

Holiday RV Park Members

December 2025 Meeting Packet



Contents are Approved
for Members Only



Agenda

Holiday RV Park
Members Association Meeting
Saturday, December 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. Roads

New Business

2. Board Decision on Speaking Times
3. Board Resumes Due by End of Meeting for Candidates

Members' Comments

Board Members' Comments

All Motions

Executive Session

1. Request for Reconsideration on Travel of Board Action and Compliance with Bylaws
2. Finalize Employee Evaluations
3. Finalize 2026 Employee Handbook
4. Finalize 2026 Annual and Capital Budget
5. Employee Raise Considerations
6. Communication Among Board Members



**Holiday RV Park Owners Association
Board of Directors Meeting
November 8, 2025**

Board of Directors

Lorena Lemus (2024 – 2027) – President
John Watkins (2023 – 2026) – VP & Rules and Regulation
Dale Critzer (2025 – 2028) – Secretary
Talley Snow (2025 – 2028) – Treasurer (Absent)
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 – 22

Meeting called to order at 9:00 am.

Flag salute led by Jerry Bodine (Locker 290).

Lorena Lemus asked for a moment of silence for the recent passing of Terry Redwine (Locker 338). She also thanked all veterans in attendance for their service.

Dale Critzer made a motion to approve the October 2025 meeting minutes, seconded by Darin Batty.

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 (Absent) - John Watkins (Representing)

Park Accounts	Balance (10/31/25)	Monthly Comparison	October 2025	October 2024	Difference
Mechanics Bank-Operating	\$83,296.54	Income	\$106,675.41	\$110,108.17	-\$3,432.76
Mech. - Laundry	\$17,297.25	Expense	\$198,786.92	\$210,076.94	-\$11,290.02
Mech. - Dues	\$103,858.80	Net Income	-\$92,111.51	-\$99,968.77	\$7,857.26
Mech. - CIM Reserves	\$158,579.24				
First Citizens - CD	\$206,769.09				

I'm happy to report that the company is in good stead with over \$571,000 in the bank, \$325,000 more than we had the same time last year. We are up \$52,000 on total income through October compared to 2024 and profits are up \$15,000. Insurance and workman's compensation costs continue to rise, but we have no control over that.

John Watkins made a motion to pay the bills and payroll for October 2025. seconded by Darin Batty.

Next, I have some procedural items that I need a motion passed on. This is pertaining to Charlie Week's resignation from the Board last year and the Park's ability to acquire a debit card.

John Watkins made a motion to add Aaron P. Cartwright as a signer to the Park's Mechanics Bank account number 2212097211 and remove Charlie Dean Weeks from all Mechanics bank accounts. seconded by Dale Critzer.

I would like Frank Polehonki to sign a copy of today's meeting minutes to deliver to Mechanics Bank in accordance with their request to the Board of Directors.

Collections - Don Smith

There was one share that was right on the edge of being foreclosed recently, but the family involved came together and paid their dues, so we are in really good shape. We actually have a credit because a few members are already paying their dues early for next year.

Management - Darin Batty

I agree with Don, things are in good shape around the Park. Aaron has been assigning weekly tasks for the staff and some good work is getting done.

Park Use - Mark Schieber (Absent) - Lorena Lemus (Representing)

Mark is running late, and he will join us shortly. Our total occupancy for October is up year-over-year, which means that the office staff is doing a great job of making sure reservations are getting booked promptly.

Correspondence / Public Relations - Frank Polehonki

Please remember to sign today's meeting roster, we are giving away a special prize to a lucky audience member!

I have a few comment cards left by our Park guests since last month: beginning with a notice about young children being in the spa and a suggestion for somebody to check on the pool regularly, a comment that the Park is clean and neat with friendly employees, a report that washing machine #12 was having trouble accepting coins, and a compliment about the cleanliness of the laundry room and the convenience of the DexterPay app.

Also submitted was a handwritten note that reads, "I've been coming to Holiday RV Park for 35 years, and the maintenance people and office people help you with any problems they can, and with a smile. When you pull in, you feel like you are coming home. This is what sets you ahead of other RV parks."

There were several good reviews received on our Yelp and Google pages, all 5-star reviews! I encourage all our members to leave nice feedback for the Park, we are trying to boost our online presence.

The online guest surveys we collect from reservations are also very positive this month, please read through them at your leisure with the meeting packets.

I mentioned it before, but please consider getting your flu shots this fall and remember to wash your hands often to help prevent illness. Also, take a moment to double-check on your RVs for repairs and batteries for your smoke and carbon monoxide detectors.

We have a Thanksgiving potluck coming up this month, and a few nice events planned for the Christmas holiday. Last month there was a Halloween dog costume contest that was a lot of fun. One of our members, Joelyn Lutz, hosts the contest every year, which was started by another member that passed away unexpectedly, Kari Olafsson. Joelyn does a great job with the event, and Kari would be proud.

The clubhouse was recently painted by Mike and Charles, and it looks awesome!

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

Park Maintenance - Manuel Silva (Absent) - Lorena Lemus (Representing)

As Frank mentioned, the maintenance team did a nice job repainting the clubhouse from floor to ceiling. Mike also installed a brand-new media cabinet under the TV that fits in beautifully with the rest of the décor. Luke and Kim painted the pool and spa deck with special, gritty paint that helps to reduce slipping.

Rules and Regulations - John Watkins

Things went smoothly with adopting the rules and regulations for next year. I had friends of mine visit the Park recently, and they made it point to tell me that the maintenance team supersedes the larger, fancier RV parks they've stayed at before.

Manager's Report - Aaron Cartwright

I had an idea from Frank for a *cool* raffle prize, so we're going to give that away today...and the winner is Steve Scottish (Locker 39)! Please enjoy some Holiday RV merchandise and a nice, big Butterball turkey.

Please stop by and visit the clubhouse for the Thanksgiving potluck, it's going to be a really nice evening with all the Park family coming together. Bring a small side to share with the group if you can, but there will be lots of food provided so no worries if you're unable to.

Lastly, I got unexpected notice from Charles this week that he is moving back to Las Vegas soon, and his last day is this coming Sunday. He worked hard for us for over a year, and we're wishing him the best. If you see him this weekend, please wish him well too.

Reportable Actions - Dale Critzer

None.

Old Business

1. Roads - Manuel Silva (Absent) - Don Smith (Representing)

We are in a holding pattern with the road repairs because bids and estimates are only valid for so many days, but we have a good approach to how we want to do the work. We will see if the winter weather furthers the wear and tear on the roads, and if it does the maintenance staff can patch things up like they have in years prior.

New Business

1. Finalize 2026 Annual Mailing - Aaron Cartwright

Last month I was fielding suggestions for new items to include with the annual mailing packet that we send each year to all the members. One new item that will be included is a site map of the Park that highlights where the AED machines are, and other safety features. On the reverse side I was going to include general information about what to do in certain situations like noise disturbances or emergencies.

Comment from Sue Hardy (Locker 21) – Does the mailing include advertisements to pay for the costs?

Great question, the mailer is something that we print and assemble in-house and is part of our cost of doing business. The piece of media that we use most often is the welcome brochure that each guest receives when they check-in, and that is printed by another company and paid for through advertising.

Comment from Nataly Silva (Locker 160) – Are the staff pictures included in the mailing as a reference for people?

No, not at present. We just supply pictures of the members that are running for the Board that particular year.

2. Finalize 2026/2027 Timeline - Aaron Cartwright

Once again, the Board reviewed the business timeline for next year and we didn't have any items to add or subtract at this time.

3. Beach Club Thanksgiving and Christmas Events Donation - Aaron Cartwright

For many years, the Board has been kind enough to donate to the Beach Social Club for the big holiday potlucks that they host. Shopping, prepping and cooking a feast for so many people is hard work, and I think that it's important to acknowledge that. If the Board is interested in donating again, I may recommend that we cover the costs of the meats that are being served since that is usually the most expensive part of the dinners, especially nowadays.

Frank Polehonki made a motion to donate to the Beach Social Club to reimburse the costs of meats for the Thanksgiving and Christmas events, seconded by Darin Batty.

Member's Comments

Kim Reimer (Locker 73) – Because we can use Zoom to join the meetings, is it possible for the Board members that live outside of California to attend online instead of in-person to save on reimbursement costs? We are trying to save money for the roads.

Reply from Darin Batty – This might be my opinion only, but I don't think we can tell people not to attend the meetings. If it were me, I wouldn't make the flight for a weekend trip just to attend a monthly meeting. Maybe an important event, like an annual meeting, but I would eat the cost in that case.

Reply from Mark Schieber – I tend to agree with you Kim. When I was travelling from Indiana to Pismo to attend the meetings it happened to coincide with work, so my employer picked up half the plane ticket. Things have been slowing in the RV business, and that is why I have been attending via Zoom instead. It was nice to fly in when I could, but as an out of state Board member I agree that travel costs are steep. Using Zoom makes sense for those of us that live far away.

Jerry Bodine (Locker 5) – Is there clarification somewhere in the CC&Rs or the rules that states Board members can be compensated for travel?

Reply from Mark Scheiber – Yes, it says in the Park’s bylaws that Board members can be reimbursed for out-of-pocket expenses, not necessarily travel. This subject has been a point of debate for a while, and there has been impropriety before. Again, to use myself as example, when I was travelling to Pismo for the meetings, I was only seeking partial reimbursement for my flight costs. I didn’t submit receipts for rental cars, hotels, nothing like that.

Reply from Aaron Cartwright – Since we’re digging in, the full wording in the bylaws reads, “no Director nor member of any committee which may be formed to assist the Board shall receive compensation. However, any Director or member of a committee may be reimbursed for his actual expenses incurred in the performance of his duties.”

Jerry Bodine (Locker 5) – What duties are performed when travelling? We’re not talking about paying for a mailer and going to a Kinko’s to make thousands of copies.

Reply from Don Smith – I can see you point, and there are several different interpretations of that condition. I think that when we come together as members and elect a director, it is clearly stated where they live. If they choose to move away later on, I would say that they should use Zoom from that point because we voted for someone based on the information at the time, not if they move to New York.

Reply from Darin Batty – I wonder how many of these things were thought about when the bylaws and CC&Rs were written back in the 1970s. Mileage with a cap seems reasonable, but expenses incurred gives me pause. If someone submits a \$400 hotel bill and expects to be reimbursed, then I have a problem with that. This seems to be Board issue, and we are going to discuss it later today.

Mike Thomas (Locker 32) – Wouldn’t this be a member issue rather than a Board issue?

Reply from Darin Batty – Well it is a member issue, that’s why it is a point of discussion but if it meets certain criteria it goes on an agenda and the decision falls to the Board to make in the Park’s best interests. If we were governed by all 875 members, nothing would ever get done!

Mary Halberg (Locker 470) – When is the report on the monthly free time giveaway to Board members and snowbirds going to be available? It hasn’t been on the agenda since March 2025, nothing has been addressed, and it needs to be on an agenda so that it can be discussed before the next annual meeting.

Reply from Lorena Lemus – That topic has been discussed and resolved during previous meetings; it should be in the minutes.

Reply from Mark Schieber – Lorena, I don’t think you and Mary are on the same subject.

Mary Halberg (Locker 470) – It’s the time giveaway from monthlies to a few Board members and snowbirds, 42 days a year. Monthlies can’t use their time but it is going on, in fact. This should have been on any agenda and discussed. Lorena, you said at the March meeting that it would be addressed and it hasn’t. It’s an owner’s issue and I want to know what the decision is. I laid the question out very clearly, and it must be addressed in the minutes for the March 2026 meeting.

Michelle Blagg (Locker 538) – Is there something we can refer to in the financial reporting to see what the actual expenses that Board members are being paid out? I think Zoom is adequate to achieve the same results when conducting meetings. How are the ADA improvements progressing since last month?

Reply from Darin Batty – There have been times when flight expenses were paid, but at the moment the Board is reimbursed for mileage to and from the Park. Also, some people feel that attending via Zoom doesn’t count as attendance, just their opinion though. ADA is on the docket for the executive meeting, but there has been good progress since our last meeting together.

Reply from Jerry Bodine (Locker 5) – Michelle, if you look at the profit and loss report, there's a line item (#9170) for "Director's Expense."

Reply from Lorena Lemus – For everyone's information, mileage is not paid to some Board members that are snowbirds and monthlies that are here all the time, folks like Dale.

Denise Gagliardi (Locker 75) – To loop back to Mary Halberg's comment, I would like to let you know that there was an opinion on the subject during the August 2025 meeting by Manuel Silva during the Board Member's Comments section of the agenda. I wouldn't consider his comments as addressing the issue, and it should be added to a meeting agenda.

Reply from Darin Batty – The topic was discussed, then undiscussed due to the legality of the matter.

Reply from Don Smith – Denise, if you and I bought a share together that means we live in two completely different locations and are not a household. Regardless, we're entitled to that membership share together. The way some people interpret this arrangement is that only the first owner named on the deed should be able to use the benefit. I don't think that's true; if we are paying dues then we should be entitled to those 42 free days. We can split the days if we want to. However, some people are working with an opinion that only the first owner on the deed can use the time.

Reply from Mark Shcieber – To clarify, the Board has an opinion from the Park's attorney that only one named person on the deed should enjoy use of the Park, not necessarily the first owner on the deed. Think of that single owner as the "member" for that share, but that's an opinion that isn't in enforcement as of right now. Clearly, there is disagreement on the topic.

Reply from Manuel Silva – I did bring this issue to the Board's attention in September; I had a motion passed but there was pressure placed on me to rescind that motion. According to some of the Board members, that is a legal issue. This is still important, and I would like it discussed again. Yes, there isn't total agreement on the subject, but some Board members are reading the CC&Rs and bylaws conveniently.

Reply from John Watkins – This will be on the next agenda, per my request.

Reply from Lorena Lemus – I would like to add that this is a complicated issue, and it is clear that we have different interpretations. From my perspective, this question isn't something for 9 Board members to answer. It goes beyond us, and if we could have resolved it by now, we would have. But please do not assume that the issue is being avoided.

Michelle Blagg (Locker 538) – That is a great way to put it Lorena, everyone has their own interpretation. I think the Board is doing an excellent job, and it is complicated when so much can depend on the interpretation of a single word.

Susan Hardy (Locker 21) – My daughter was willed a share, and years later she added me to the deed. Was that wrong? Am I not supposed to be here?

Reply from Lorena Lemus – Unless you have received notice from the Park's office and management that there is problem with your deed, you are not in violation of any policies or practices.

Nancy Houck (Locker 63) – Has the pool heater been replaced yet? I like to use the pool with my friends and some mornings it is really chilly. I came to find out that the heaters weren't turned on. It doesn't feel like 85°.

Reply from Aaron Cartwright – The heaters were replaced with commercial equipment. There is a water quality sensor in the water that also has a thermometer. The temperature can drop overnight to around 77° – 78° but it regularly stays between 82° and 85° during the day. I think the occasion you mentioned was because the maintenance team was making some repairs.

Paul Gutierrez (Locker 63) – I think it would be great to having monthly parking permits or lowering the parking price for member to \$5 instead of \$10. What is the timeframe for the road repairs? How much will it cost to start construction? I understand we have some bids, so what is the Board waiting for? Lastly, I’ve heard the snowbird rates have increased since last month; where can we find that information?

Reply from Don Smith – This year the Board made the decision to purchase new golf carts for the maintenance employees instead of pursuing the roads right now. We have also decided to break the road project up into at least two phases: gutter replacement and then asphalt repairs later, depending on the weather. Lastly, we are waiting for the previous construction loan to be paid off before making big financial decisions.

Reply from Manuel Silva – We are making ADA compliance a priority issue, ahead of the roads, just so you are aware.

Reply from Darin Batty – The ADA work won’t be affected by the gutters thankfully, and we can proceed with that project sooner because of the priority and lower overall expense. As an aside, don’t ever let a Board pave over the Park’s gutters or impact their usability in any way, please!

Steve Scrottish (Locker 39) – I’d like to get a price on the gutters and pavement. What kind of asphalt are we considering? And how thick? Width? Are we going to raise the DIs up? Is this going to be grindable?

Reply from Don Smith – The recommendation is 6 inches of base, 2 layers of hot mix asphalt, with a tack coat to bind the pair of 3-inch layers together. My opinion is that we need to use 3-inch asphalt because there are so many heavy vehicles turning and pivoting over the roads. Old material will be milled and removed; everything will be new. We have costs to do both separately, but there is no estimate to pay for a single project. Asphalt will cost a bit more, but not a lot because of the consolidation of the major companies involved.

Reply from Darin Batty – The concrete company is local and it’s a good bid. He can work in sections of Park based on our business needs. The price won’t change much. Cement came in at under \$175,000 and the asphalt was \$475,000. If ADA is included, we’re looking at ballpark \$800,000 to be cautious.

Nataly Silva (Locker 160) – Let’s return to the split membership topic; if you read the CC&Rs you will see on page 5 that it reads “there shall be one membership in the Association for each undivided 1/875th interest in Holiday, which membership shall be appurtenant to the land.” On the next page it states that “membership is not intended to apply to those persons or entities who hold an encumbrance on an undivided interest as security for the performance of an obligation to pay money, and in the event an undivided interest/membership is purchased by a corporation or other entity, the membership privileges will extend to one named individual per membership and to the members of his household.”

Someone asked the question earlier today, and on page 30 it states that “an interest may pass under the estate of a deceased person to more than one person; provided, that only one individual living shall be entitled to have membership privileges in the Association derived from such undivided interest, and only the members of that individual’s household shall be entitled to the privileges of the membership in the Association.”

Also, from the Park’s bylaws: “membership in the Association is only possible through the ownership of an undivided interest. An owner of an undivided 1/875th interest will automatically become of a member in the Association. There shall be one membership in the Association for each undivided 1/875th ownership interest in the Project, which membership shall be appurtenant to the land. An undivided 1/875th interest held by more than one person (man or woman) in any form of joint ownership, including community property, shall qualify the owner for one membership only, to be issued in the name of only one of the individuals. However, subject membership rights and privileges may be used by the members of that member’s immediate family (as used herein, the term ‘immediate family’ means an individual’s spouse, parents, children, and grandchildren). In the event that an undivided interest(s) is purchased by a corporation or other similar entity, the membership privileges will extend to one named individual per membership and to the members of his or her immediate family.”

It reads clearly to me that the membership entitlements are supposed to be available to one named person for each of the undivided interests, correct? I don't see how privileges can be extended to other owners.

Reply from Mark Schieber – Our attorney supports that position.

Reply from Darin Batty – There was a proposed amended some years ago to modify the CC&R's wording you mentioned about household members to read "immediate family" instead, but those proposals fell short of the voting requirements.

Reply from Mark Schieber – This issue came up again over a year ago when the Board was considering adding two more monthly rental spaces, and the motion was not successful.

Reply from Don Smith – On the business side of things, I agree with you 100% on membership that we're dealing with a single named member per interest. That makes perfect sense when talking about a corporation. However, if you return to the definitions in the CC&Rs, something that was not clearly explained by our attorney is what an owner is. That should include each owner on a deed as users of that particular membership.

Reply from Mark Schieber – That's incorrect, and there should only be one person using the membership privileges. The only advantage of treating every owner like a member is to allow for the sharing of free time. Why split time at all if it's not a financial benefit to your pocket?

Nataly Silva (Locker 160) – It appears that my husband is the owner on our shares because he is the first person listed, and that means I cannot run for the Board, nor can I vote. I know that some might believe that owner may include all persons on the deed, but the CC&Rs state that "'undivided interests' shall mean the 875 undivided interests in Holiday. Said interests shall be inseparably coupled with a membership in Holiday Recreational Vehicle Park Owners Association, a California non-profit corporation (hereinafter referred to as "Association")," and that "'owner' shall mean each person or entity holding a record ownership interest in an undivided interest in the real property described in Exhibit 'A' attached hereto, and the appurtenances contained thereon together with the exclusive use and ownership of a particular locker area, including Declarant. The term 'owner' shall not include persons or entities who hold an interest in an undivided interest merely as security for the performance of an obligation or as a contract purchaser." I don't see where it's stated that owners will hold the same privileges as members, it reads like those benefits are only supposed to be enjoyed by one person.

Reply from Lorena Lemus – In in the interest of time, let's move on please. As everyone can see it is not an easy task to resolve these issues. Again, the Board has not ignored this subject, but there is so much involved in the discussion, like the CC&Rs, bylaws, rules and regulations, state and federal laws, etc. I understand the frustration expressed today, but please keep in mind that not every problem can be solved by the Board. I'm a member too, and I don't want to make a decision that affects anyone else's investment. Yes, some things have not changed, but we are trying to practice what was established many years before.

Nataly Silva (Locker 160) – I would appreciate this subject being on the agenda, as others mentioned. We should be discussing it; it doesn't seem too confusing to act in the member/owner's best interest when the governing documents are clearly written.

Susan Hardy (Locker 21) – Well, I'm a little confused! I don't know if I am a member or an owner anymore after this discussion. I'm going through the process of purchasing three more shares soon, and I guess if my name isn't first on the deeds I cannot run for the Board. I was considering running, but after attending a few meetings, I'm not sure. I applaud this Board, because it's not an easy job. I've served on other boards before, and while it isn't uncommon to disagree, folks should be nice to each other. I haven't seen much of that today. We are new snowbirds, happy to be here, and thankfully the other people I see out in the Park are happy too, with smiles and friendliness. These meetings are a bit crazy though, and I don't know what I could do to bring more joy, which seems to be lacking.

Reply from Dale Critzer – This is a joyful Park, we’ve always called it our happy place, sincerely. Susan, if there is any consideration you’d have in running for the Board, just be sure to add your name first to at least one of those deeds you’re buying. Done!

Reply from Darin Batty – I know it looks like we have many disagreements, but we’re expecting differences of opinions during these meetings, and we are trying our best to respect each other’s points of view.

Board Member’s Comments

Lorena Lemus (Locker 809) – I wish everyone a happy Thanksgiving! Thanks to all for participating in these meetings and other community events like the Friendsgiving too. It’s the season to look back on things and acknowledge our blessings, and all of you are big part of that.

Dale Critzer (Locker 166) – We need to at least three people to run for the Board next year because term limits are in effect. I would really appreciate it if some of you folks would consider getting your name put in the hat!

Meeting adjourned at 10:40 am.

Respectfully Submitted,

Aaron Cartwright
Park Manager

Cc

Dale Critzer
Board of Directors – Secretary

Guest Survey Comments from October 2025

- “Luke, Mike and Kim are excellent!”
- “Too many kids on motorized scooters and bikes. Driving way too fast and not wearing helmets. Someone is going to get hurt or killed”
- “The park looks amazing, I stay there very often and appreciate all the upgrades, would say that Wi-Fi service in the 700’s area is lacking some upgrade, it might just be a signal booster was down. Hopefully gets looked at. Thanks again, from office staff to Maintenance staff.”
- “Great place to have fun and enjoy.”
- “Jessica and the staff ...WONDERFUL and very professional!!! It's our Home away from home! Love this place!”
- “Appearance of park is clean. We found the spaces to be too tight.”
- “Cable and Wi-Fi are terrible.”
- “Holiday Park is a blessing. We are always well taken care of, having our needs met with wonderful customer service. From the Office Team of Aaron, Jessica and Sarah to the Men in Maintenance, Luke, Kim and Mike, we feel more like we're staying with family than at an RV Park. Thanks for all you do; we appreciate you! :) Jon & Janis Graybill”
- “The women’s shower could use a better cleaning. I spend 4 days in the park and showers were very dirty. They need some help according to other members.”

- “ALL STAFF WONDERFUL AND VERY HEALPFUL. Wi-Fi so bad had to purchase private Wi-Fi for Sept - Oct stay. Cable needs better shows. Water on bathroom floor from shower area is a safety concern. Looking forward to next year.”
- “Thank you! We look forward to becoming a member!”

All Motions

Dale Critzer made a motion to approve the October 2025 meeting minutes, seconded by Darin Batty.

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

John Watkins made a motion to pay the bills and payroll for October 2025, seconded by Darin Batty.

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

John Watkins made a motion to add Aaron P. Cartwright as a signer to the Park's Mechanics Bank account number 2212097211 and remove Charlie Dean Weeks from all Mechanics bank accounts, seconded by Dale Critzer.

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

Frank Polehonki made a motion to donate to the Beach Social Club to reimburse the costs of meats for the Thanksgiving and Christmas events, seconded by Darin Batty.

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

Dale Critzer made a motion to adjourn to executive session, seconded by Don Smith.

These minutes accurately record the events of the November 8, 2025 Holiday RV Park Owners Association Board of Directors meeting.

Signed,

Francis Polehonki – Director

8:58 AM

12/10/25

Cash Basis

Holiday RV Park

Profit & Loss Prev Year Comparison

November 2025

	Nov 25	Nov 24	\$ Change
Ordinary Income/Expense			
Income			
Non TOT Taxable Revenue			
7200 · Members Dues	497.50	466.50	31.00
7212 · Late Checkout	70.00	140.00	-70.00
7214 · Weekly Rent-No Tax	4,971.15	126.00	4,845.15
7220 · Monthly - Members	22,463.86	21,222.00	1,241.86
7231 · Snowbird - Non-Members	18,924.10	11,945.88	6,978.22
7234 · Snowbirds - Members	30,645.34	26,305.53	4,339.81
7242 · Member Daily - Non taxable	1,008.00	1,008.00	0.00
7245 · Mobile Home Rental Income	425.00	800.00	-375.00
7295 · Washer & Dryer	2,404.85	2,364.26	40.59
7310 · Parking Fee	1,183.80	890.00	293.80
7311 · Member Promotional	28.65	0.00	28.65
7320 · Water Commission	3.70	76.85	-73.15
7800 · Transfer Fee Income	0.00	25.00	-25.00
7994 · Late Fee on Dues	15.50	31.00	-15.50
Total Non TOT Taxable Revenue	82,641.45	65,401.02	17,240.43
TOT Taxable Revenue			
7210 · Non-Member Daily	16,847.77	24,389.05	-7,541.28
7235 · Snowbirds - taxed	0.00	948.29	-948.29
Total TOT Taxable Revenue	16,847.77	25,337.34	-8,489.57
7620 · Escapee- 15% Discounts	-247.80	-234.35	-13.45
7640 · FMCA/Camp CA - 10% Discou...	-230.51	-657.86	427.35
7650 · Military/LE Discount - 15%	-138.90	-336.00	197.10
7660 · Long Weekend Discount	-472.67	-155.60	-317.07
9920 · Credit card transaction fee	981.48	1,115.59	-134.11
9921 · Golf Cart Fee	200.00	419.60	-219.60
Total Income	99,580.82	90,889.74	8,691.08
Gross Profit	99,580.82	90,889.74	8,691.08
Expense			
Business Promotional Costs			
8050 · Advertising Expense	483.75	0.00	483.75
8400 · Donations & Contributions	0.00	200.00	-200.00
8450 · Dues & Subscriptions	200.00	0.00	200.00
9055 · Website Expense	186.04	0.00	186.04
Total Business Promotional Costs	869.79	200.00	669.79
Computer IT Dept			
9056 · Software	190.88	428.51	-237.63
9062 · IT Service Labor	1,888.99	1,833.58	55.41
Total Computer IT Dept	2,079.87	2,262.09	-182.22
Meetings & Events			
9090 · Annual Meeting	250.00	5,250.00	-5,000.00
9092 · Monthly Meeting Expenses	310.99	218.59	92.40
9509 · Beach Social Club	235.46	500.00	-264.54
9650 · Travel (Not Meals)	92.96	45.83	47.13
Total Meetings & Events	889.41	6,014.42	-5,125.01
Professional Fees			
9120 · Accounting & Auditing	10,000.00	11,500.00	-1,500.00
9130 · Legal Fees	0.00	532.50	-532.50
9170 · Directors Expense	437.22	572.58	-135.36
Total Professional Fees	10,437.22	12,605.08	-2,167.86
8201 · Bank Fees & Charges			
8240 · Credit Card Processing Costs	1,059.25	1,053.59	5.66

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Cash Basis

Holiday RV Park

Profit & Loss Prev Year Comparison

November 2025

	Nov 25	Nov 24	\$ Change
Total 8201 · Bank Fees & Charges	1,059.25	1,053.59	5.66
8425 · Employee Appreciation	159.25	0.00	159.25
8439 · Taxes			
9070 · Property Tax	234.40	0.00	234.40
Total 8439 · Taxes	234.40	0.00	234.40
8600 · Utilities			
8260 · Cable Television (Park)	5,762.54	5,405.57	356.97
8650 · Garbage	1,914.64	0.00	1,914.64
8670 · Water & Sewer	0.00	5,861.56	-5,861.56
8680 · Electric	14,527.90	14,241.30	286.60
9600 · Telephone & Internet	312.50	262.46	50.04
Total 8600 · Utilities	22,517.58	25,770.89	-3,253.31
8700 · Insurance Expense			
8770 · Insurance - Employee Health	68.44	2,441.45	-2,373.01
8771 · Insurance - Employee Life	22.50	16.00	6.50
8772 · Insurance - Employee Vision	15.00	319.36	-304.36
Total 8700 · Insurance Expense	105.94	2,776.81	-2,670.87
9000 · Licenses & Permits	967.49	1,482.50	-515.01
9001 · Payroll			
9060 · Payroll Tax	2,165.11	2,035.62	129.49
9075 · Payroll Service Fees	616.50	595.05	21.45
9350 · Salary & Wages	28,302.12	25,221.32	3,080.80
9352 · Hiring Expenses	0.00	0.00	0.00
Total 9001 · Payroll	31,083.73	27,851.99	3,231.74
9002 · Repairs & Maintenance			
8152 · Golf Carts	0.00	1,201.92	-1,201.92
9003 · Pest Control Services	105.00	180.00	-75.00
9020 · Pool/Spa Regular Maintena...	0.00	1,985.51	-1,985.51
9022 · Laundry	0.00	0.00	0.00
9030 · General	1,003.06	1,412.50	-409.44
9032 · Electrical	544.03	0.00	544.03
9033 · Plumbing	195.00	0.00	195.00
9034 · Restrooms & Showers	0.00	2,075.00	-2,075.00
9080 · Laundry & Uniforms	1,717.31	0.00	1,717.31
9081 · Water Salt Softner	110.10	0.00	110.10
Total 9002 · Repairs & Maintenance	3,674.50	6,854.93	-3,180.43
9050 · Office Expenses			
9037 · Timeclock Machine & Softw...	34.00	60.00	-26.00
9051 · Office Expense	0.00	832.90	-832.90
9052 · Office Supplies	613.09	1,296.41	-683.32
9059 · Printing, Copy Expenses	0.00	289.88	-289.88
9100 · Postage & Delivery	50.00	0.00	50.00
Total 9050 · Office Expenses	697.09	2,479.19	-1,782.10
9370 · Supplies			
9023 · Janitorial Supplies	0.00	106.45	-106.45
9026 · Park & Grounds Supplies	495.78	6,560.34	-6,064.56
9027 · Laundry Supplies	0.00	0.00	0.00
9371 · Clubhouse Supplies	788.47	593.65	194.82
Total 9370 · Supplies	1,284.25	7,260.44	-5,976.19
9400 · Safety & Security			
9401 · Fire Prevention	0.00	0.00	0.00
Total 9400 · Safety & Security	0.00	0.00	0.00

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Cash Basis

Holiday RV Park

Profit & Loss Prev Year Comparison

November 2025

	Nov 25	Nov 24	\$ Change
Total Expense	76,059.77	96,611.93	-20,552.16
Net Ordinary Income	23,521.05	-5,722.19	29,243.24
Other Income/Expense			
Other Income			
9810 · Foreclosure Income	0.00	24,900.00	-24,900.00
9870 · Interest Income	11.96	13.85	-1.89
Total Other Income	11.96	24,913.85	-24,901.89
Other Expense			
9820 · Foreclosure Expenses	0.00	770.00	-770.00
9911 · Garnishment Payable	0.00	0.00	0.00
9922 · Interest Expense	1,173.36	1,058.80	114.56
9950 · Income Tax Expense	-4,000.00	0.00	-4,000.00
Total Other Expense	-2,826.64	1,828.80	-4,655.44
Net Other Income	2,838.60	23,085.05	-20,246.45
Net Income	26,359.65	17,362.86	8,996.79

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Cash Basis

Holiday RV Park

Balance Sheet Prev Year Comparison

As of November 30, 2025

	Nov 30, 25	Nov 30, 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...	79,694.42	-58,897.06	138,591.48
1060 · Mechanics-Laundry Room - 7...	16,212.05	38,805.28	-22,593.23
1063 · Mechanics- Dues Account - 6...	104,598.00	53,053.52	51,544.48
Total 1001 · Cash Accounts	202,004.47	34,461.74	167,542.73
1065 · Reserves			
1070 · Mechanics Emergency Reserv...	0.00	152,010.53	-152,010.53
1075 · Mechanics CIM Reserves	158,807.11	54,379.68	104,427.43
1076 · First Citizens CD	206,769.09	0.00	206,769.09
Total 1065 · Reserves	365,576.20	206,390.21	159,185.99
Total Checking/Savings	567,580.67	240,851.95	326,728.72
Accounts Receivable			
11000 · Accounts Receivable	-2,702.20	-655.50	-2,046.70
Total Accounts Receivable	-2,702.20	-655.50	-2,046.70
Other Current Assets			
12000 · Undeposited Funds	0.00	305.50	-305.50
2400 · Prepaid Insurance	44,897.90	20,319.26	24,578.64
2410 · Prepaid Expenses	4,104.00	4,104.00	0.00
2460 · Prepaid IncomeTaxes	11,670.57	49,500.57	-37,830.00
Total Other Current Assets	60,672.47	74,229.33	-13,556.86
Total Current Assets	625,550.94	314,425.78	311,125.16
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	14,840.00	0.00
Total Electrical Upgrades	297,455.86	298,113.86	-658.00
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	18,634.24	17,995.44	638.80
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
Total 4039 · Improvements	410,533.31	409,894.51	638.80
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

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Cash Basis

Holiday RV Park

Balance Sheet Prev Year Comparison

As of November 30, 2025

	Nov 30, 25	Nov 30, 24	\$ Change
4053 · Pool Construction	121,719.86	121,719.86	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	178,375.17	178,375.17	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
4059 · Buildings - Other	1,728,272.00	1,728,272.00	0.00
Total 4059 · Buildings	1,747,049.48	1,747,049.48	0.00
4060 · Furniture & Fixtures (2015)	467.72	0.00	467.72
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	62,088.00	62,088.00	0.00
Total 4080 · Equipment	68,466.00	68,466.00	0.00
4090 · Vehicles	59,126.24	18,631.89	40,494.35
4200 · Intangibles	8,350.00	8,350.00	0.00
4350 · Accumulated Amortization	-1,809.00	-1,809.00	0.00
4999 · Accumulated Depreciation			
4220 · Accum Depr. - Building	-159,180.00	-159,180.00	0.00
4230 · Accum Depr- Pool Chair Lifts	-7,387.00	-7,387.00	0.00
4240 · Accum Depr - Improvements	-274,927.00	-274,927.00	0.00
4241 · Accum Depr- Land Improveme...	-33,009.00	-33,009.00	0.00
4242 · Accum Depr- Capital Improve	-4,239.00	-4,239.00	0.00
4250 · Accum Depr-Spa	-4,603.00	-4,603.00	0.00
4253 · Accum Depr- Pool	-59,138.00	-59,138.00	0.00
4260 · Accum Depr - Furniture & Fixtur	-17,244.00	-17,244.00	0.00
4270 · Accum Depre-Washer/Dryer	-38,855.00	-38,855.00	0.00
4280 · Accum Depr - Equipment	-54,271.00	-54,271.00	0.00
4290 · Accum Depr - Vechicles	-18,632.00	-18,632.00	0.00
4300 · Accum Depr - Phase 1	-59,559.00	-59,559.00	0.00
4301 · Accum Depr - Phase 2	-15,011.00	-15,011.00	0.00
4302 · Accum Depr - Phase 3	-19,059.00	-19,059.00	0.00
4303 · Accum Depr - Phase 4	-28,356.96	-28,356.96	0.00
4304 · Accum Depr - Phase 5	-25,184.00	-25,184.00	0.00
4305 · Accum Depr - Submersible Pu...	-3,659.00	-3,659.00	0.00
4306 · Accum Dep - Phase 6	-501.00	-501.00	0.00
Total 4999 · Accumulated Depreciation	-822,814.96	-822,814.96	0.00
5000 · Mobile Home-Furniture & Fixture	62,033.81	62,033.81	0.00
Total Fixed Assets	2,094,214.41	2,051,030.29	43,184.12
Other Assets			
4510 · Suspense	0.00	200,000.00	-200,000.00
Total Other Assets	0.00	200,000.00	-200,000.00
TOTAL ASSETS	2,719,765.35	2,565,456.07	154,309.28
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	242.48	242.48	0.00
Total Accounts Payable	242.48	242.48	0.00
Credit Cards			
Home Depot - 3600	-4,263.17	10,389.11	-14,652.28

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Cash Basis

Holiday RV Park

Balance Sheet Prev Year Comparison

As of November 30, 2025

	Nov 30, 25	Nov 30, 24	\$ Change
Mechanics Bank CC	0.00	-5,184.42	5,184.42
Total Credit Cards	-4,263.17	5,204.69	-9,467.86
Other Current Liabilities			
5030 · Accrued Payroll	12,629.43	12,629.43	0.00
5032 · Accrued Compensated Abs	4,953.00	4,953.00	0.00
5037 · Loan - Westwood Capital	102,646.18	201,982.78	-99,336.60
5170 · T.O.T. Payable	25,169.68	28,162.14	-2,992.46
5300 · Deferred Tax Liability	48,735.00	48,735.00	0.00
5325 · Calsavers	-529.45	-498.54	-30.91
5400 · Payable to the State of CA	34,878.32	34,878.32	0.00
Total Other Current Liabilities	228,482.16	330,842.13	-102,359.97
Total Current Liabilities	224,461.47	336,289.30	-111,827.83
Total Liabilities	224,461.47	336,289.30	-111,827.83
Equity			
6800 · Capital Contributions	32,300.00	32,300.00	0.00
6900 · Retained Earnings	2,191,139.45	1,956,934.01	234,205.44
Net Income	271,864.43	239,932.76	31,931.67
Total Equity	2,495,303.88	2,229,166.77	266,137.11
TOTAL LIABILITIES & EQUITY	2,719,765.35	2,565,456.07	154,309.28

Holiday RV Park

Occupancy By Site Type

From 01 Nov 2025 To 30 Nov 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	1170	0	828	342	21.76	70.77	132.69	0.00	25,456.29	25,456.29	30.74	30.74	11.50	0.00	137
Back-in 33-36ft Site (30/50 Amp)	Days	43	1290	0	946	344	20.06	73.33	530.35	0.00	25,878.10	25,878.10	27.36	27.36	9.75	0.00	187
Back-in 36-39ft Site (30 Amp)	Days	8	240	0	184	56	19.16	76.67	90.61	0.00	4,598.80	4,598.80	24.99	24.99	9.68	0.00	38
Back-in 36-39ft Site (30/50 Amp)	Days	47	1410	0	1228	182	19.93	87.09	434.65	0.00	28,108.09	28,108.09	22.89	22.89	12.28	0.00	200
Narrow 30-34ft Back-in Site (No Slides - 30 Amp)	Days	15	450	0	162	288	22.46	36.00	543.87	0.00	10,105.09	10,105.09	62.38	62.38	6.48	0.00	49
700s 41-50ft Back-in Site (30/50 Amp)	Days	4	120	0	48	72	19.56	40.00	86.80	0.00	2,346.65	2,346.65	48.89	48.89	5.33	0.00	20
Pull-Thru 70-73ft Site (30/50 Amp)	Days	15	450	0	85	365	3.80	18.89	0.00	0.00	1,711.57	1,711.57	20.14	20.14	10.62	0.00	16
Monthly	Days	39	1170	0	1170	0	21.67	100.00	0.00	0.00	25,348.08	25,348.08	21.67	21.67	30.00	0.00	78
Grand Total:		210	6300	0	4651	1649	19.61	73.83	1,818.97	0.00	123,552.67	123,552.67	26.56	26.56	12.60	0.00	725

Holiday RV Park

Occupancy By Site Type

From 01 Nov 2024 To 30 Nov 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	1170	0	788	382	31.12	67.35	857.06	0.00	36,408.36	36,408.36	46.20	46.20	8.95	0.00	151.5
Back-in 33-36ft Site (30/50 Amp)	Days	43	1290	0	924	366	17.01	71.63	286.41	0.00	21,938.84	21,938.84	23.74	23.74	10.15	0.00	157.5
Back-in 36-39ft Site (30 Amp)	Days	8	240	0	176	64	20.39	73.33	104.20	0.00	4,893.56	4,893.56	27.80	27.80	8.38	0.00	43
Back-in 36-39ft Site (30/50 Amp)	Days	47	1410	0	1091	319	22.56	77.38	704.88	0.00	31,813.57	31,813.57	29.16	29.16	11.48	0.00	205
Narrow 30-34ft Back-in Site (No Slides - 30 Amp)	Days	15	442	8	149	293	5.69	33.71	0.00	0.00	2,515.75	2,515.75	16.88	16.88	4.38	0.00	68
700s 41-50ft Back-in Site (30/50 Amp)	Days	4	120	0	85	35	39.40	70.83	180.40	0.00	4,727.72	4,727.72	55.62	55.62	7.73	0.00	25
Pull-Thru 70-73ft Site (30/50 Amp)	Days	15	450	0	156	294	13.39	34.67	362.40	0.00	6,024.27	6,024.27	38.62	38.62	5.78	0.00	59
Monthly	Days	39	1170	0	1170	0	22.28	100.00	0.00	0.00	26,073.34	26,073.34	22.28	22.28	30.00	0.00	78
Grand Total:		210	6292	8	4539	1753	21.36	72.14	2,495.35	0.00	134,395.41	134,395.41	29.61	29.61	11.18	0.00	787

Holiday RV Park

Occupancy By Rate

From 01 Nov 2025 To 30 Nov 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	6300	9	0.19	0.14	16.00	16.00	0.01
Member Daily (No Charge)	126	6300	1082	23.26	17.17	32.60	32.60	0.03
Member Rate (Non-Prime)	11	6300	70	1.51	1.11	3,723.28	3,723.28	3.01
Member Rate (Prime)	1	6300	2	0.04	0.03	168.33	168.33	0.14
Monthly	40	6300	1200	25.80	19.05	25,985.94	25,985.94	21.03
Non-Member	75	6300	248	5.33	3.94	35,110.42	35,110.42	28.42
Parking	40	6300	100	2.15	1.59	1,003.00	1,003.00	0.81
Snowbird (Member)	47	6300	1368	29.41	21.71	34,528.73	34,528.73	27.95
Snowbird (Non-Member)	22	6300	482	10.36	7.65	20,016.37	20,016.37	16.20
Snowbird P/T (Member)	3	6300	90	1.94	1.43	2,968.00	2,968.00	2.40
Grand Total:	369	6300	4651	100.00	73.83	123,552.67	123,552.67	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

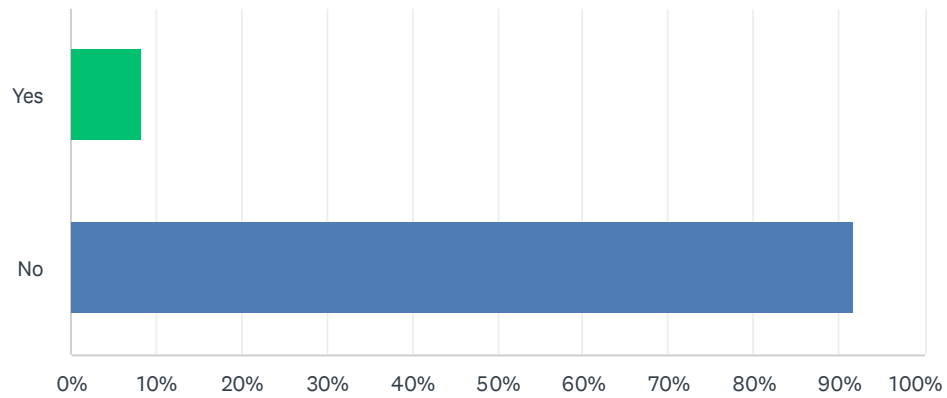
From 01 Nov 2024 To 30 Nov 2024

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	3	6292	7	0.15	0.11	0.00	0.00	0.00
Member Daily (No Charge)	144	6292	1130	24.90	17.96	40.00	40.00	0.03
Member Rate (Non-Prime)	3	6292	10	0.22	0.16	463.61	463.61	0.34
Member Rate (Prime)	1	6292	2	0.04	0.03	1,276.31	1,276.31	0.95
Monthly	40	6292	1200	26.44	19.07	26,755.34	26,755.34	19.91
Non-Member	104	6292	366	8.06	5.82	52,456.31	52,456.31	39.03
Parking	54	6292	121	2.67	1.92	1,176.00	1,176.00	0.88
Snowbird (Member)	43	6292	1290	28.42	20.50	31,708.92	31,708.92	23.59
Snowbird (Non-Member)	11	6292	323	7.12	5.13	17,550.92	17,550.92	13.06
Snowbird P/T (Member)	3	6292	90	1.98	1.43	2,968.00	2,968.00	2.21
Grand Total:	406	6292	4539	100.00	72.14	134,395.41	134,395.41	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.

Q1 Is this your first visit?

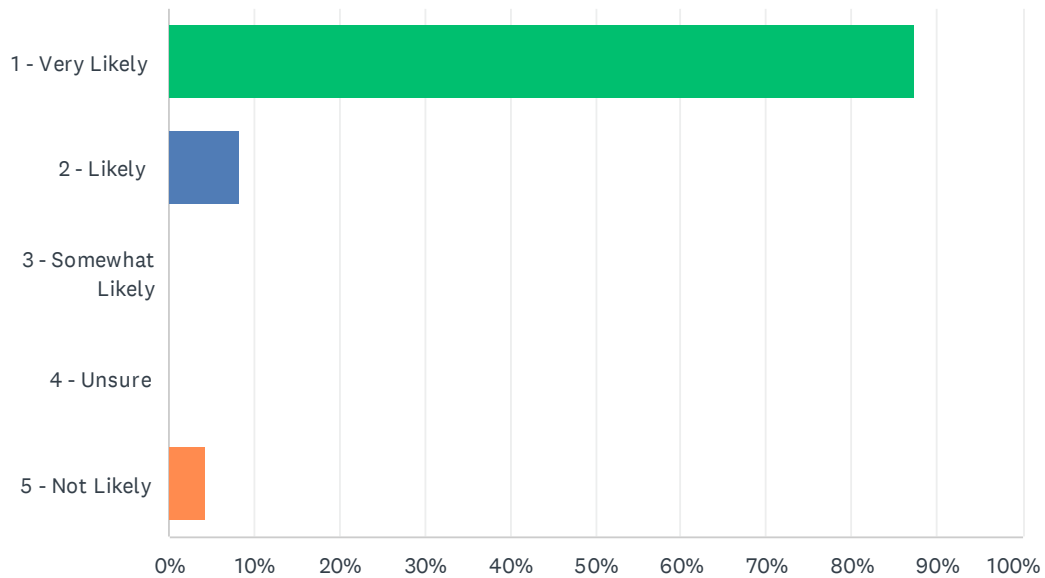
Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	8.33%	2
No	91.67%	22
TOTAL		24

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

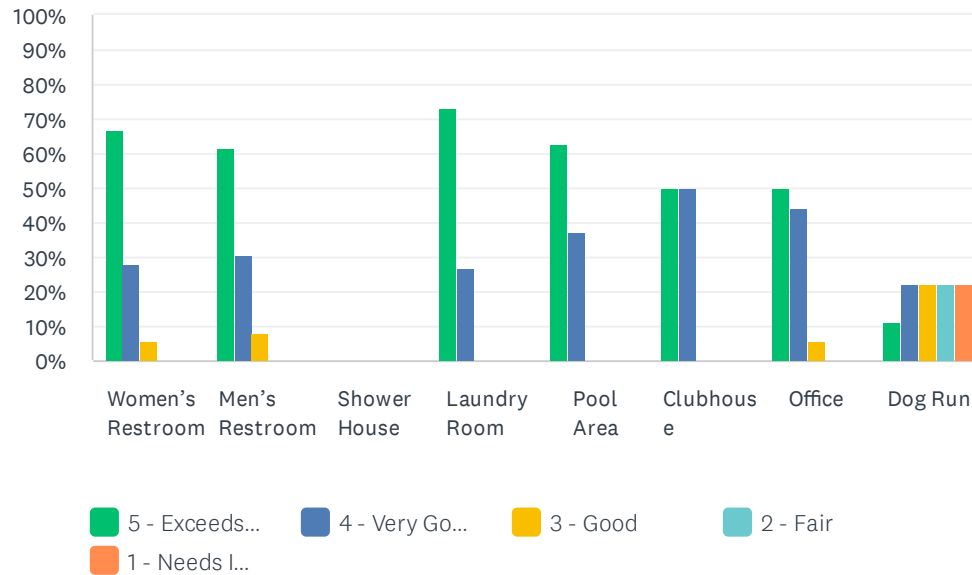
Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
1 - Very Likely	87.50%	21
2 - Likely	8.33%	2
3 - Somewhat Likely	0.00%	0
4 - Unsure	0.00%	0
5 - Not Likely	4.17%	1
TOTAL		24

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

Answered: 22 Skipped: 2



	5 - EXCEEDS EXPECTATIONS	4 - VERY GOOD	3 - GOOD	2 - FAIR	1 - NEEDS IMPROVEMENT	TOTAL	WEIGHTED AVERAGE
Women's Restroom	66.67% 12	27.78% 5	5.56% 1	0.00% 0	0.00% 0	18	1.39
Men's Restroom	61.54% 8	30.77% 4	7.69% 1	0.00% 0	0.00% 0	13	1.46
Shower House	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00
Laundry Room	73.33% 11	26.67% 4	0.00% 0	0.00% 0	0.00% 0	15	1.27
Pool Area	62.50% 10	37.50% 6	0.00% 0	0.00% 0	0.00% 0	16	1.38
Clubhouse	50.00% 8	50.00% 8	0.00% 0	0.00% 0	0.00% 0	16	1.50
Office	50.00% 9	44.44% 8	5.56% 1	0.00% 0	0.00% 0	18	1.56
Dog Run	11.11% 1	22.22% 2	22.22% 2	22.22% 2	22.22% 2	9	3.22

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

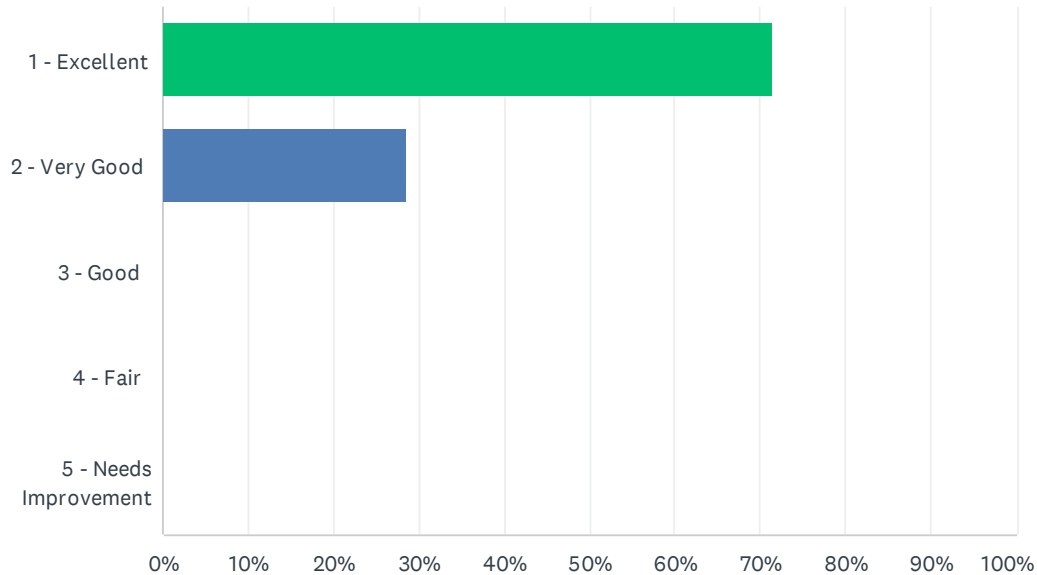
Answered: 22 Skipped: 2



	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	59.09% 13	27.27% 6	4.55% 1	0.00% 0	9.09% 2	22	1.73
Safety and Security	54.55% 12	40.91% 9	4.55% 1	0.00% 0	0.00% 0	22	1.50
Wi-Fi Quality	25.00% 5	20.00% 4	20.00% 4	20.00% 4	15.00% 3	20	2.80
Quality of Cable Service	43.75% 7	12.50% 2	43.75% 7	0.00% 0	0.00% 0	16	2.00
Professionalism of Office Staff	81.82% 18	13.64% 3	0.00% 0	0.00% 0	4.55% 1	22	1.32
Professionalism of Maintenance Staff	81.82% 18	18.18% 4	0.00% 0	0.00% 0	0.00% 0	22	1.18
Staff Knowledge and Helpfulness	86.36% 19	9.09% 2	4.55% 1	0.00% 0	0.00% 0	22	1.18
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: 21 Skipped: 3



ANSWER CHOICES	RESPONSES	
1 - Excellent	71.43%	15
2 - Very Good	28.57%	6
3 - Good	0.00%	0
4 - Fair	0.00%	0
5 - Needs Improvement	0.00%	0
TOTAL		21

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: 8 Skipped: 16

#	RESPONSES	DATE
1	We always have a wonderful stay. Can't wait to come back!	11/28/2025 5:13 PM
2	Very good response and satisfactions of the park staff. Much appreciated	11/24/2025 11:19 AM
3	due to the congestion I won't be returning. You need to eliminate some sites and give people a little more room. I couldn't open my rv door without hitting my truck. Ridiculous.	11/24/2025 7:19 AM
4	So thankful to be part of Holiday RV Park. We visit from Canada twice a year and just want to acknowledge the staff and let you all know that you go out of your way to make sure everything is in working order for us and make us feel welcome there. We appreciate you very much!	11/21/2025 11:27 PM
5	Thank you	11/10/2025 10:09 PM
6	Jessica in the office is rude. She was snippy with my 12 year old son telling him to close the door when he hadn't even walked into the office yet and was holding the door open for me and his sister. Other office/maintenance staff is always very helpful and accommodating.	11/9/2025 3:31 PM
7	This is a well tuned machine!!!!!!	11/3/2025 10:11 AM
8	Staff is always helpful and friendly, maintenance and office. We appreciate all of you!	11/1/2025 9:14 AM

November 2025 Yelp & Hipcamp Reviews:



Michael G.

0 friends

18 reviews

2 photos



11/10/25

...

Very friendly staff, clean facilities, the pool and the hot tub were heated nicely. It's walking distance to the beach as well as pier and most restaurants. Some sites are tight depending on your rig.

Thank

Comment

Direct message



You publicly responded on Nov 11, 8:20 AM

Thank you very much for the review Michael! It's really nice to hear that you enjoyed the pool and spa, our team works hard to keep those facilities heated year-round. We appreciate you taking the time to share your comments, and we'll see you next time!

...



Public review — Karen left a public review of Back-In (30 AMP).

October 26, 2025



Being greeted by the staff as I drove in to Holiday RV and assisted with backing my RV into the site made the 6 hour drive less stressful. Everyone in the office is friendly and informed me of places to park near the beach, get groceries, etc. This RV park is immaculately clean and kept up. I will highly recommend this place to anyone needed a place to stay. Thank you.



Board Decision on Speaking Times During Meetings:

In *Robert's Rules of Order*, the default speaking time is 10 minutes per turn, with members generally allowed to speak twice on any debatable question, but a member must wait for everyone else to speak once before getting a second turn.

However, organizations can set their own rules, often limiting speeches to shorter times (like 2 – 3 minutes) or allowing more times to speak, especially for small boards or large assemblies. A member speaks only when recognized by the Chair and can't yield their time to someone else.

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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