV Park

Signature: _____

Name: Aaron Cartwright

Date: _____



Smarter payments, Better bottomline



RMS PAY delivers an all-in-one payment solution that's simpler, smarter and it'll save you money.

We've listened to our global family of over 180,000 hospitality professionals and designed an integrated payment solution that will deliver a huge difference to your bottom line.

MAKING IT EASIER FOR YOU TO GET PAID

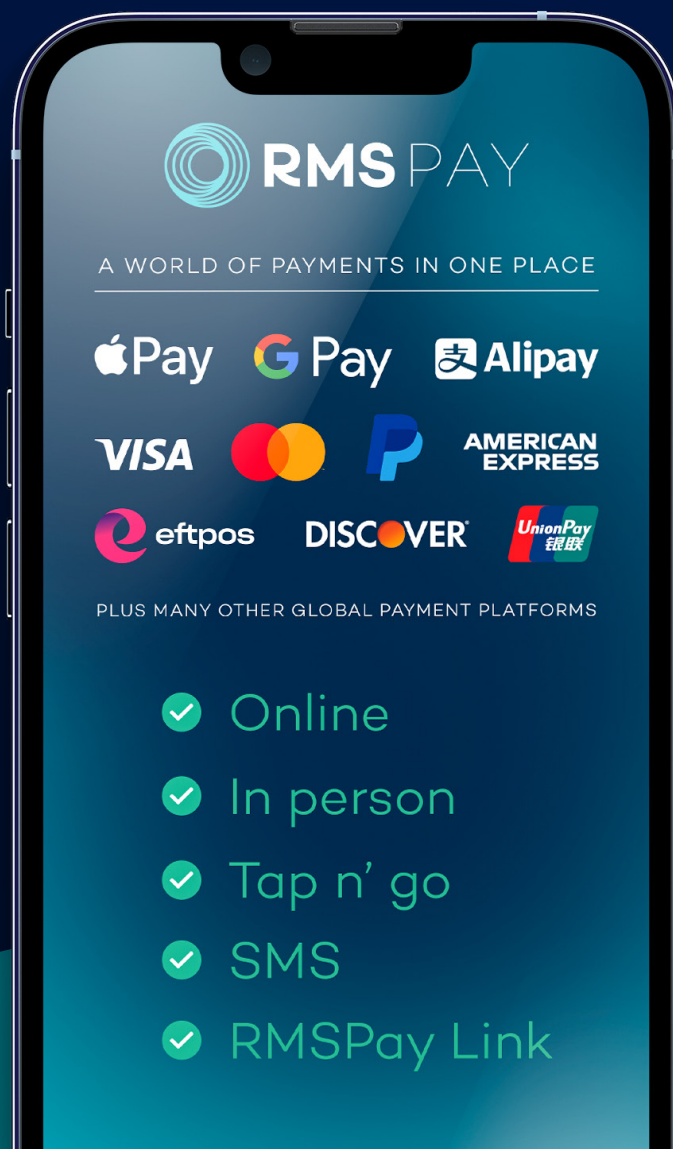
RMS Pay is a fully integrated payment solution within the RMS Property Management System that allows users to process all their payments within a singular, unified platform. From online payments to in person credit card transactions and digital wallets, RMS Pay allows operators to safely process a wide range of payments which will provide their guests the ultimate flexibility in using their preferred payment methods.


RMS Pay has been designed to drive operational efficiencies in the financial processes needed by hospitality businesses, leading to significantly reduced touchpoints for both staff and guests leading to a greater overall guest satisfaction, lowered manual reconciliation and handling errors and increased reporting accuracy. It's the payment solution you have been waiting for.

END OF DAY MADE SUPER SIMPLE

We know you want to focus on your guests, not spending hours trudging through administration. RMS Pay is a native feature of the RMS system so you can control settlements directly from your PMS. RMS Pay will align settlements to your End of Day (EOD) process with improved functionality and more accurate and insightful reporting. Plus, you can manage settlement funds on one property or groupwide and move funds between properties or merchant accounts - before settlement occurs.

rmscloud.com/rmspay





James, thanks for adding late check-out to your booking. You can pay this charge now with one click
👉 <http://rmspay.link>

RMSPay improves both staff and guest experience



**Payment terminal
& POS integrated**



**Automatic least
cost routing**



**Dynamic currency
conversions**



**360 financial
reporting**

INTEGRATED PROCESSES MAKE ALL THE DIFFERENCE

Remove friction from your payment processes once and for all. Payments process quicker, settlements happen automatically, automated triggers ensure payments are requested and processed without your staff having to even lift a finger. RMS Pay has been designed to be the ultimate payment solution for hospitality businesses, just like yours. Once activated in the RMS Module Market, you're up and running quickly and can immediately begin to accept payments from any device or channel.

Premium payment features of RMS Pay include smart tech which saves you money with every payment. Least cost routing automatically chooses the payment method that costs you less, and the processing fees of RMS Pay are the most competitive in the market. Dynamic currency conversion (DCC) gives international businesses the ultimate flexibility to tailor to each guest and incremental pre-authorisation means operators minimise exposure.

THE ONLY PAYMENT PLATFORM WITH MILITARY GRADE SECURITY

When it comes to handling payments safely, nothing is more important than knowing your guests and your business is protected by state of the art security. RMS Pay is protected by FEDramp certified security measures meaning it is part of the best protected platforms in the market. You can store your guest information with card tokenisation, keeping transactions quicker and more secure. And because there is no need for third-party involvement in your payment process, the entire end to end system is inherently more secure.

**Get in touch for an obligation free
chat and product demo.**

RMS PAY Fees & Charges (\$USD ex taxes)

Acquirer & Transaction Fees	Rates
Domestic Mastercard & Visa Cards e-com and terminal based transactions under blended rate model	2.90% per transaction
International Mastercard & Visa Cards e-com and terminal based transactions under blended rate model	3.90% per transaction
Amex Cards e-com and terminal based transactions under blended rate model	4.25% + \$0.10c per transaction
Diners Cards e-com and terminal based transactions under blended rate model	4.25% per transaction
Discover Cards e-com and terminal based transactions under blended rate model	4.25% per transaction
<input type="checkbox"/> JCB e-com and terminal based transactions under blended rate model, optional - check box to activate	4.25% per transaction
<input type="checkbox"/> Union Pay e-com and terminal based transactions under blended rate model, optional - check box to activate	4.25% per transaction
<input type="checkbox"/> AliPay e-com and terminal based transactions under blended rate model, optional - check box to activate	4.25% per transaction
<input type="checkbox"/> WeChat Pay e-com and terminal based transactions under blended rate model, optional - check box to activate	4.25% per transaction
Transaction Fee Applies at sale, refund, token creation, pre-auth & refusal	\$0.17c per transaction

IMPORTANT PLEASE READ & INITIAL BELOW

RMS Pay operates on a settlement delay of two to three business days (T+2 or T+3). For example, funds settled on a Monday are typically remitted by Wednesday. Transactions processed over the weekend are included in Monday's settlement batch. Settlement is aligned to your designated Accounting Date.

Please note: Settlement timing may vary if a public or bank holiday falls within the settlement period.

Important: Settlements are made on a **net basis**. All applicable Merchant Acquirer fees, along with any on-charged Interchange and Scheme fees, are deducted prior to the deposit of funds. The settlement reporting will show the breakdown of deposits.

INSTRUCTION: Select your preferred terminal option and adjust the quantity noting we offer monthly instalments OR outright purchase options.

Service Fees	SKU	QTY	Frequency	Monthly Unit Price	Subtotal
RMS Pay Monthly Access Fee, per property	RMSPAY	1	Monthly	\$17.00	\$17.00
<input type="checkbox"/> Terminal: Castle S1F2 Installment payments - 36 months	S1F2	1	Monthly, 36 months	\$35.00	\$35.00
<input type="checkbox"/> Terminal: Castle S1F2 Outright purchase - one time	S1F2	1	One Time Purchase	\$738.00	\$738.00
<input type="checkbox"/> Terminal Base: Castle S1F2 Charging cradle/base - one time	S1F2 Base	1	One Time Purchase	\$75.00	\$75.00
<input type="checkbox"/> Tipping on terminals Optional - check box to activate	TIPPING	1	Enable Feature	\$0.00	\$0.00

Special RMS Pay Terms or Additional Notes	
Minimum Term	Terminals: 36 monthly instalments
Early Termination Penalty	In the event of termination prior to the completion of all terminal instalment payments, the full outstanding balance for terminal purchases shall become immediately due and payable

Ad Hoc Service Fees	QTY	Frequency	Unit Price	Subtotal
Bank Payout Fee Net settlement under a T+2 model	1	Per pay out to settlement account	\$0.50	\$0.50
Chargeback Fee Regardless of outcome	1	Per chargeback or dispute raised	\$25.00	\$25.00
<input type="checkbox"/> Setup & Onboarding Fee Remote installation and onboarding	1	Per terminal	\$50.00	\$50.00
RMS Pay Establishment Fee Administrative and set-up fees.	1		\$99.00	\$99.00

ROBERT'S RULES

of ORDER QuickStudy



Introduction

- Published in 1876, *Robert's Rules of Order* was originally written by U.S. Army Brigadier General Henry Robert
- Robert wanted to write a manual for parliamentary procedure after presiding over a church meeting for which he felt he was woefully unprepared
- In his work, Robert discovered that people from different regions of the country have different ideas of parliamentary procedure, resulting in organizations focused more on the procedure and less on the substance of their work
- As a result of his *Rules of Order*, people could belong to many organizations without needing to learn new procedural rules at every new organization

• *Robert's Rules of Order* are based on those used in the U.S. House of Representatives (*Jefferson's Manual*), but adapted for smaller organizations and societies

NOTE: "Parliamentary law" is not actual law in the sense that it is not codified or used in a court proceeding; instead, "parliamentary law" and *Robert's Rules of Order* should be seen less as binding on an assembly and more as a set of strong guidelines an assembly can mold to its own needs

Robert intended his *Rules of Order* to be adopted by organizations, assemblies, and clubs to use as their parliamentary, or procedural, authority; following the procedures for adopting bylaws then, these *Rules of Order* become binding upon the organization to establish its procedural rules of order

Preliminaries

Kinds of Assemblies

Deliberative assemblies convene meetings; they are groups of people who come together with a common agenda: **the meeting**; the different types of deliberative assemblies are:

- Mass meetings:** Open and unorganized meetings with a purpose defined by the meetings' sponsors (e.g., political or social rallies)
- Conventions:** Meetings of delegates chosen to enact or debate decisions affecting a large group of people (e.g., the meetings by political parties to choose their nomination for the U.S. presidency)
 - Legislative bodies:** Lawmaking bodies chosen by a group of people for a fixed period of time (e.g., Congress)
- Boards:** Administrative or managerial bodies with an assigned, specific function (e.g., a Board of Trustees of a university)
- Committees:** Bodies that are usually very small and subordinate to an assembly or board (e.g., a congressional committee)

Mass Meetings

A special kind of meeting that is publicized and open to the public is a **mass meeting**; it usually takes on a "town hall meeting" format; to prepare for a mass meeting, the sponsors must:

- Choose who they prefer as a chairperson
- Choose who calls the meeting to order and nominates the chairperson
- Choose who should be nominated for secretary and by whom
- Decide the rules that will be proposed for the meeting
- Choose who makes the initial speech opening the meeting and explaining its purpose
- To conduct business, the assembly at the meeting should adopt **resolutions**; these resolutions may be drafted before the meeting, or the assembly can appoint a committee to draft the resolutions at the meeting

Conventions

A **convention** is an assembly of **delegates**, or representatives of the assembly or constituency, sitting as a single body and acting in the name of the larger group; an assembly may call a convention any time the bylaws authorize the assembly to call one; the bylaws that govern a convention should outline:

- The authorization for a periodic convention
- The powers and duties for the convention and the delegates
- The quorum for the convention
- The voting members
- Qualifications for the delegates and alternates and their election
- Anything the convention needs for its organization and operation

A **caucus** is a meeting the delegates hold before the actual convention where they decide how they will deal with certain procedural matters of the convention. Planning a convention requires a lot of preparation that usually starts months in advance; the established society should create committees for the convention to help organize the convention; usually the organization needs:

- A credentials committee**, which performs the following duties:
 - Distributes information for attending the convention
 - Distributes information for being a delegate
 - Examines all applications to verify the eligibility of the members who wish to be delegates
 - Compiles the list of eligible members
 - Arranges for registration to take place at the convention, usually starting one or two days before the convention starts
 - Handles registration
 - Prepares the committee's first report
 - Continues until the convention ends
- A committee on standing rules**, which drafts rules for the convention, including:
 - Parliamentary rules
 - Rules for conducting business at the convention
 - Any other non-parliamentary rules that the committee feels should be added
- A program committee**, which plans the schedule of meetings, proceedings, and convention events
- A convention arrangements committee**, which makes the arrangements for the site of the convention and any hotel arrangements for the members
- A resolutions committee**, which screens all the main motions that are about to come in front of the convention

Legislative Bodies

A **legislative body** is a constitutionally established public body of representatives chosen by an electorate for a fixed term of office, charged with making laws; each legislative body is specific to its own laws, procedural rules, and decorum; therefore, *Robert's Rules of Order* does not delve into the parliamentary procedure of legislative bodies

Boards & Officers

A **board** is the administrative and judicial body of the assembly with the power to act on behalf of the organization; usually the members of the board are elected or appointed

Officers are leaders of an assembly and are usually elected; there are three main officers that are essential to an organized group, especially a large group:

- President or chairperson**, although if the president is acting as the chairperson for the meeting, he/she is referred to as the chairperson
- Vice president**, who serves as the president or chairperson, if needed
- Secretary**, who keeps the minutes (or notes) of each meeting and is the records keeper for the assembly
- The president or chairperson has many important duties in running the meetings and the assembly; they include:
 - Opening a meeting on time and calling it to order
 - Announcing the order of business and keeping to the stated order
 - Recognizing members to speak on the floor
 - Keeping tabs on voting procedures and announcing the legitimate results of each vote
 - Refusing to honor frivolous motions and ensuring that all members act with decorum
 - Handling business in the most efficient way possible
 - Deciding questions of order and responding to members' questions about parliamentary procedure
 - Authenticating his/her signature
 - Properly adjourning the meeting



Committees

Committees, or bodies of one or more elected or appointed people who consider, investigate, or take action on specific matters, can take many forms:

- **Ordinary committee:** A small number of people to whom the assembly gives a specific task, such as the Senate Judiciary Committee, which is charged with vetting Supreme Court candidates
 - **Committee of the whole:** A whole assembly charged with acting as an ordinary committee; this is usually used only in larger legislative assemblies, when a motion to commit passes
 - **Standing committee:** Committees that continue to exist, such as a committee created by the bylaws
 - **Special committees:** Committees that stop existing when they finish the task they were assigned; an example is the Watergate committee, which investigated President Nixon
- Committees are created through the bylaws or through a main motion; there are various methods of appointing or electing members to the committee:
- **Election by ballot**, where the assembly nominates the committee members and votes according to a ballot

- **Nominations from the floor**, where the assembly nominates the committee members without the secrecy of ballot voting
 - **Nominations by the chair**, if the chairperson has special knowledge and judgment about the committee's tasks
 - **Appointment by adoption of a motion naming members to a committee**, where the assembly adopts a motion to create the committee that includes the committee members' names
- Committee meetings follow the same parliamentary procedure as do the larger assembly meetings, including the rules outlined in the bylaws

Committee of the Whole

A **committee of the whole** and its alternate forms are procedural devices that allow the full assembly to consider a matter deeply as a committee would

- A **committee of the whole** is usually used in larger assemblies; any voting results are used as recommendations to the assembly and not as a final decision of the assembly

- A **quasi-committee of the whole** is usually used in medium-sized assemblies; the voting operates the same as in a committee of the whole, except that the chairperson of the assembly remains as the chairperson of the committee
 - **Informal consideration** is best suited for a small assembly; it lifts the formal speaking and debating requirements
- Even though a committee of the whole (or quasi-committee of the whole) acts like the general assembly, important exceptions include:
- Committees of the whole cannot create subcommittees or comment on another committee's work
 - Appeals from the decision of the chair must be directly voted on
 - Debate can be closed or limited by the assembly only before going into committee of the whole
 - Committees of the whole cannot order roll call or ballot votes
 - Committees of the whole cannot impose disciplinary measures; they may only report the facts to the assembly
 - Committees of the whole cannot adjourn or recess

NOTE: Permanent Society = Club = Organization = Assembly; *Robert's Rules of Order* uses these terms interchangeably

Starting a Permanent Society

Organizing a **permanent society** starts much the same way as a mass meeting, but the invitations are limited to interested people; anyone may organize a permanent society, and the organizer should choose the interested people to begin the organization; at the first organizational meeting, the proposed members should accomplish these tasks:

- Elect temporary officers
 - Adopt a resolution to form an organization or society
 - Provide background information for the organization or society
 - Give opinions as to the direction the organization should take
 - Introduce and adopt a motion to form a committee to draft bylaws
 - Introduce and adopt a motion to fix the meeting dates and times for the report of the bylaws committee
 - Introduce and adopt a motion authorizing the bylaws committee to reproduce copies of the complete draft for everyone
- At the second organizational meeting, the members should:
- Read and approve the minutes from the first meeting
 - Receive the report from the bylaws committee
 - Read each article and section from the bylaws
 - Vote to adopt the bylaws
 - Decide the date and time for the next meeting

Combining or Ending Organizations

- When two existing organizations wish to combine, they may **merge**, where one organization loses its independent identity, or **consolidate**, where each organization keeps its independent identity, and they form a new organization to absorb the two organizations' assets and liabilities
- When an organization ends, it **dissolves**; an incorporated organization must dissolve according to the laws of the state in which it is incorporated, through a resolution

Procedural Rules & Bylaws for All Types of Organizations

Assemblies and organizations need **procedural rules** to guide parliamentary procedure; the different kinds of rules assemblies and organizations can adopt are:

- **Corporate charters:** Legal instruments needed for incorporating an assembly or organization under the laws of a particular state
 - **Constitution/bylaws:** A society's own basic rules for itself as an organization, such as its name, purpose, and committees
 - **Rules of order:** Rules of parliamentary procedure for running ordinary business while in meetings
 - **Standing rules:** Rules for the administration of the organization instead of parliamentary procedure
- Bylaws** are the rules that the organization uses for its own administration; usually an organization appoints a committee to draft the bylaws before implementation; the basic way to structure bylaws is:

- **Article 1 – Name:** Describes the name of the organization if not already done in a corporate charter or constitution
 - **Article 2 – Object:** Describes the society's objective and the reason behind its creation
 - **Article 3 – Members:** Describes the different types of members, qualifications for membership, and any dues or fees that must be paid
 - **Article 4 – Officers:** Describes the officers, their duties, and how the officers will take their office
 - **Article 5 – Meetings:** Describes the dates and times for regular meetings or how the assembly will schedule meetings
 - **Article 6 – Executive Board:** States which offices are included in the executive board, delineates the powers of the board, and describes any rules for the board to conduct its business
 - **Article 7 – Committees:** Establishes standing committees as well as their functions and procedures
 - **Article 8 – Parliamentary Authority:** Describes the process through which the organization adopts its rules of order
 - **Article 9 – Amendment of Bylaws:** Describes the procedure for amending the bylaws
- Organizations may always add additional articles if needed to describe the duties of officers, financial obligations, etc.

Amending Bylaws

Bylaws are amended through the main motion **amend something previously adopted**, the procedure for raising the motion is the same as any other motion except:

- The bylaws may specify any special rules for the motion's adoption, although the bylaws must include notice and a two-thirds vote for adoption of the amendment
- The notice of the motion for amendment must limit the permissible primary and secondary amendments
- The organization cannot reconsider affirmative votes on the motion to amend the bylaws
- Even though the motion is a main motion, other main motions may be pending at the same time for changes to the bylaws

Depending on the length of the bylaws, the organization amends them through:

- **Isolated changes**, made by motion, could include multiple changes in one motion
- **General revisions**, made by substituting a whole new revised set of bylaws if the revisions are extensive enough

The procedure for considering many amendments at one time is the same as amending a motion by seriatim, or by paragraph:

1. The assembly is given notice of each individual amendment, even if two or more are competing
 2. The chairperson organizes each amendment as though the assembly were to fill in the blanks of the bylaws
 3. The chairperson reads the first submission, and it is explained by its proponent
 4. The chairperson then asks if there is any debate on the amendment
 5. Once debate has ended, the assembly votes on the amendment
 6. Once all amendments have been voted upon, the chairperson opens the entire document for amendments, and the process starts over if needed
 7. Once all amendments are made and included, the chairperson presents the amended rule and asks for a vote for the entire document
 8. The assembly votes on the entire document
- Amendments to bylaws take effect immediately upon adoption; the bylaws should specify the margin by which an amendment must win

Procedures for Conducting a Meeting

Major vocabulary terms for meetings:

- **A meeting** is an assembly of members in a single room to conduct business
- **A session** is a series of connected meetings for a single order of business or agenda
 - A recess, taken in the middle of a meeting, is a short break having no effect on the business of the meeting, after which the meeting is resumed where it left off
- **An adjournment** ends a meeting
- **An adjournment sine die** ends a session or a series of meetings

The assembly and its bylaws decide how many meetings and sessions to hold and their frequency; when a meeting ends, the assembly should decide when and where to hold the next meeting.

Assemblies must finish any pending business before adjourning a session; the assembly in the following session is not tied to any business that was not discussed in the previous session.

There are different types of meetings an assembly can hold:

- **A regular meeting** is a meeting held on the date and time specified in the bylaws to discuss any business that arises within the scope of the assembly
- **A special meeting** is a meeting that is not held at the regular time and date to deal with urgent business that cannot wait until the following regular meeting
- **An adjourned meeting** is one that continues the previous session or special meeting, taking up the business that was interrupted at the adjournment of the last meeting
- **An annual meeting** is a meeting held once each year, usually to give the various reports of officers and committees
 - **An executive session** is a secret meeting for executive business
 - **A public session** is the opposite of an executive session and must be open to the public, even if the public is not a member of the assembly

Starting a Meeting

To start a meeting, the chairperson of the meeting must **call the meeting to order** by taking his/her position (usually at the front of the room) and saying, "The meeting will come to order"; once the chairperson calls the meeting to order, the meeting can begin on the **order of business**; this order is usually:

1. Reading and approval of minutes
2. Reports of officers, boards, and committees
3. Reports of special committees, or committees appointed to exist for a specific task
4. Special orders, or business that has a special priority, such as committee reports left over from the previous meeting
5. Unfinished business and general orders, or business left over from the previous meeting
6. New business

Meeting business is usually handled with **motions**; to bring a motion before the assembly, the steps are:

1. The member must be recognized by the chairperson, usually by standing and waiting to be called upon
2. He/she then makes the motion by saying, "I move to..."
3. Another member seconds the motion, saying, "Seconded"
4. The chair repeats the motion; at this time, the motion is **pending**, or open to discussion

Motions usually made at the beginning of meetings are:

- **Call for the orders of the day**, in which the assembly adopts its agenda or order of business
- **Fix the time to which to adjourn**, where the assembly decides when the meeting will end and sets a time for the next meeting

Minutes

The **minutes** are the record of the meeting's procedures and what was accomplished at the meeting; minutes generally include:

- The name of the assembly and the kind of meeting
- The date and time of the meeting
- Who was present at the meeting and who operated as the chairperson
- The approval of the previous meeting's minutes, if needed
- All main motions, their topics, and who proffered them
- Whether the main motions were approved or denied and the number of votes for each side
- All secondary motions when needed for clarity or completeness
- All notices of motions
- All points of order and appeals and their dispositions
- When the meeting adjourned

Reports

Reports of officers are reports of an officer's administrative duties; examples of these reports include:

- **Reports of executive officers**, which usually contain information or recommendations for actions
- **Treasurer's reports**, which report on the financial state of the organization
- **Reports of other officers**, which are usually made annually and for informational purposes only

Reports of boards and committees are official statements formally adopted by the body as information for the assembly (e.g., a report of the committee for drafting the bylaws would include drafts of the bylaws); the reports must contain only information that has been legally agreed to in the board or committee meeting

Quorum

To hold a meeting and conduct business, there must be a **quorum**, or a certain number of members present, at the meeting; the number is usually a percentage of the total members and can be fixed by the assembly or by rules

If a quorum does not exist at a meeting, the meeting must immediately adjourn, as all business completed without a quorum would be illegal

Decorum in Debate

Once there is a quorum and the chair calls the meeting to order, members can be recognized for motions:

1. To obtain the floor, the member must stand and address the chairperson by saying, "Mr./Madam Chairperson"
2. The chairperson recognizes the member by saying the member's name
3. The member may then introduce a motion for **debate**; the general rules of debate are:
 - The speaker must be recognized by the chairperson before speaking
 - The speaker cannot usually speak for more than ten minutes unless the members decide otherwise



- Members should not speak more than twice on a motion
- The chairperson cannot close debate before every member who wishes to speak is able, within a reasonable period of time
- Everyone must adhere to **decorum**, carrying on the debate in an orderly manner without personal attacks on other members

Members can adhere to decorum by:

- Confining their statements and remarks to the merits of the pending question and not outside the scope of the question
 - Not attacking a member's motives for speaking for or against or presenting a motion
 - Addressing all statements and remarks through the chairperson
 - Addressing the speaker or the chairperson correctly (never use "you," but always refer to the speaker or the chairperson in the third person)
 - Avoiding the use of members' names
 - Not speaking adversely on a prior action that isn't pending and has already been finalized
 - Refraining from speaking against his/her own motion
 - Reading from reports or quotations only without objection or with permission; a member may read from reports or quotations with the chairperson's permission as long as no other member objects
 - Continuing to stand when the chairperson addresses him/her directly during an interruption
 - Refraining from disturbing the assembly during debate
- The chairperson has guidelines for decorum as well:
- The chairperson always refers to him/herself in the third person
 - When reporting in his/her presidential capacity, the chairperson may speak of him/herself as "Your President"
 - The chairperson does not refer to a member's name, only referring to him/her in the third person (e.g., "Will the speaker...")
 - The chairperson may refer to a member by name when assigning the floor, however
 - The chairperson must not participate in the debate except through the vice president

Recognition Preference

The preference rules for recognizing a member when there is a debatable question pending on the floor are:

1. A member can stand to give previous notice of a different motion
2. The member who presents the motion and who has not yet spoken on the motion, including:
 - The reporting member's motion to implement a recommendation from a committee report
 - The member who moved to un-table a motion that was previously laid on the table
 - The member who made a motion to reconsider
3. Members who have not yet spoken on the question; if everyone who wishes to speak on the question has, members may speak again

4. The chairperson should recognize alternating opinions on the question or motion
The preference rules for recognizing a member when there is no debatable question pending on the floor are:

1. A member assigned to offer a motion or an important prearranged main motion
2. When a set of motions is presented in a series, the member presenting the motions has preference to present each motion in turn
3. A member who offers a similar motion to one that the assembly voted down at the member's suggestion
4. A member may be recognized over a member offering a main motion when a member rises:
 - To move to reconsider and enter on the minutes
 - To move to reconsider a vote
 - To call up a motion to reconsider
 - To give previous notice
 - To move to un-table an issue

Members cannot interrupt each other, except in some urgent situations:

- A call for the orders of the day when they are not followed
- Raising a question of privilege
- Raising a point of order, brought by a member who believes the chair has breached the parliamentary rules
- The chair calling to a member's attention that he/she is not observing the speaking rules
- Calling for a separate vote on a set of resolutions on different subjects that were included in one motion
- A request that requires an immediate response
- An appeal
- An objection to the consideration of a question
- A division of the assembly

At the end of the interruption, the member who has the floor regains it when the chairperson asks him/her to stand to regain his/her position on the floor

Assemblies may set their own rules for debate in their bylaws; some general guidelines that assemblies should use when creating their debating rules are:

- Speeches should be no longer than ten minutes each
- The member speaking should immediately conclude his/her speech when the chairperson rises
- If the member needs only a minute more for his/her speech, the chairperson need not dismiss the member immediately
- No member should speak more than twice per question per day
- Members are not allowed to yield their unelapsed time to another member to allow one member a particularly long speech
- Merely asking a question or making a brief suggestion is not speaking in debate and should not be counted against a member for his/her daily speech limit

Motions

Main Motions

Original main motions are motions that bring a substantive question to the assembly for debate and action; these are different from **incidental main motions**, which are motions dealing with the procedure of the assembly, like the **call for the orders of the day** motion

Characteristics of main motions:

- Every other motion takes precedence over the main motion
 - Main motions cannot be applied to any other motions
 - They must be seconded
 - There can be only one main motion on the floor at a time
 - They are debatable, amendable, and can be reconsidered
 - They mostly require a majority vote
- After a member brings a motion to the assembly, the assembly must either consider the motion or dispose of the motion; to fully consider a motion:
- The assembly debates the motion, unless no one in the assembly wants to debate the motion
 - The chairperson puts the motion to a vote
 - The chairperson announces the results of the vote

10 Easy Steps for Making Motions

1. The member asks permission from the chairperson for the floor
2. The chairperson grants permission
3. The member makes the motion, stating, "I move to..."
4. The chairperson asks for any seconds
5. Members may stand and call out "Second," or they may simply call out "Second"; if there is no second, the motion fails immediately
6. If there is a second, the chairperson states the question of the motion; this opens debate
7. The assembly debates the motion; during this time, the motion may be amended or tabled for further debate at a later time
8. When debate is finished, the chairperson puts the motion to a vote
9. The chairperson counts the votes
10. The chairperson announces the votes and enacts or defeats the motion

Subsidiary Motions

There are different types of motions; **subsidiary motions** deal with the original main motion, such as:

- **Postpone indefinitely**, which kills the original main motion without a direct vote on it
- **Amend**, which modifies something in the main motion before the assembly acts on the motion (**NOTE**: The assembly must agree to amend the motion and then agree on the amendment before the amendment can be thought of as the main motion)
- **Commit or refer**, which assigns the motion to a committee for investigation or a report
- **Postpone definitely**, which puts off the question until an expressed time
- **Limit or extend debate**, which either shortens or lengthens the time for debate on a motion if the assembly needs it
- **Previous question**, which closes debate and amendments, bringing the assembly to a vote on the motion
- **Lay on the table**, which interrupts the current business to introduce urgent business immediately

Subsidiary motions have four characteristics that make them subsidiary:



- These motions always apply to motions and do something to them, or change their status
- They may be applied to any main motion
- They fit an order of preference (as listed previously)
- They may be applied at any time from the point when the chairperson states a question upon which they may be applied to the time when the question is voted upon

Privileged Motions

Privileged motions do not relate to any business, but they take precedence over everything else in the assembly; these motions include:

- **Call for the orders of the day**, which need not be seconded
- **Raising a question of privilege**, which permits an emergency motion or question dealing with the rights and privileges of the members
- **Recess**, which gives the assembly a short break
- **Adjourn**, which closes the meeting
- **Fix the time to which to adjourn**, which sets the time for the meeting to end

Privileged motions are privileged because they take precedence over debate to deal with urgent procedural matters; they take the order of preference as listed previously

Incidental Motions

Incidental motions do not necessarily relate to business but answer questions of procedure with regard to motions; they are in order only when they are legitimately incidental to another pending motion or to other business at hand, at which point they take precedence over any other pending motions; they must be decided before business can continue; these motions include:

- **Point of order**, which asks the chairperson for a ruling and enforcement of the rules when a member thinks the rules were broken, which need not be seconded
- **Appeal**, which takes away a decision from the chairperson and gives it to the assembly if a member thinks the chairperson's decision was wrong
- **Suspend the rules**, which suspends the rules when the assembly wants to do something it cannot do without breaking the rules
- **Objection to the consideration of a question**, which avoids a main motion if the assembly thinks the motion should have never come before it
- **Division of a question**, which separates different parts of a question or motion that can stand on their own
- **Consideration by paragraph or seriatim**, which permits debate on different parts of a long motion or question without putting the different parts into question
- **Division of the assembly**, which requires the chairperson to take a vote by each member rising to give his/her vote

- **Motions relating to nominations**, which must be raised if the bylaws do not outline mechanics for nominations and an election
 - **Request to be excused from duty**, which relieves the member from an obligation he/she holds
- While the incidental motions look like subsidiary motions, none of the incidental motions has all four characteristics of the subsidiary motions; it should be noted that each incidental motion is applicable only in the specific period of time in which it is raised; generally, incidental motions deal with procedural questions arising out of:
- Another pending motion
 - Another motion or business item that:
 - The motion attempts to introduce
 - Has been made but not yet repeated by the chairperson
 - Was just pending

Requests and inquiries are special types of incidental motions that connect to the business at hand; they include:

- **Parliamentary inquiry**, which directs a question on parliamentary procedure or the organization's rules to the chairperson, which need not be seconded
- **Point of information**, which requests information from the chairperson about the matter at hand, which need not be seconded
- **Request for permission to withdraw or modify a motion**, which asks the chairperson for permission to withdraw or modify a motion already stated by the chairperson
- **Request to read papers**, which asks the chairperson for permission to read excerpts from his/her papers, which is not usually allowed in debate

Motions That Bring a Question Again Before an Assembly

Motions that bring a question again before an assembly are special motions that do not fit anywhere else; they include:

- **Take from the table, or un-table**, which takes up a motion or an order of business that was earlier laid on the table
 - **Rescind**, which takes back a main motion, amendment, bylaw, section, or paragraph that was presented and adopted
 - **Amend something previously adopted**, which modifies a motion, amendment, bylaw, section, or paragraph that was presented and adopted if rescinding is too much
 - **Discharge a committee**, which takes a matter out of a committee's hands before they have made a report on their findings so the assembly may act on it or the matter may be dropped
 - **Reconsider**, which prompts the assembly to reconsider a motion that was adopted earlier that day, but new information or a changed situation makes it clear that the true will of the assembly would not be followed with the previous course
- The reason why these motions are separate is because they relate to the following principles of parliamentary procedure:
- During a session or meeting when the assembly decides a question, it cannot be brought up again except through special circumstances
 - When an assembly disposes of a question without finally acting on it, no similar or conflicting motion that would restrict the assembly in acting on the first motion may be introduced
 - Changing something the assembly already adopted requires more than what was necessary to adopt it in the first place

Enacting Motions

For an assembly to enact or approve the motion, the assembly needs to vote on it; usually a majority of votes is needed to enact or approve the motion; however, certain motions require a two-thirds majority of voters to approve the motion; these include motions that:

- Suspend or modify a rule of order
- Prevent the introduction of a question for consideration
- Close, limit, or extend the limits of debate
- Close nominations, polls, or otherwise limit voting
- Take away membership or an office

Special Note on Amendments

Amending a motion (or the bylaws) modifies the wording of the motion; the motion to amend:

- Must always be germane to the motion, meaning the assembly cannot amend a motion that is not pending
- Does not modify the motion if the amendment fails
- Can be applied to any main motion, but it cannot be applied to itself
- Must always be seconded
- Is out of order when another motion has the floor
- Is debatable when the motion that is being amended is debatable; if the motion is not debatable, then the motion to amend is not debatable
- May be amended, but secondary amendments are not allowed
- Requires a majority vote
- Can be reconsidered
- When applied to a main motion, takes precedence over the main motion and the motion to postpone indefinitely but gives way to all other motions
- When applied to a non-main motion, takes precedence over the motion that it seeks to amend but gives way to any other motion that would take precedence over the motion

Improper amendments include amendments that:

- Are not germane to the motion
- Have the effect of rejecting the main question
- Have the effect of repeating a question the assembly has already decided
- Change one parliamentary procedure into another
- Change the form of another amendment
- Strike out enacting words, such as "resolved"
- Are frivolous, or do not otherwise follow the rules of decorum
- Make the motion or question incomprehensible or incoherent
- Would convert the motion to an improper form
- Change the preamble of a resolution without finally amending the subsequent paragraphs or clauses

An amendment can take one of five forms:

- Inserts or adds words or paragraphs according to the following rules:
 - The motion for amendment must specify exactly where the words or paragraphs are to go by naming the words or paragraphs before and after the insertion
 - After words have been inserted or added, they cannot be removed unless there is a reconsideration or a new motion:
 - › to strike out the entire paragraph where the words were inserted or added
 - › to strike out a portion of the paragraph where the words were inserted or added
 - › to substitute an entire paragraph for the one in which the words were inserted
 - › to strike out a portion of the paragraph and enter in new words or a new paragraph that presents a different question

- If a motion to insert words is voted down, it may still be revived through a motion:
 - › to insert part of the words
 - › to insert part of the words in a different place
 - › to insert the same words in place of others
 - › to insert the same words in a different place where the effect will be different

- **Strikes out words or paragraphs** according to the following rules:
 - The motion must specify the location of the words
 - Only consecutive words may be struck out
 - If a motion to strike words fails, it may still be revived through a motion:
 - › to strike out only part of the words
 - › to strike out the words with some others
 - › to strike out all or a part of the same words and substitute them for others
 - › to strike out all or some of the same words together with some others and substitute them for others

- A motion to strike a paragraph may be open to a secondary amendment in any form that is available to striking words
- A struck-out paragraph cannot be inserted again unless the wording is changed to present a different question
- **Strikes out and inserts** according to the rules above
- **Substitutes**, also according to the rules above
- **Fills in blanks**, using one of three ways:
 - To fill a blank with a name, the chairperson takes nominations for the name and the assembly votes on them until one receives a majority
 - To fill a blank with an amount of money, the chairperson takes nominations for the amount and arranges the amounts so that the least acceptable amount is voted upon first
 - To fill a blank with a place, date, or number, use one of the above methods depending on the circumstances

When an amendment needs to be amended, or an amendment is applied to itself, a **secondary amendment**, or an amendment to the amendment, results

Voting

Putting the question is when a chairperson calls for a vote on a motion after clarifying to the assembly upon what they are voting; an assembly votes using the following methods:

- **Voice**, which is the usual method
 - **Rising**, which is used to determine the winner of an inconclusive voice vote
 - **Show of hands**, which is used instead of rising, usually in smaller groups
- The chairperson then counts and announces the vote:
- Usually a motion needs a simple majority to pass, but some need a two-thirds (66%) majority to pass, as explained previously



- The assembly can decide if there are restrictions on who may vote, such as limiting votes to only those present at the meeting, or using another ratio of winning votes to pass a motion
- All members have a right to **abstain**, or decline from voting, if they have a personal interest in the outcome of the vote
- If the motion passes, it passes immediately
- A chairperson may vote when his/her vote will affect the result, such as to break a tie, but a chairperson may not vote twice

Nominations & Elections

A **nomination** is a motion to elect a person to a position; the methods of nomination are:

- **The chair**, where the chairperson nominates the candidate
 - **From the floor**, where a member nominates the candidate
 - **Ballot**, where members may nominate other members for an office on a ballot (note that this is not the same as a petition election, as described below)
 - **Mail**, where members are too far away to meet together in one place; this acts much like a ballot nomination, but nominations are simply collected through the mail instead of in person
 - **Petition**, where a group of members may nominate someone by a petition
- Assemblies and organizations may have their own rules outlining how to run elections; some methods are:
- **Ballot election**, in which the assembly votes for the candidate on a ballot
 - **Viva-voce election**, in which the assembly votes for the candidate by a voice vote
 - **Roll-call election**, in which each member stands and states for which candidate he/she is voting
- Elected officers win their seats when they win the most votes; an elected officer takes his/her office immediately upon winning an election, unless the assembly's rules state otherwise

Disciplinary Procedures

- Disciplinary procedures should be outlined in the bylaws so that every member has notice as to the procedures; a fair disciplinary procedure includes:
- A confidential investigation by a committee to determine if further disciplinary action is warranted (**NOTE**: This committee does not have power, if not delineated in the bylaws, to compel a member to appear in front of it)
 - The committee prepares and presents a report on the investigation, either exonerating the member or recommending the charges for the guilty member
 - The accused is formally notified, and his/her rights are suspended for the duration of the trial
 - A trial, or formal hearing, on the charges at which the accused may appear to defend him/herself
 - The assembly reviews the committee's findings if the trial was not held in front of the assembly

The procedure for running the trial should include:

1. The chair directs the secretary to read the charges aloud to the committee or the assembly
2. The chair asks the accused how he/she would plead (guilty or not guilty)
3. If the accused pleads guilty, the trial ends
4. If the accused pleads not guilty, the trial proceeds in this order:
 - Opening statements by both sides
 - Witness testimony
 - Testimony of defense witnesses
 - Rebuttal witnesses for the organization or society
 - Closing arguments by both sides
5. The accused leaves the room when both sides finish their closing arguments
6. The committee or the assembly deliberate as to the guilt or innocence of the accused member
7. When deliberations are complete, the chair states, "The question before the assembly is: Is the member guilty of the specifications against him/her?"
8. The assembly or the committee members vote
9. Any punishment must be decided by a ballot vote, by a two-thirds margin
10. When voting is done, the accused is called back into the hall and the result is delivered

Ending a Meeting

A chairperson ends a meeting by **adjourning**, or closing the meeting, after all debate and business are finished; if there is unfinished business, the assembly may take it up at the next meeting; before a meeting ends, the assembly should decide the date and time of the next meeting if it is not already decided in the bylaws

Before adjourning, the chairperson must:

- Inform the assembly of any unfinished business to give the assembly the opportunity to finish it before adjourning
 - Make any important announcements
 - Make any motions to reconsider a previous vote if needed
 - Make a motion to reconsider and enter on the minutes
 - Give notice of a motion that will be presented at the next meeting if the motion is one that requires notice
 - Move to set a time for an adjourned meeting if there isn't one already scheduled
 - Formally state that the meeting "is adjourned"
- The motion to adjourn must, like all motions, be seconded and voted upon so that the chairperson cannot end a meeting without the assembly's consent
- If all business is finished and the preselected hour to adjourn has arrived, the assembly need not move to adjourn; the chairperson may ask, "Is there any further business?"; if there is none, the chairperson may then say, "Then I hereby adjourn this meeting"; the meeting is then adjourned

Form of Popular Motions

When you want to make a motion to...	You say...
Postpone indefinitely	I move to postpone the motion indefinitely
Amend	I move to amend the motion by...
Commit or refer	I move to commit/refer the matter to...
Postpone definitely	I move to postpone the motion to...
Limit or extend debate	I move to limit/extend the time for debate
Previous question	I move for previous question
Table	I move to table...
Un-table	I move to un-table...
Orders of the day	I move for the orders of the day
Question of privilege	I rise for a question of privilege
Recess	I move for a recess
Adjourn	I move to adjourn
Fix the time to adjourn	I move to fix the time to adjourn
Point of order	Point of order, Chairperson, (question)
Point of information	Point of information, Chairperson, (question)
Rescind	I move to rescind my motion
Reconsider	I move for a reconsideration of...
Vote	I move to vote on...
Nominate	I move to nominate...
Suspend the rules	I move to suspend the rules and...
Divide the question	I move to divide the question
Divide the assembly	I move for a rising vote

How to Use the Book

- Go to the table of contents and search for the action for which you need help (the table of contents does not list page numbers; it lists section numbers)
- Go to the section to which the table of contents directs you; *Robert's Rules of Order* is written in prose, so you will have to read the whole section to get a comprehensive idea of what it contains
- Each individual section is part of a larger section, so it is beneficial to read other sections in the subheading if you need more direction; this is especially helpful if you do not know when the topic you are researching arises during a meeting
- If you find yourself in a part of the rules that provides little guidance, do not worry—the rules assume that your assembly will write its own bylaws to fit its own purposes
- **NOTE**: *Robert's Rules of Order* can be superseded by your assembly's bylaws; so, if *Robert's Rules of Order* does not fit your assembly's processes, there is no need to change your assembly's rules to fit those outlined in *Robert's Rules of Order*

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