



# **MINUTES & REPORTS**

**for**

## **2024 - 2025**

**FOR THE  
TWENTY-EIGHTH  
ANNUAL GENERAL MEETING**

**MONDAY, JUNE 16TH, 2025  
HERITAGE HALL  
7:00 PM**

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# **Introduction**

# **&**

# **Welcome**

May, 2025

To the Residents and Members of Heritage Village,

You are invited to attend the upcoming Annual General Meeting (AGM) of the Heritage Village Recreation Club, scheduled for Monday, June 16, 2025 at 7:00 p.m. in Heritage Hall. This meeting is an important opportunity for members to stay informed, participate in governance, and help shape the direction of our clubhouse community. We hope you will join us and lend your voice to the conversation.

As a member of the clubhouse, you are entitled to vote at the AGM either in person or by proxy, provided you are the owner of the residential unit in which you reside or you hold a signed proxy from the unit's owner. Proxies will be distributed with the June issue of *Inheritance* and will include a proxy form for voting at the meeting. Completed proxies may be deposited at the HVRC Administrative Office at any time or prior to the start of the meeting. Please note: there is one vote per housing unit, even if multiple individuals share ownership of that unit.

There are three directors standing for re-election after completing their first term. One director has completed their second term and therefore is ineligible to be re-elected, as stated in Bylaw 1 (5.5). As outlined in our Articles of Incorporation, the Board of Directors is to be composed of no fewer than five (5) and no more than nine (9) members. The current Board has chosen to fulfill the full complement of nine (9) directors, which requires six nominees to fill the available positions at this time. By the nomination deadline, the Board had received four new nominations, in addition to the three directors seeking re-election. As the number of nominees exceeds the number of available positions, an election will be held at this year's AGM.

In addition to the AGM agenda, this booklet includes reports from several committee chairs in the clubhouse and the minutes from the 2024 AGM. Reports from various program and activity coordinators who support ongoing clubhouse events are also included for your review. The 2024 Financial Statements that will be presented at the AGM, as well as, the Independent Practitioners' Review Engagement Report are also included.

If any member has questions to be raised at the AGM, or other business—whether special or general—that is pertinent to the interests of the membership and may properly come before the Annual Meeting, it must be submitted in writing at least ten (10) days prior to the meeting, in accordance with Bylaw 1, section 4.1(e). This allows sufficient time for the Board to prepare responses and ensure that the matter is addressed appropriately at the meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Pamela Ellens', with a stylized, flowing script.

Pamela Ellens  
Chair of Board of Directors  
Heritage Village Recreation Club

# **Part 1**

# **Agenda & Minutes**

# HERITAGE VILLAGE RECREATIONAL CLUB

28TH ANNUAL GENERAL MEETING

MONDAY, JUNE 16, 2025 AT 7:00 PM

HERITAGE HALL, 3425 FREDERICK AVENUE, VINELAND ONTARIO, L0R 2C0

## AGENDA (1)

1. Call to Order
2. Confirmation of a Quorum
3. Chair's Welcome, Opening Remarks
4. Introduction of Current Board Directors
5. Approval of Previous Year's AGM Minutes

**Motion: That the minutes, dated June 24, 2024 be approved, as presented.**

6. Presentation of the Treasurer's Report, including Financial Statements for the year ending December 31, 2024, and Public Accountant's Report
7. Board of Directors for 2025.26 Year
  - a. Number of Directors for 2025.26 Year

**Motion: That the Board of Directors consist of 9 Directors for the 2025.26 Year.**

- b. Introduction of Slate of Directors for 2025.26 Year
  - c. Election of Directors
8. Appointment of a Public Accountant for Upcoming Year  
Background: The below resolution allows HVRC to follow a best-practice approach by periodically reviewing and tendering its public accountant services, thereby ensuring transparency, independence, and value for the organization. Under ONCA, members typically appoint the public accountant at each AGM; however, the resolution enables the Board to finalize the appointment following the tender outcome, in alignment with section 12.1 of the By-Law and Section 68(3) of ONCA. The current public accountant will continue in office during the tendering process.

**Motion: Be it resolved that the Membership authorizes the Board of Directors to undertake a competitive tender process for public accountant services and to appoint a public accountant for the fiscal year ending December 31, 2025, in accordance with section 12.1 of bylaw 1 and Section 68(3) of the Ontario *Not-for-Profit Corporations Act* (ONCA), 2010, based on the outcome of that process.**

## AGENDA (2)

### 9. Confirming the Acts of the Directors

**Motion: Resolved that acts, contracts, by-laws, proceedings, appointments, elections and payments enacted, made, done and taken by the directors and officers of the Corporation since the last annual meeting of the members or resolutions in writing in lieu thereof as the same are set out or reflected in the corporate or other records of the Corporation or in the financial statements of the Corporation, except for willful neglect or fraud, are hereby approved and confirmed.**

### 10. Presentation of the Chair's Report, and Recognition of All Committees/Committee Chairs and Clubhouse Volunteers

**Motion: That the Chair's and Committee Reports be received into record, as presented.**

### 11. New Business for the "Good of the Club."

Note: As per stated in Bylaw 1, to transact such further or other business which is pertinent to the interests of the membership, and which may properly come before the Annual Meeting, notice must be submitted at least ten (10) days' before the meeting.

### 12. Introduction and Presentation of the Board of Directors for 2025/2026 Year

### 13. Adjournment



# HERITAGE VILLAGE RECREATIONAL CLUB

## 27TH ANNUAL GENERAL MEETING MINUTES

HELD AT 3425 FREDERICK AVENUE, VINELAND ONTARIO, L0R 2C0

Monday, June 24, 2024 at 7:00 PM – HERITAGE HALL

## MINUTES (1)

### 1. Call to Order

The meeting was called to order at 7:00 PM by D. Stead, Chair of the HVRC Board of Directors.

D. Stead welcomed all in attendance, including Karen Britton Public Accountant from DDL who was in attendance to present the 2023 Financial Statements.

A. Frattaroli acted as recording secretary, D. Pennell as head scrutineer overseeing the tellers with the assistance of D. Vermeulen.

All members attending were given a protocol sheet with general guidelines for the meeting. D. Stead referenced the meeting will follow the revised agenda that was distributed to all voting members on June 11, 2024; copies were also available to members at the meeting. It was noted that to be in compliance with the Ontario Not-For-Profit Corporation Act (ONCA ) some agenda protocols for our AGM have been made. The agenda now has “Ordinary and Special resolutions.” Ordinary resolutions require a simple majority of voting members present to be approved. Special resolutions require a two thirds majority of voting members present to be approved. D. Stead will declare what type of resolution is being presented for each agenda item. The following is an ordinary resolution.

**Motion: That the appointment of D. Stead as Chair for the 27th Annual General Meeting and C. Turner as Board Secretary for the meeting be approved.**

**B. Clark**

**T. Carruthers**

**Carried.**

### 2. Confirmation of a Quorum

The Heritage Village Recreation Club By-law states that for any meeting of owners, a minimum of 20 percent plus 1 must be present either physically, or represented by proxies and must be in good standing of HVRC. At present we have 382 eligible owners, therefore, to constitute a quorum we must have 76 members plus 1, or 77 members represented here tonight. C. Turner as Board Secretary has validated and assigned proxy votes for absent owners. The maximum number of proxy votes any one owner can have is 8. D. Pennell reported after registrations were counted that a total of 118 (one hundred and eighteen) members were either present or represented by a proxy. This total being more than 77, a quorum was confirmed.

### 3. Chair's Welcome and Opening Remarks and Introduction of Current Board of Directors

D. Stead referred to the AGM booklet that had been available in the HVRC lounge for the past six weeks. The booklet contains various reports from committees and program leads, and will be your reference as we continue with the meeting. Additional books were made available to any member who has not received one. Each Director on the stage was introduced along with the portfolios they represent for the past year. D. Stead thanked all directors, committees and program leads for their dedication to the clubhouse. The Chair's report found in the annual report booklet contains more details of the accomplishments of our members and BOD this past year. Welcome to all members.

## MINUTES (2)

### **4. Approval of Previous Year's AGM Minutes**

**Motion: That the Annual General Meeting minutes, dated June 19, 2023 be approved as presented.**

**A. Renaud**

**L. Bertuzzi**

**Carried.**

D. Stead asked if there were any questions arising from the minutes.

a. Pool

C. Paul from Harvest Court asked about our service contract with Seresco and specifically about the temperature of the pool. C. Turner responded that we do have a service contract with Aerosmith and this is the same answer as provided last year. We try to keep the temperature of the pool at 87 degrees. C. Paul asked a supplemental question stating she asked this question at the meeting last year, but she did not see it stated in the minutes and was inquiring why it was omitted. C. Mittag of Plum Tree directed Cindy to item number 11 under New Business in the minutes. The answer to her question was included.

### **5. Presentation of the Treasurer's Report**

John Swain, treasurer oversaw all financial transitions for the clubhouse. It was noted that J. Swain could not be present tonight. Karen Britton, from the accounting firm of DiPaola Di Pietro and Little Professional Corporation detailed the Financial Statements and Annual Financial Review Report (Review Engagement) as she referred to the report on screen. Copies of the Heritage Village Recreation Club Financial Statements for the year ended December 31, 2023, have been available to members since May 2024. Additional copies were available at the meeting. A call for questions about the contents of this report was put forth. No questions were asked.

**Motion: That the annual financial statements for the year ending December 31, 2023, including the Public Accountant report, be received into record as presented.**

**B. Elder**

**P. Beale**

**Carried.**

### **6. Appointment of an Public Accountant for the Upcoming Year**

It is the board's recommendation that DiPaola Di Pietro and Little Professional Corporation continue as HVRC's Public Accountant for the upcoming year.

**Motion: That the Professional Corporation of DiPaola Di Pietro and Little be appointed for the year ending December 31, 2024.**

**L. Brooker**

**T. Carruthers**

**Carried.**

Karen was thanked for her presentation and dismissed.

## MINUTES (3)

### **7. Presentation of HVRC By-law, Ontario Not-For-Profit Corporations Act Compliant**

The next two agenda items concern the ratification of the revised Bylaw 1 and Articles of Incorporation for HVRC. These bring to a close a long process that clarifies the governance framework for our club going forward. Both of these resolutions are special resolutions since they alter the foundation of our club. Thus they require two thirds of voters for approval. Member engagement and feedback was sought and received. Collaborating closely with PooranLaw, the bylaw committee integrated these suggestions to ensure they adhere to ONCA standards while also incorporating broader concerns and insights from the board. The revised draft bylaws were shared with members and a member information meeting was held on June 6, 2024. From this member meeting the suggested edits were shared with PooranLaw; subsequently, bylaw revisions were made and available to members prior to the AGM.

**Motion: That the amendments to the Corporation's by-laws and articles with respect to the Ontario Not-For-Profit Corporations Act (ONCA) as presented be approved.**

**C. Campden**

**S. Hokansson.**

**Carried.**

D. Stead asked if there were any questions. No questions were put forth. D. Stead thanked the Board and the members of the by-law committee for their hard work and dedication.

### **8. Presentation of HVRC Articles of Amendment, Ontario Not-For-Profit Corporations Act Compliant**

Amendments to the Articles of Incorporation for HVRC have been made to be in compliance with the Ontario Not-For-Profit Corporations Act (ONCA). When HVRC was formed documents were filed that defined HVRC's objects and special provisions. The Ontario Not-For-Profit Corporations Act, (ONCA), modifies our corporation's special provisions, transferring some governance language from our bylaw into our special provisions.

**Motion: That the amendments to the Articles of Incorporation with respect to the Ontario Not-For-Profit Corporations Act be approved.**

**P. Beale**

**B. Elder.**

**Carried.**

D. Stead asked if there were any questions. No questions were put forth.

### **9. Board of Directors for 2024.25 Year**

#### **a. Number of Directors**

Over the past year one director resigned and two others have fulfilled their second term and according to our bylaws cannot continue as directors. One director is seeking a second 3 year term. The board currently has 8 directors. Our Articles of Incorporation allow a minimum of 5 directors and a maximum of 9 directors. Through the nomination process that began in April three qualified candidates were identified. With the three candidates proposed, the 2024.25 board would have a complement of 8 directors.

## MINUTES (4)

**Motion: That the Board of Directors consist of 8 Directors for the 2024.25 year be approved.**

**B. Davidson**

**J. DeHoog**

**Carried.**

Dwight Stead asked if there were any questions from the floor.

B. Elder asked what would happen if there is a tied vote. Dwight responded we would continue discussion until the vote could be decided.

L. Bertuzzi asked could nominations be taken from the floor. D. Stead responded that vacancies should not be taken from the floor as there is a nomination process which allows for proper vetting of all potential candidates. There were four vacancies for this coming year, but only 3 viable candidates came forward. Vacancies are best filled through the nomination process.

b. Presentation of Slate of Directors for 2024.25 Year.

**Motion: That the re-election of P. Ellens, and the election of A. Liota and P. Vandewater be approved.**

**G. Brown**

**P. Crich**

**Carried.**

D. Stead asked if there were any questions from the floor. No questions were put forth. D. Stead acknowledged the three directors leaving the board. Carolyn Gould, Gayle Lucas-Roth and Jim Pennett. A round of applause was given by the members present.

### **10. Confirming the Acts of the Directors**

**Motion: Resolved that acts, contracts, by-laws, proceedings, appointments, elections and payments enacted, made, done and taken by the directors and officers of the Corporation since the last annual meeting of the members or resolutions in writing in lieu thereof as the same are set out or reflected in the corporate or other records of the Corporation or in the financial statements of the Corporation, except for willful neglect or fraud, are hereby approved and confirmed.**

**P. Roth**

**C. Mittag**

**Carried.**

D. Stead called for questions from the floor. No questions were put forth.

### **11. Presentation of the Chair's Report**

a. Recognition of All Committees / Committee Chairs and Clubhouse Volunteers

D. Stead thanked the volunteers who willingly give of their time and expertise to keep the clubhouse operational and well maintained inside and outside; they provide support, clean out and keep the flowerbeds beautiful for all to enjoy, check and regulate pool chemistry and equipment, provide safety and health measures which includes replenishing first aid kits and overseeing the operation of the exercise equipment, open and close the clubhouse daily, oversee the finances of the clubhouse, set up chairs when needed for events, plan and coordinate social events, monitor the inventory and digitize all our archival information, produce and distribute our monthly newsletter, and welcome new members to the village on an on-going basis.

## MINUTES (5)

Please join me to recognize the work done by all these volunteers with a well deserved round of applause.

**Motion: That the Chair's and Committee Reports be received into record, as presented.**

**L. Smith**

**I. Lee-Chaisson**

**Carried.**

### **12. New Business for the "Good of the Club"**

According to our bylaw voting members were asked to submit in writing any questions or motions one week prior to the AGM for consideration. No new business items were received; therefore, no new business items were added to the agenda.

D. Stead called for questions from the floor. D. Brown of Blueberry Court asked a question on behalf of R. Willis. Will there be an opportunity to do a photo directory? D. Stead responded that the board will take it under advisement and with the planning of a HVRC website this directory may be included on our website.

### **13. Introduction and Presentation of the Board of Directors for 2024/2025**

D. Stead presented the board of directors for 2024.2025. The six current directors and two elected directors were asked to stand. Members were invited to show their approval and appreciation with a round of applause.

### **14. Adjournment**

D. Stead thanked all members who attended, C. Turner, Secretary for confirming the proxies, D. Pennell as head scrutineer, the deputy scrutineers, D. Vermeulen, and A. Frattaroli who acted as recording secretary and the chair committee for helping set up the hall.

**Motion: That the 27<sup>th</sup> Annual General Meeting for 2024 be adjourned.**

**B. Elder**

**P. Beale**

**Carried.**

The meeting was adjourned at 7:55 PM.

The new board were asked to meet in the board room at the conclusion of this meeting for the Annual Organizational Meeting.

Dated: June 24, 2024



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Dwight Stead, Chair



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Allison. Frattaroli, Recording Secretary

## **Part 2**

# **Organizational Chart & Chair's Report**

# HERITAGE VILLAGE RECREATION CLUB ORGANIZATIONAL CHART





## CHAIR'S REPORT (1) - by Pamela Ellens

It is my privilege to present this Chair's Report as we reflect on another meaningful year at Heritage Village. Each year brings its own momentum, and 2024 has been no exception. Our vibrant community has welcomed 28 new owners, representing 47 new members who now call Heritage Village home. On behalf of the Board, we extend a warm welcome and thank all of you for the spirit of inclusivity that makes this community so exceptional.

This past year has been marked by renewal, progress, and strong collaboration. I've had the honour of working alongside a dedicated and tireless Board of Directors, each of whom brought their individual talents and care to the table. Together, we advanced a number of key initiatives aimed at strengthening our organization and enhancing member experience.

In our commitment to best governance practices, we embarked on a thorough review and overhaul of our policy manual. This initiative involved adopting a new format that aligns with not-for-profit standards and improves clarity and ease of use for all members. Committee chairs and volunteers have been instrumental in updating Terms of Reference and governance policies to ensure they reflect the evolving needs and operations of HVRC.

A major accomplishment this year was the development of new Membership Agreements for both voting and non-voting members. These agreements clarify roles, responsibilities, and expectations, and are designed to strengthen the foundation of membership engagement. Following legal review and consultation with the membership, the new agreements have been approved by the Board, with implementation scheduled for April 2025. This marks an important step forward in ensuring clarity, consistency, and fairness for all members.

We also continued our promise of transparency. The *Above Board* column in *InHeritage* and our monthly Coffee with the Board sessions have provided opportunities for open dialogue and thoughtful discussion. These regular touchpoints help ensure that your voice shapes the priorities and progress of the Board.

Improving accessibility remains a core priority. Guided by recommendations from last year's audit, and with input from members, we've taken important steps. This includes upgraded washroom features, and the installation of visual fire alarms, which now assist members with hearing challenges in the event of an emergency.

In tandem, we made significant security improvements to the clubhouse. These include a full review of key fob assignments to ensure alignment with our membership records, and updated access protocols that limit entry to the front lobby and orchards basement doors. These changes continue our goal of maintaining a safe and welcoming clubhouse for all members.

The Board has worked diligently in preparing both the operating and capital budgets for 2025. A key focus has been the restoration of reserve funds utilized in recent years for essential upgrades such as the HVAC, elevator, and roof replacement. This year's budget planning process has been highly collaborative, with portfolio directors engaging directly with committees and members to ensure every line reflects real needs and future priorities.



## CHAIR'S REPORT (2) - *by Pamela Ellens*

We extend our sincere thanks to John Swain, Treasurer, and all those who supported the development of this year's budgets. His attention to detail ensures HVRC remains fiscally responsible and future-focused. Likewise, our thanks to the Property and Maintenance Committee, whose efforts keep the clubhouse physically running—quietly ensuring that our spaces are safe, functional, and welcoming for all members.

Our Administrator, Allison Frattaroli, and Custodian/Cleaner, Karen Martin, continue to serve the membership with dedication and professionalism. Their contributions are central to the daily operations of our clubhouse, and we are pleased they continue to grow into their roles with confidence. Their work in refining processes and clarifying responsibilities contributes to a more consistent and responsive workplace culture within HVRC.

Several technology upgrades were introduced that support both operational efficiency and member experience. The Board transitioned to a custom email platform and cloud-based storage system, modernizing how documents and communications are shared internally. These improvements set the stage for the next phase of our digital plan: the development of a new HVRC website. The website features both public and member-only areas, providing secure access to event calendars, forms, InHeritage magazine, program updates, and the member directory. This project reflects our ongoing commitment to transparency, accessibility, and ease of communication.

At the heart of Heritage Village is a spirit of volunteerism that makes this community not just functional—but truly exceptional. Our club is run by volunteers, and it is their time, energy, and generosity that make every event, every improvement, and every connection possible.

From committee work and program planning to decorating for socials, maintaining records, supporting communications, and keeping the clubhouse running smoothly—our volunteers are the backbone of HVRC. Their efforts often happen quietly and behind the scenes, but their impact is felt daily by every member.

To each and every one of you who has given your time, shared your skills, or stepped up when needed—thank you. Your commitment turns ideas into action, and your care turns this clubhouse into a welcoming and vibrant community space.

Special thanks to all the committee members, program liaisons, and volunteers for another fantastic season of events. Your creativity and enthusiasm continue to bring joy and connection to our members. We are deeply grateful to all our volunteers. HVRC would not exist without you.

As we look ahead, I would like to take a moment to recognize two directors whose terms have come to a close. In 2024, Jennifer Southward served as the Programming Portfolio Director and Co-Chair of the Website Committee. Jennifer brought energy, organization, and a genuine commitment to fostering connection within our community. Dwight Stead completed his sixth and final year on the Board, the maximum term permitted. During 2024, he served as Past Chair, Sports & Fitness Portfolio Director, Co-Chair of the Website Committee, and Chair of the Technology Committee. Dwight's leadership,

## CHAIR'S REPORT (3) - *by Pamela Ellens*

technical insight, and long-standing dedication to improving member experience through innovation have left a lasting impact. We thank both of you for your contributions and dedicated service to HVRC.

To the entire Board of Directors—thank you. Your dedication, respectful collaboration, and countless hours of behind-the-scenes work have made this past year one of true progress.

To our members—thank you for your support, your feedback, and your continued involvement in building a community rooted in respect, inclusivity, and care for one another.

Heritage Village is not just a community—it is a shared commitment. And with continued cooperation and purpose, I am confident that our best days are ahead!

# **Part 3**

## **Governance & Administration Portfolio**

# GOVERNANCE & ADMINISTRATION PORTFOLIO

## Governance Committee - *by Pamela Ellens*

At last year's Annual General Meeting, members approved a revised version of Bylaw No. 1. This significant update ensured that our governing bylaw and Articles of Incorporation were brought into compliance with the requirements of the Ontario Not-for-Profit Corporations Act (ONCA), helping to modernize our foundational governance documents.

A major focus in 2024 has been the development and implementation of policies to support sound governance and effective operations. This included the completion of governance policies, the finalization and approval of the majority of committee terms of reference, and the approval of several general policies. This work provides a strong foundation for consistent decision-making, committee effectiveness, and day-to-day management. All approved policies are available for members to review. Printed copies can be found in the piano lounge and digital versions are posted in the members section of the HVRC website. The continuance of policy development will remain a key goal for the Governance Committee during this fiscal year.

Another major initiative undertaken this year was the development and implementation of new membership agreements for both voting and non-voting members. This process has strengthened clarity around member roles, responsibilities, and access. It also prompted an important review and update of our waiver of liability form and associated practices, ensuring they align with current standards and risk management best practices.

As Chair, I would like to extend sincere appreciation to the Board of Directors and committee members who have contributed to this important work. Their dedication to upholding governance best practices and their commitment to transparency have been instrumental in strengthening our organization. These efforts continue to build a well-governed, accountable, and vibrant HVRC that reflects the values of its membership and supports a strong future for our community.

## Nominating Committee (1) - *by Pamela Ellens*

The Governance Committee is pleased to present the Board succession plan and 2025 slate of directors in accordance with the Corporation's by-laws and succession planning framework.

This year's succession process has emphasized the importance of ensuring a well-balanced and skill-diverse Board. Our approach continues to follow the Governance Board Matrix, which allows us to assess competencies and community representation, supporting the long-term leadership strength of the Heritage Village Recreation Club. Directors serve staggered three-year terms, with a maximum of two consecutive terms. This cycle ensures continuity while welcoming new energy and expertise.

As per the by-laws, the number of Directors may range from a minimum of five to a maximum of nine. This year, we are recommending a full slate of seven directors: three returning members and four new nominees, pending approval by the membership.

# GOVERNANCE & ADMINISTRATION PORTFOLIO

## Nominating Committee (2) - *by Pamela Ellens*

Returning for re-election are:

- **Allen Letch**, who brings years of experience in business consulting and publication leadership, currently serving as editor of *InHeritage* magazine and a valued member of the HVRC Board and his church's finance committee.
- **John Swain**, the current Treasurer of HVRC, who also serves on the Beechnut Condominium Board and brings over 35 years of banking and community service experience.
- **Chris Turner**, who has played a vital role as Secretary, Chair of the Pool Committee, and Director of Property and Building. A retired engineer and team leader, Chris has brought operational efficiency and project oversight to the Board.

New nominees this year include:

- **Sonya Bouffard**, a retired professional from Thermo Fisher Scientific who is actively involved in HVRC programs. She brings strong communication, organization, and community-minded values to the role.
- **Bill Heemskerk**, a retired construction industry professional with experience in project management, product development, and sales leadership.
- **Mike Rodrigue**, a retired educator and Special Olympics volunteer with leadership experience and a desire to enhance inclusive recreation within the Club.
- **Pat Wild**, a long-time resident with a strong background in public speaking, event planning, and community engagement. Her people skills and team-oriented attitude will be a welcomed addition to the Board.

Nomination forms were due on April 15, 2025, and the proposed slate has been posted in the Clubhouse lobby in accordance with established procedure. Ballots will be distributed at the AGM if required.

In preparation for the new term, an orientation session will be held for incoming Board members. The Nominating Committee is responsible for organizing this session, which will include a welcome from the Chair and distribution of the Board Manual. This manual contains essential documents including the bylaws, policies, code of ethics, insurance certificate, financials, and recent minutes. A buddy system will be available for new Directors to support onboarding during their first term.

The Governance Committee continues to affirm the importance of strong, transparent, and strategic leadership. We thank all nominees for their commitment to serve and look forward to a productive and collaborative Board in the year ahead.

# GOVERNANCE & ADMINISTRATION PORTFOLIO

## Human Resources Committee - *by Pam Vandewater*

HVRC staff consisted of one full time employee as Administrator and one part time employee as Custodian/Cleaner for 2024.

The first annual staff reviews were conducted and goals were set for the upcoming year for each employee. In preparation for the annual reviews, the performance forms were reviewed and modified.

During 2024, a more effective timesheet and leave form was developed for employees.

In conclusion, we look forward to a productive 2025 with finding efficiencies and continual improvement in our operations.

# Part 4

## Finance Portfolio

# FINANCE PORTFOLIO

## Finance Committee (1) - *by John Swain*

The Board of Directors is pleased to report that the financial position of Heritage Village Recreation Club (HVRC) remains strong following a year of careful planning, responsible spending and steady income performance. In 2024, HVRC continued to prioritize fiscal discipline while addressing ongoing operational needs and preparing for future capital investments.

HVRC concluded the 2024 fiscal year with a net income of \$67,438. This outcome reflects effective financial oversight, cost containment, and revenue stability across key categories. Total income for the year was \$363,526, with the majority coming from membership dues (\$320,252), advertising income (\$34,147), and room rentals.

Operating expenses were held to \$296,088, supporting programs, maintenance, utilities and administrative needs. The cash flow from operating activities and non-cash items amounted to \$91,342, which provided the capacity to carry out a number of infrastructure improvements through the Capital Budget, funded by the Reserve.

In 2024, expenditures under the Capital Budget drawing from the Club's Reserve Fund totaled \$29,402. These investments included pool equipment in the amount of \$5,383, website redevelopment costs of \$3,938, recreational equipment purchases totaling \$3,036, and initial elevator expenses amounting to \$10,859. The balance of the elevator refurbishment was deferred to 2025, preserving reserve funds in the short term while creating an expected drawdown in the year ahead.

As of December 31, 2024, HVRC's Reserve Fund balance stood at \$237,811, inclusive of cash and term deposits. A balance of (\$97,731) remains on the elevator contract, which will be paid in 2025. The Board has set a target of maintaining a minimum reserve of \$250,000 to ensure adequate resources are available for capital repairs and unforeseen needs. Replenishing the reserve over time will remain a strategic priority.

A significant operational milestone in 2024 was HVRC's adoption of an internal fund accounting model, aligning with the system long used by our external accountants. Fund accounting improves financial transparency by organizing income and expenditures into designated categories such as operations, capital, and restricted funds, rather than consolidating everything into a single general ledger. This approach enhances clarity, supports accountability, and provides a more meaningful financial picture for members and the Board alike.

As part of HVRC's ongoing risk management, the Board undertook a review of the Club's insurance policies to ensure continued appropriateness and value. This initiative required a thorough inventory update of Club assets, a significant task led by Chris Turner. We sincerely thank Chris and the membership at large for conducting such a detailed and comprehensive review. Their collective efforts resulted in a complete and accurate inventory list which has now been set up internally on the Club's computer system to allow for ease of ongoing updates and management.



# FINANCE PORTFOLIO

## Finance Committee (2) - *by John Swain*

At the 2024 AGM, HVRC presented its first Review Engagement, marking a shift to a higher level of financial scrutiny and external assurance. This practice will continue in 2025. Though it comes with an increased cost, it reflects our commitment to sound financial governance and prepares us for future grant opportunities.

The Clubhouse remains our most valuable shared resource—central to community life, social well-being, and resident connection. Its ongoing care, safety, and functionality remain central to the Board's financial planning. We remain committed to fiscal responsibility, transparent reporting, and ongoing collaboration with our members as we steward HVRC's financial future together. For those interested in further detail, the monthly Treasurer's Report and Board meeting minutes are available for review in the Piano lounge.

As part of our continued adherence to best governance practices, and in alignment with recent updates to our by-laws and Ontario's Not-for-Profit Corporations Act (ONCA), members are advised that a motion to approve the financial statements at this year's AGM will not be required. The financial statements are presented to the membership for review, having already received approval by the Board of Directors. This process is consistent with Section 4.1(b) of our by-law and Section 84(1) of ONCA, and has been confirmed by our legal counsel.

In addition, the Board has passed a resolution to follow a best-practice approach by periodically reviewing and tendering its public accountant services, thereby ensuring transparency, independence, and value for the organization. While ONCA typically requires that members appoint the public accountant annually at the AGM, the resolution being presented this year authorizes the Board to finalize the appointment following the completion of the tendering process. This is in accordance with Section 12.1 of our By-Law and Section 68(3) of ONCA. The current public accountant will continue in office during this review period.

On behalf of the Financial Committee, thank you for your continued trust, participation and support.

# FINANCE PORTFOLIO

## Operational Budget for 2025 (1) - *by John Swain*

	<u>Jan - Dec 25</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Advertising income	42,000.00
<b>Dues Income</b>	
Club Membership Dues	320,880.00
Woodshop Dues	600.00
<b>Total Dues Income</b>	321,480.00
Investment Income	1,430.00
<b>Rentals</b>	
Booth Rental	800.00
Room Rental	3,000.00
<b>Total Rentals</b>	3,800.00
<b>Total Income</b>	368,710.00
<b>Gross Profit</b>	368,710.00
<b>Expense</b>	
Bank Charges	720.00
Catering	3,500.00
Cleaning Supplies	6,000.00
Club Programs	3,000.00
Elevator	5,600.00
Grounds / Landscaping Expense	3,000.00
Insurance	15,000.00
Miscellaneous Expense	1,020.00
Office Expenses	2,000.00
Pool	10,000.00
Postage & Courier	1,500.00
Printing Expenses	27,000.00
Audit Fees	6,000.00
Landscaping / Snow Removal	8,500.00
Legal Fees/Consultation	5,000.00
Shabri Management Fees	3,000.00
Public Relations	600.00

## FINANCE PORTFOLIO

### Operational Budget for 2025 (2) - *by John Swain*

	<u>Jan - Dec 25</u>
<b>Repairs &amp; Maintenance</b>	
Floor Wax and Buff	700.00
Piano Tuning	500.00
Recreational Equipment Repairs	1,500.00
Redecorating Expenses	1,200.00
Repairs & Maintenance - Other	<u>12,000.00</u>
<b>Total Repairs &amp; Maintenance</b>	15,900.00
<b>Salaries &amp; Wages</b>	
MyHSA	2,430.00
Payroll Expenses	98,880.00
WSIB Premium	1,163.00
<b>Total Salaries &amp; Wages</b>	102,473.00
 <b>Security, Fire, Safety</b>	 5,000.00
<b>Subscription / Membership Fees</b>	4,000.00
<b>Taxes Paid on Investment Income</b>	3,500.00
<b>Technical Upgrades/Equipment</b>	
Website	500.00
Technical Upgrades/Equipment - Other	<u>2,000.00</u>
<b>Total Technical Upgrades/Equipment</b>	2,500.00
<b>Telephone &amp; Internet</b>	
Internet Service	1,500.00
Telephone & Internet - Other	<u>1,500.00</u>
<b>Total Telephone &amp; Internet</b>	3,000.00
<b>Utilities</b>	
Gas	12,000.00
Hydro	15,000.00
Water	<u>10,000.00</u>
<b>Total Utilities</b>	<u>37,000.00</u>
<b>Total Expense</b>	<u>274,813.00</u>
<b>Net Ordinary Income</b>	93,897.00
<b>Interfund Transfer to Reserve Fund for Capital</b>	<u>84,000.00</u>
<b>Net Income</b>	<u><u>9,897.00</u></u>

## FINANCE PORTFOLIO

### Capital Budget for 2025 - *by John Swain*

Reserve Fund	
Capital Budget	
Accessibility Improvements	5,500.00
Ashphalt Refurbishment	5,000.00
Computer	5,000.00
Elevator	115,000.00
Kitchen Equipment	2,000.00
Party Room Floor Refurbishment	10,000.00
Pool Equipment	16,000.00
Recreational Equipment	2,000.00
Total Capital Budget	<u>160,500.00</u>
Interfund transfer from Operating Acct	84,000.00
Net Required from Reserve Fund	<u>76,500.00</u>
	<u>160,500.00</u>

# Part 5

## Property / Building Portfolio

## PROPERTY / BUILDING PORTFOLIO

### **Accessibility Committee** - *by Mary Gabrielle-Skelly and Nancy Cain*

The journey this past year has been one of a collaborative nature with residents, other committees of HRVC, HRVC staff, accessibility and other professionals, and, of course, the HRVC board.

These partnership discussions (keeping in mind the HRVC Accessibility Audit completed in 2022) resulted in the listing of priorities; Accessible Gender-Neutral Bathroom and Visual Fire Alarms as priority numbers 1 & 2. We are very happy to announce that these priorities were accomplished.

Additionally completed was the modification of most bathrooms with accessibility aids. For example, adding grab bars, enlarging stalls to accommodate walkers, repositioning toilet paper/paper towel holders, adding toilet risers, moving waste receptacles, lowering hooks, etc.

Also, we are very grateful that the HRVC board prioritized the retrofit of the elevator that makes accessibility possible in our multi-level clubhouse.

Terms of Reference and a five-year plan was developed by the committee as requested by the HRVC board and possible future undertakings are listed. For example, in late August 2024, a questionnaire was placed in the InHeritage inquiring about hearing assistance. Unfortunately, there wasn't any response to this questionnaire, and this has been deferred for future consideration in the 5-year plan.

We truly appreciate the support and assistance of the following without which, we couldn't offer dignity and independence to those of us that are living with disability or those of future residents: Chris Turner, Graham Brown, Dan Ottenger, Jim Pernet, Wes Kline, Karen Martin and Brett Peacock.

Also, we are deeply thankful for the extraordinary leadership and commitment of Gayle Lucas Roth, who recently resigned. Gayle has led this committee with dedication since 2022 and has played a pivotal role in making the Heritage Village Recreation Clubhouse an accessible space for all.

### **Redecorating Committee** - *by Christine Renaud*

The Redecorating Committee is a team of volunteers with a mandate to update areas of the clubhouse that are in need of repair, upgrading or are outdated. The team tries to work together with the Maintenance team getting quotes from trades needed to get the jobs done.

This past year we were able to match the trim paint in the pool area, so the window trim and railings were all freshened up. The flooring was chosen for Allison's office, and a flooring match was found for our newly created laundry room in the basement. Also paint colour was chosen for both rooms.

## PROPERTY / BUILDING PORTFOLIO

### Gardening / Landscaping Committee - *by Judy Cline*

Our relationship with Newport landscaping was excellent this past year. Their client liaison, Harsh Patel was back full time as of the fall of 2023 and the garden crew is now stable. Mulching happened this spring which improved the look of the gardens and simplified its upkeep.

The foreman of the crew is knowledgeable about garden maintenance and eager to continue learning. The gardens are as much a credit to Harsh and the crew as to our committee.

Our committee meets with Harsh both spring and fall and as needed between. We plan and plant the additional annuals, ensure the porch containers are planted appropriately to the season and maintained. We continued with ferns as the hanging plant choice for the verandah as they last the season best.

Continuing thanks to Deb Young who ensures the ferns are watered and as assists with planning and planting. Becky Glenney is the other valuable member of the team for her plant knowledge and her hands on work.

### Town of Lincoln Representative – *by David Brown*

Last year the bilateral interactions between the Town of Lincoln and the Village were expeditious and cooperative. We continue to report all street light outages to the Director of Public Works on a routine basis. Night shift staff continue to perform regular inspections of street lighting within Heritage Village to ensure outages are followed up on and repaired by the external contractors.

Following the unpredictable spring weather and massive rainstorm this last April, the Town launched its street sweeping program which always occurs twice a year (spring and fall) unless otherwise directed. Hydrant flushing was also performed in the spring for the general maintenance of the water distribution system which is essential work that maintains our hydrants and ensures good working condition for fire services.

The Town has applied to the Green and Inclusive Community Buildings Fund (large-scale renovations and new building stream) to support the renovation of our local Rittenhouse Branch Library. The future project seeks to create a climate-resilient, open and accessible space to better serve Lincoln's growing community. The library is an excellent resource in the Village and plays a fundamental role in removing barriers to accessing information, fostering literacy, supporting community development and promoting learning and connection. While this is a federal grant, the Town is seeking provincial support to strengthen its application and identify additional provincial funding opportunities aligned with the project.

## PROPERTY / BUILDING PORTFOLIO

### Property / Maintenance Committee - *by Wes Cline*

Members of the Property and Maintenance Committee are responsible for ongoing maintenance of the Clubhouse and the amenities area known as Central Park. We obtain quotes for major projects and oversee outside contractors. We conduct regular inspections of the facilities including fire and safety. We ensure members comfort in the clubhouse by monitoring the heat and cooling systems. During the past year projects varied from constructing a new laundry room and conversion of two washrooms to be handicap accessible to a less exciting activity replacing a light bulb.

Committee members meet on the first Tuesday of each month to report on completed projects and prioritize future projects. Major improvements are considered and recommendations are made to the Board of Directors.

Committee members are: Graham Brown, Wes Cline, Jim Pennett, Gerd Ruggeberg, Don Kouri, Al Balsdon, Ed Wardlaw, Bill Davidson and Brett Peacock.

### The New Elevator – *by Chris Turner*

Because of the elevators age, the reliability, the difficulty in replacement parts for essentially a 35-year-old equipment and to comply with latest Code requirements, the Board during 2023 decided it was sound strategy to set aside money for the upgrading of the elevator. Because of the multistorey nature of the building the upgrade was deemed a priority to enable members to access all floors for the various activities the Club offers. After a tendering process in late 2023 the Board selected Otis Canada Inc. to carry out the work and signed a contract on January 3, 2024.

As you are all aware, the elevator upgrade was delayed throughout 2024 due to the difficulty in obtaining the necessary components. A further delay in December 2024 was initiated by the Board so activities scheduled for the holiday season were not affected. Finally, in early January 2025 the refurbishment was started. Otis (Pete and Gord) worked amicably and efficiently with the Board and members during the 5-week construction period. Inspection and testing by TSSA was completed and the elevator opened for service on February 18, 2025.

The appearance of the interior of the elevator car has not changed except for the operating panel because of budgetary constraints. However, in the coming year it is hoped the Property and Maintenance Committee will convert the existing fluorescent lighting to LED and the slate floor cleaned and clear coated. The new features of the elevator were published in the Inheritance magazine early in the new year.

Should you have any questions that require clarification on the operation of the elevator please contact the office.



## PROPERTY / BUILDING PORTFOLIO

### Pool / Sauna Committee - *by Chris Turner*

The pool continues to be the focal point for a number of Club members who want to maintain a healthy lifestyle but also want to enjoy the activity in a warm water environment. Operating since the original building was occupied in 1989, it is therefore a priority for the HVRC Board to provide consistent pool operation and swimming conditions for all.

During the last 12 months, we have had quarterly inspections by the Regional Health Department (RHD) from which we consistently receive excellent reports, holding our pool as one of the best in the Niagara Region. Our facility is classified as a private indoor saltwater Class B pool and as such is required to comply with strict regulations. The Regional Health Department requires us to record the data including the number of swimmers and the water quality, every 4 hours while the pool is open to members.

We want to remind participants, it is very important that all swimmers including guests, register and take a warm soapy shower each time and prior to using the pool. This helps the Committee in maintaining the critical chemical balance of the pool water to ensure a safe and healthy environment.

In the past year, we have continued to clean, repair and maintain the equipment which is required because of its age. Our major issues this year which resulted in significant pool closures were to repair a leak in an inlet pipe (Jul-Aug) and replacement of the chlorine sensor and salt cell (Dec). We thank members for their patience while these essential services were completed.

Other comments about the operation have been consistently about the temperature of the water. The desired temperature is as varied as the number of swimmers however we have tried to maintain the water at between 26-28°C (80 to 85° F). When this has not been achievable; it is because of idiosyncrasies in the very complex machine called the Seresco Unit located on level 2 of the club, for which a contractor from Toronto is consulted.

The operation of the dry sauna within the pool area is inconsistent and within the 2025 budget we have allowed money for its replacement should it be found to be desirable by the members. The steam sauna continues to be used regularly and during this year has not required any significant repairs or upgrades.

We wish to extend thank you to the number of volunteers who assist in carrying out monitoring duties. Should you wish to help in this critical work, please contact the Club Office.

# PROPERTY / BUILDING PORTFOLIO

## Security Committee - *by Gordon Ellens*

The Security Committee continued its work throughout 2024 to ensure the safety and security of the Heritage Village Recreation Club. Our primary focus was on improving access control, reinforcing perimeter security, and maintaining accurate fob assignments in accordance with policy. We would like to thank the membership for their cooperation and patience as these important updates were undertaken.

A comprehensive review and cleanup of the key fob system began early in 2024. This task involved verifying that each fob was properly assigned to a designated member in the database. As part of this process, the Board developed a policy that clarified each household is permitted a maximum of two fobs—one per voting member. Fobs that were unassigned, duplicated, or not in compliance with this policy were deactivated. Communications were issued to the membership throughout the year, reinforcing the importance of using assigned fobs for clubhouse access, reminding members not to share fobs, and advising that tailgating is not permitted. While the cleanup process has taken longer than anticipated due to its complexity, it remains on track to be completed by the end of the year, with a final review expected in early 2025. We would like to thank our Administrator, Allison Frattaroli, for her efforts in cleaning up the fob system records and ensuring our database accurately reflects current assignments as per HVRC's policy requirements.

To further strengthen clubhouse security, changes were made by the Board to how members access the building. The front lobby and "The Orchard's" basement doors were designated as the only authorized entry points. All other exterior doors are now locked at all times and may only be used for emergency exit. The kitchen door, in particular, was outfitted with a new lock mechanism to restrict entry while still allowing safe egress. We thank the Property and Maintenance team for their assistance in implementing these lock changes and supporting our efforts to improve security infrastructure.

A vital part of the Security Committee's role is the daily opening and closing of the clubhouse. This responsibility is carried out by a dedicated team of volunteers, seven days a week, in all seasons. We would like to sincerely thank the following individuals for their commitment, reliability, and ongoing service in ensuring the facility is secure and ready for member use: David Brown, Claire Camden, Bill Clark, Kevin Duguay, Lynn Elcomb, Brian Elder, Gordon Ellens, John Fischer, Jim Pennett, Alex Riddell, John Swain, Chris Turner, Dirk Vermuelen, and Ed Wardlaw. These openers and closers provide an essential service to the club, and we are truly grateful for their efforts. Their contributions allow HVRC to avoid the cost of hiring staff for this responsibility, and we encourage members to consider supporting this role. If you are interested in joining the opener and closer roster, please reach out to Gordon Ellens directly. Your participation helps preserve the volunteer spirit of our community and supports the club in a meaningful and practical way.

Looking ahead to 2025, we anticipate completing the fob audit in the first quarter and continuing to educate members about the importance of secure access. The Security Committee remains committed to fostering a safe, efficient, and welcoming environment for all members of Heritage Village.

# **Part 6**

# **Communications Portfolio**

# COMMUNICATIONS PORTFOLIO

## Facebook - *by Sylvia Hokansson*

Our Facebook Group began on September 12, 2017, and it has been humming along ever since. It is all about community - building, strengthening and uplifting our members. It is only available to residents of HV, and we adopted minimal rules, which for the most part are adhered to.

The rules are as follows:

1. Members must be a resident of Heritage Village,
2. Members must be kind and courteous of others,
3. No posts of a religious or political view are allowed,
4. No offensive language is allowed.
5. Members may post personal for sale or wanted ads, and
6. No posts allowed to promote a personal business.

Both Pat McPherson, moderator, and I are committed to making this a happy, healthy group. As are our many members, who contribute so much to our purpose. Photos, stories, both HV and community information shared and reported on. Every single day. And it is an excellent venue to get information out quickly. During covid, it proved to be a very important feature for us all, creating a good sounding box and much needed support. Our members have made it their own. My heartfelt thanks to each of you, and especially to Pat. I love having coffee with you every morning!

To join, go to your search bar on your own fb page. Type in "Heritage Village Residents Facebook Page". It will take you to our site, then follow directions. Members must answer 3 questions upon requesting to join. We will be happy to welcome you!

## InHeritage Magazine - *by Allen Letch*

Once again, I wish to thank the many volunteers that contribute to the success of InHeritage behind the scenes. We try and list everyone on the back page each month, but too often find we have missed someone. Contributors, proofreaders, delivery folks and more all make it possible for you to enjoy our magazine each month.

Our magazine is only as good as its content. Please consider writing something, your neighbors will enjoy. We all have travel experiences, exciting events, family accomplishments and much more that is of interest to all of us. If you need help with composition or technical things, we have volunteers to assist with anything.

Our advertisers make InHeritage possible. Please support those you can and mention us to any you use that may benefit from using us.

We apologize for the numerous errors that slip through each month and welcome your constructive criticism as we continue to try and make InHeritage better. Thank you for your support.

# COMMUNICATIONS PORTFOLIO

## Public Relations Committee - *by Annie Liota*

In 2024, HVRC's Public Relations and Communications efforts were delivered through several key channels, including the monthly *Inheritance* magazine, the members-only Facebook page, and printed posters displayed at the Clubhouse.

A major focus this year was the development of an official HVRC logo to unify our brand across various communications platforms, including a dedicated HVRC website. The Board initially invited members to submit logo ideas, but ultimately decided to engage a professional designer for the project. The designer presented three logo concepts, which were then put to a vote by the membership. By mid-December, the winning design was finalized and officially adopted.

The new logo also became a central element of the HVRC website, which began planning in June 2024. A thorough search for a web development partner followed, with the committee evaluating potential vendors based on their services, pricing, and client reviews. After careful consideration, the committee recommended Checksite, which the Board approved. The planning and development continued until late December. The final website design was reviewed by a focus group that consisted of various members that represented the Heritage Village Community. The final adjustments were made based on the feedback from the focus group. The Board approved the final version and the website was scheduled to launch on January 1, 2025.

Looking ahead, PR and Communications will remain a top priority in 2025, with a focus on building effective and consistent channels to ensure all members are well-informed about HVRC news, activities, and policies.

## Technology Committee - *by Dwight Stead*

The technology committee supports the use of technology by the office, board of directors and members who use various audio-visual equipment. Over the past 6 years most of the technology in the clubhouse has been updated to include internet infrastructure improvements, the office computer equipment and printers, and updates to the various audio-visual equipment throughout the clubhouse.

In addition to the support for the hardware this committee provides software support for the office and board of directors using Google Workspace, email system, website hosting, InHeritage publication and various software programs licensed by the clubhouse.

With the end of my term as a director this will be my final technology report. Despite several attempts to seek members to volunteer for this work, none have emerged. As of my June 1, 2025 resignation, the board will need to seek contractors to perform the hardware and software maintenance and repair for the clubhouse technology moving forward.

# COMMUNICATIONS PORTFOLIO

## Website Committee - *by Dwight Stead*

After many years of wishing, and much planning during the fall of 2024, the HVRC website was launched at the New Year's Levee on January 1, 2025. This was the culmination of much work by this industrious group of dedicated volunteers.

Once the board of directors approved the creation of a website in the 2024 budget, a committee was formed and began the task of designing a website to meet the needs of the HVRC community. In May 2024 the committee created a Request For Quotes (RFQ) document that described the specifications desired in the website. Based on the RFQ the committee received three quotes and recommended the quote from CheckSite in St. Catharines to design the HVRC website. After board approval in July the website construction began. CheckSite consistently demonstrates exceptional attentiveness to our ongoing needs, always being highly responsive and receptive to our ideas. As the site continues to be maintained, CheckSite proves to be a valuable and reliable partner, offering outstanding technological services and support.

The website features a homepage that is available to anyone. It contains information that describes the HVRC community and the Lincoln region. It has easy to access information for members such as late breaking news about the clubhouse, local weather, local events and countdowns to social and other upcoming events at HVRC. The site also features a member's only section accessed by a website registration. This section provides members with the current directory, current calendar of events, Inheritance magazine issues and other HVRC member information.

To brand our new website, the committee also commissioned a HVRC logo contest. The committee sought designs from members and professional graphic artists. The logo had to honour the history of HVRC by making use of Red Bear the horse in the HVRC clubhouse sign. The members voted on the three finalists in November 2024. The winning design was announced and placed on the website and will be used for future HVRC promotions.

In January and February 2025, the committee focused on supporting members to create website accounts to access member's only content on the website. Presentations, drop-in sessions in the lounge and one-on-one support were successful in getting almost 200 members to create a website login.

Over the spring of 2025 the committee finalized the content and design of the website and began to work with the Public Relations Committee in order to develop communication protocols to keep the HVRC informed of happenings at the clubhouse. In February 2025 the committee implemented an email service by MailChimp to provide email blasts to all members whose email was shared with the clubhouse. Currently these blasts reach more than two thirds of our members with relevant information. The communication protocols will also make use of other tools such as clubhouse posters, Inheritance magazine and the HVRC Facebook Residents Group. As the HVRC community continues to embrace how the website can provide them with useful information, this committee will continue to refine it to meet their needs. Committee Members: Annie Liota (Chair), Chris Liota, Cheryl Little, Jennifer Southward, Dwight Stead, John Warren.

# Part 7

# Programming Portfolio

## PROGRAMMING PORTFOLIO

### Coffee Hour - *by Rina Pennett*

Coffee Hour is twice per month on the 2nd and 4th Saturday. It's such a great way to see old friends and so welcoming for newcomers. We are at about 30-50 Coffee Mates that attend and many wonderful helpers that make this a super event.

### Health & Wellness Committee - *by Judy Cline*

We continued with our busy seminar schedule, presenting 8 topics from January through November. Attendance was consistently good and although we know that our members enjoy the information, we also know that the cookies, coffee and socializing that follow are a big draw.

We hosted a very successful Health Fair in June. Feedback from both exhibitors and attendees was universally good. We made a profit and with the boards blessing we purchased two all weather picnic tables for Central Park.

Ongoing activities included updating and managing our Virtual Loan Cupboard for health care and rehabilitation related items, regular monitoring of the contents of all first aid kits and the AED in the main hallway.

A flu vaccine clinic was hosted in the clubhouse with staff from Hopkins Pharmacy.

Thank you to our great committee members: Lynne Hyatt, Claire Masters, Carola Mittag and Sally Tyson. We bid a very sad goodbye to our former board liaison and committee member Carolyn Gould. We miss her wise counsel and general good sense.

### Library – *by Joan Wortley & Valerie Phillips*

The library has been busy this past year receiving many currently published books (less than 10 years old). The library has fiction, non-fiction, autobiographies, health, gardening, and hobby books. Also, there are DVD's movies, CD's and jigsaw puzzles waiting to be borrowed. There is always a jigsaw puzzle out on the table. Please feel free to work on the puzzle anytime. Come visit the library, browse, borrow, and enjoy. Thank you to all who donate books etc... to the library.

### Morning Coffee - *by Rina Pennett*

There is coffee or tea brewed every morning Monday to Friday in the lounge of the clubhouse from opening to 12:00 noon. The price of coffee is reasonable at only .50 cents per cup. If weather permits, take your coffee out on the veranda. All are welcome. We are so blessed that we live in this beautiful place we call home.



# PROGRAMMING PORTFOLIO

## **Social Committee** - *by Annie Liota & Pam Vandewater*

What an exciting year it has been, full of vibrant energy and community spirit as we navigated through our planning of our HVRC social events. Our team has been buzzing with fresh ideas and streamlined processes, all aimed at enriching the experience of our HVRC community.

Highlights of Our Events - We kicked off the year with a bang, treating our community to an array of unforgettable experiences. From the welcoming of the New Year which included unveiling of the HVRC website, and a new Galentines Dance idea which was a whole lot of dancing, themed Happy Hours and a very funny Movie Night showing Grumpy Old Men with the showing of the sequel not far behind.

We introduced two new reoccurring Series hosted by one of our HVRC members: Travel Log and Tech Talk. The first Travel Log Series was kicked off with a visit to exotic India with another that featured a do-it-yourself option to glorious Greece. The first Tech Talk Series offered the membership support to register on to and navigate the new HVRC website. Stay tuned for upcoming engaging topics for each of these series.

A Spring Fling Dinner & Dance was organized to get people to celebrate the anticipated warmer weather with lots of fun dancing and a great Spring inspired meal. Team Trivia Sports Edition was another can't miss event hosted by one of our members who knows their stuff! Stay tuned for another Trivia team later this year!

None of these events would have been possible without the dedication of our volunteers, from the Social Team members to the event volunteers, chair & table set up crew and our invaluable volunteer photographers.

Exciting Events on the Horizon - But the excitement doesn't stop there! We have a lineup of stellar events in store, including our popular Outdoor Concerts, an entertaining Magic Show, scrumptious Strawberry Social & Fashion Show, the sizzling Canada Day BBQ, a Sock Hop, and a Halloween themed Monster Mash Dance. Trust us, you won't want to miss out on these!

Gratitude and Community - We are immensely grateful to be part of such a vibrant and supportive community where we can come together to plan and enjoy these exciting events. Stay tuned for updates on our upcoming events and ticket sale dates, which will be featured in the InHeritage Magazine each month, as well as on the HVRC website, Instagram, Facebook group and within the Clubhouse. Remember to mark your calendars and grab your tickets early, as sales take place on Tuesdays & Wednesdays from 9 am - 12 pm.

Here's to another year of music, laughter and unforgettable moments at HVRC! Your Friendly Fun HVRC Social Committee, thank you for your support and we would love to hear from you. Please send any comments, questions or suggestions for the Social Committee via email at [social.team@hvinc.ca](mailto:social.team@hvinc.ca).

# PROGRAMMING PORTFOLIO

## Volunteer Appreciation Committee - *by Pamela Ellens*

The 2024 Volunteer Appreciation Dinner was held under the theme “*Every Moment Matters*,” a fitting tribute to the vital role volunteers play within HVRC. The theme emphasized the profound value of each individual contribution, especially at a time when organizations like ours depend heavily on the dedication and generosity of volunteer support.

The evening was well attended by many of our long-time and newly engaged volunteers, and served as a heartfelt celebration of the time, energy, and passion they invest in our community. It was a chance to recognize that volunteerism is not merely a set of tasks, but rather a cornerstone of the HVRC spirit and the foundation of our collective success.

While President Dwight Stead was unable to attend, he extended his sincere appreciation to all volunteers. He sent their best wishes and acknowledged the invaluable difference our volunteers make every day.

Throughout the evening, the words of Helen Keller, “*Alone we can do so little; together we can do so much*” served as a guiding reflection. These words encapsulate the cooperative spirit that defines HVRC. Our volunteers are more than helpers; they are community builders whose actions shape the present and future of our clubhouse.

Whether it's a smile shared during an event or a behind-the-scenes act of kindness, each moment of service strengthens our community fabric. Small or large, every contribution has an effect, reinforcing the wellbeing and camaraderie that make HVRC so special.

Volunteers at HVRC embody the wisdom of Mahatma Gandhi, who said, “*The best way to find yourself is to lose yourself in the service of others*.” Through their dedication, our volunteers have transformed our clubhouse into a vibrant, welcoming, and supportive environment for all.

The HVRC Governing Board offers its deepest thanks to each volunteer. Your commitment, generosity, and grace are deeply appreciated. We are proud of what we've accomplished together and excited for the opportunities ahead made possible by your continued support.

In closing, the 2024 theme *Every Moment Matters* serves as a lasting reminder that it is not just the big milestones, but the everyday gestures, each shared moment, each act of kindness, that strengthen our community and define who we are.

Thank you for making every moment count.

# PROGRAMMING PORTFOLIO

## Welcome Committee - *by Joan Wortley & Pamela Ellens*

The Welcome Committee's role is to greet and connect with newcomers to the Heritage Village Recreation Club (HVRC), offering a warm welcome and an introduction to the many events, programs, and amenities available at the clubhouse. Through these efforts, we aim to help each new resident feel supported, informed, and encouraged to become an active part of the HVRC community.

Throughout the year, committee members met with each new household shortly after their arrival. During these visits, we provided a welcome letter, a copy of InHeritage magazine, and a calendar of upcoming events, member directory, medical information envelope, current program information, yearend financial statements, and corporate bylaws, and an overview of the amenities and services available at HVRC. As part of our welcome process, we also offer tours of the clubhouse to help new members become familiar with the facilities and feel more comfortable navigating the space. These personal visits and tours not only help answer initial questions but also create a friendly point of contact for new members as they settle in.

In 2024, we were pleased to welcome 48 new members residing in 27 homes. Each of these households was visited by one or more members of our committee. Feedback from new residents has been consistently positive, with many participating in programs and attending events shortly after joining. We feel this speaks to the value of a personal welcome and the importance of early engagement in helping members feel connected.

In addition to our individual welcome visits, the annual New Member Social was held on May 22, 2024. This event provided an opportunity for new members to meet one another, connect with committee representatives, and learn more about the programs, groups, and volunteer opportunities available within the community. It was a relaxed and enjoyable evening that helped to strengthen the sense of community among our newest residents.

The Welcome Committee consists of Joan Wortley (Chair), Claire Masters, Sonya Bouffard, Sally Power, Sally Tyson, and Bruce Murray. Pamela Ellens currently serves as the Board representative, replacing Jennifer Southward in this role. We sincerely thank Jennifer for her past involvement and support of the committee – it was greatly appreciated. We would also like to extend our thanks to A. Frattaroli for her assistance in preparing the welcome packages and organizing the annual social. Her help behind the scenes is an important part of the committee's success and is very much appreciated.

Looking ahead to 2025, the committee plans to host the annual social in the spring of 2025, continuing to offer opportunities for new members to connect with each other and broader community. We will also continue to ensure all welcome materials and program information remain current and relevant.

We thank each committee member for their time, enthusiasm, and warm hospitality. Their efforts help ensure new members feel at home from the moment they arrive, and their commitment to creating a positive and welcoming atmosphere is deeply appreciated.

## PROGRAMMING PORTFOLIO

### Remembrance Day Committee – *by Wayne Warnica and Don Pennell*

For 2025, we will not require the purchase of wreaths but the other expenses for programming, music, movie etc. can be expected. Thus, we request that the budget remain the same as last year at \$500 for our prudent use.

We have started a bit of a tradition with our movie night, followed by our indoor presentation. The movie is based upon a major event and the indoor presentation highlights something different. We will announce this year's in September and in October.

Our objective is to have this solemn ceremony bracketed by entertaining and informative presentations about both well-known and less well-known events and people. Last year the number of folks who shared their treasures and memorabilia was amazing! Everyone is encouraged to share a memory and/or your memorabilia.

We are surprised every year to discover yet another Veteran among our ranks. Surprises are nice but, in this instance, if we know of your service, be it military, police or fire service, we would really like to have you make yourself known to us. We also need help every year to do set up and take down. Please contact Don Pennell 905-562-5119 or Wayne Warnica 289-567-0775.

The Social Committee and our world class choir always comes through and for that we thank them! Thank you!

# Part 8

## Activities Portfolio

## ACTIVITIES PORTFOLIO

### **Artisans HV Group** - *by Marilyn S. & Harriett Rynberk*

The Heritage Village Artisans Group meets every Friday afternoon upstairs in the Clubhouse. We are a group of villagers that enjoy getting together to work on individual projects through painting, drawing, photography, and various fabric art. We also coordinate the bi-monthly display on the art walls in the Party Room. Any Village member is welcomed to display their work.

In addition to the art displays, the group has sponsored a few workshops for the Village this year, including a creative artistry talk by Harriett Rynberk, a Christmas ornament workshop with Ilse Petri, and a photography session with Hans Voorberg.

If you are interested in joining us or displaying your own work on the art walls just drop by the Party Room any Friday afternoon 1:00-3:00 pm from September to June.

Beginners and long-timers are all welcome!

### **Bid Euchre** – *by Ruth Swain, Cindy Paul, & Ed Wardlaw*

Bid Euchre is played every Monday and Friday evening in the Party Room from 6:45 pm to 9:00 pm. We are a large group who mix our love of card playing with plenty of laughter and socializing.

If you have ever played regular euchre, you can pick up the new skills needed in just a few minutes. The cost is \$1.00 each night and there are small payouts for 1st, 2nd 3rd place winners, a booby prize for the lowest score that night and you receive a looney for every successful “moonshot”.

### **Bible Study (Ladies)** - *by Liz Lodde*

We invite all women to come and enjoy a discussion of Bible related topics. Whether you know your Bible or have never picked one up you are welcome. This is an interdenominational group of about 16 women, who grab a cup of coffee/tea and for about an hour and a half discuss a passage or a subject related to scripture.

We close off with some prayers for those who are going through a difficult time or someone who is related to them. We start in September and wind-up end of May. Generally, we meet the 1st and 3rd Tuesday of the month and gather around the table in the craft room at 1 pm.

Janet DeGroot and I are looking for other women to assist in this group. We are getting to the stage of our life where we would love to have younger seniors take over.

Our contact numbers are: 289-567-0332 - Liz Lodde, and 905-562-1874 - Janet DeGroot.

## ACTIVITIES PORTFOLIO

### **Bible Study (Mens) – *Ed Wardlaw***

We are currently a small group of men from different denominations and stages in our walks with the Lord. As a new group we are open to suggestions of areas of study and different approaches. Our desire is to come closer to Christ and foster deeper friendships. Join us Thursday nights at 7:00 pm in the Board Room. Contact Ed Wardlaw for more information at 905-802-6282.

### **Bocce Ball – *by Dorothy Haining & Evelyn Comfort***

Bocce ball will begin starting July 7<sup>th</sup> and run every Monday evening weather permitting starting at 6:30 pm. We will continue to play during the summer until September 1st, 2025. Bocce is played in the amenities area (Central Park). For more information contact Dorothy Haining 905-562-0286 or Evelyn Comfort 905-325-7242.

### **Companion / Solo Club - *by Raymonde Parsons***

We the SOLO CLUB would like to cordially invite New Members! The Solo Club meets each month on the second Monday of the month at 2:00 PM. Meetings take place in the Clubhouse on the second floor in the Party Room. Come out and meet other singles and enjoy their company. Fees are \$15.00 per year for membership. Lunches at various local restaurants are discussed and arranged. Day Trips may also be arranged (depending on the numbers required and general interest). We look forward to meeting new residents and those who are just showing new interest. For more information please contact, Raymonde Parsons (President) 905 562 5832 or Pat Varley 226 668 9399.

### **Darts – *by Valerie Phillips & Sonya Bouffard***

The dart team is doing very well. We have an average of 10-12 players over the winter, and up to 20-22 once everyone comes back from vacations. We have added 3 new members recently. Everyone has been coming in with smiling faces and good attitudes. About twice a year we use our excess funds for pizza nights. We have pizza and treats at Halloween when we do our dress-up night, and we are planning a summer BBQ this year. Any small expenses are bought by the co-ordinators.

### **Helping Hands - *by Margaret Hammond & Vickie Marshall***

Helping Hands are a group of Ladies that knit and crochet for charity. We have an annual sale every November and all monies go to local charities. Meeting times are every Monday 1:30 – 3:30 pm in the craft room. If you knit or crochet you are very welcome to join us.

## ACTIVITIES PORTFOLIO

### **Mahjong** - *by Maria deWit*

Mahjong is played at our Club twice weekly, Monday and Wednesday. It is a very interesting game played with tiles. Like card games it has suits, but there are three instead of four. What makes it fun is the addition of dragons and winds.

There are many styles of games mostly referred to as Chinese or National. The National version also known as American was introduced by a New York Jewish league and they made an addition of Jokers which are wild cards that can be used as any symbol. The National league produces an annual card with preset deals that you try to make using the tiles distributed at the start of the game

It is generally played in groups of four, but the game is played individually not with a partner. This is an aspect liked by many of us because if you make mistakes no one ever has to know unless you disclose it. It also means you can only be angry with yourself instead of annoying your partner.

We suggest if this game sounds interesting to you that you come and observe either Monday at 1:30 pm or Wednesday at 2:00 pm. Looking forward to seeing you at a game.

### **Poker / Texas Hold'Em** - *by Clint McKee*

Another great year at the poker table. Texas Hold'Em runs on Tuesday afternoons, it starts at 1:00 pm and ends when the winner prevails. Dealer's choice (nickel & dime) runs on Thursday afternoons, starts at 1:00 pm and goes until 3:00 pm.

Attendance varies and is perfectly acceptable. We started out with four members only and at times now we've have had as many as nine.

Newcomers are welcome. If you have any interest or questions or would like some refresher sessions, just call Clint McKee at 289-567-0242, program coordinator.

### **Table Shuffleboard** - *by Pat McPherson & Valerie Phillips*

Table shuffleboard round robin games are played on Monday evenings at 7:00 PM.

No experience is necessary! We are always happy to welcome new members. We generally play in teams of two. The table is free any other time to play or practice. If you have never played before, please contact, Pat McPherson 905-327-2103 or Valerie Phillips 289-438-8377 for directions on how to prepare and clean the board before and after use.



# Part 9

## Sports & Fitness Portfolio

## SPORTS & FITNESS PORTFOLIO

### **Aerobics** - *by Ruth Swain & Annie Liota*

Aerobics takes place every Tuesday and Thursday morning from 8:30 to 9:30 am in Heritage Hall. It is open to active women or men who want a little more cardio at a faster pace than other exercise programs offered in the clubhouse.

Videos are downloaded from qualified instructors on You Tube and classes usually contain a warm-up, cardio segment, weight segment and cool-down with stretches.

Bring your own water bottle, mat and free weights. 1, 2, or 3-pound weights and stretch bands are provided. Exercise is essential for good health, and you can go at your own pace and modify any moves that are shown on the screen.

### **Aquafit** - *by Anne Andrusiw, Joann Baughman and Maria deWit*

Our aquafit group meets every morning Monday to Friday starting at 9:00 am. We follow along to the PoolFit video instruction program. A variety of videos are chosen to keep things lively, and participants engaged.

Aquafit is low impact exercise that is gentle on joints and provides resistance for muscle strengthening and endurance building. It also can improve cardiovascular health, enhance flexibility, boost mood, and even aid in weight loss. For more information on our classes please contact Anne Andrusiw 905-321-2278, Joann Baughman 289-567-0535 or Maria deWit 416-407-8646.

### **Aquafit** - *by Jorg & Ann Seitz*

Our aquafit group meets every Monday, Wednesday and Friday starting at 10:30 am.

The regulars who gather in the pool to follow the PoolFit videos provided for us would like to thank C. Turner and his committee of volunteers for keeping our pool in tip top condition. We also appreciate A. Frattaroli's assistance when we have no one available to run the video or when we have technical difficulties. We are indebted to our members for showing up routinely and for Jorg & Marilyn who unfailingly assist in turning on the video for us.

During the past year the ladies in our class have supported local businesses by having lunch at restaurants in our area on occasion. As many of you know it is important to keep active as we age and doctors recommend water aerobics as it is good exercise and protects our joints. We welcome new members to join us anytime, for more information contact Jorg & Ann Seitz at 905-562-6975.

## SPORTS & FITNESS PORTFOLIO

### Carpet Bowling - *by Linda Scheveck*

We meet every Tuesday at 2:00 pm in the lower-level gym. We have a great group of ladies and of course Fritz!

Carpet bowling is like bocce ball, which is played outside, which we cannot do in the winter. Every second week our carpet bowling group, after we finish our game, meet up for tea or coffee upstairs in the lounge, we get a chance to chit chat about things happening in our lives and of course in the village.

Newcomers are always welcome and look forward to seeing you there. Thanks so much Linda Scheveck (289) 567-0232 or text (604) 589-9309

### Cycling – *by Don Pennell*

There are only two reasons for owning a bicycle, to decorate the back of your garage or to cycle the back roads of Vineland.

When I moved to Heritage Village some 16 years ago one of the first things I did was join the bicycle club organized by Eric and Jean Byers. Each Saturday morning at 8:30 am, eight or ten of us would meet at the front of the clubhouse to begin a ride through the back roads of Vineland and Beamsville. We waved to the migrant workers in the orchards, they waved back, stopped to see the odd rodent, they looked at us, we looked at them. Many days, with bikes on racks, we rode the rail trails in the Niagara and Hamilton region.

As the weather gets nicer, I would invite you to meet us at the front of the clubhouse at 8:30 am for a local Saturday morning ride. Check the bulletin board we will keep you posted.

### Fitness Gym - *by Don Pennell*

Tucked away in the back of the clubhouse basement is a very well-equipped exercise room with the most modern of equipment. Our room has 2 treadmills, 2 reclining bicycles, a rowing machine, a versa gym and an elliptical machine, along with various hand weights.

A saying in fitness circle is “If you look after your body, your body will look after you”. Unfortunately, many take their bodily condition for granted, “I’m OK today, I’ll be fine tomorrow”. Are you sure?

There are now 2 of us living in Heritage Village who are qualified as fitness trainers. Either of us will be glad to assist you in setting up a fitness program to help you live a longer and healthier lifestyle. For more information contact, Don Pennell (905) 562-5119 or Sam Nordby (416) 301-9528

## SPORTS & FITNESS PORTFOLIO

### **Golf** - *by Sharon Secord*

Last year saw a substantial change to HVRC Wednesday morning golf league at Pelham Hills. We welcomed men to join the women. I was pleasantly surprised on the number of men who joined our group. Each golfer provides an old golf ball, signed with their name on it. Each week we draw the golf balls, and they are recorded on the golf cards as pulled. It worked very well and usually you played in a new group of four each week. We really had a wonderful time. We play at Pelham Hills on Weber Road. To cut down on vehicles and fuel, we try to carpool.

I see quite a few fresh faces in the Village and am extending an invitation to each and everyone of you to join us. Our play starts around 10:00 am and we play nine holes only. Usually, the front nine is played unless it is too wet, or they are doing some type of construction. We come together as a group for time with great friends, a lot of fresh air, no pressure when golfing and plenty of companionship at lunch upstairs in the Clubhouse at Pelham Hills.

If you want to keep score you can and if you decide not to keep your score there is no pressure to do so. If you do not want to play a certain hole you do not have to play that hole. We want to have fun on the golf course each week.

Please let Sharon Secord know if you want to play. I can be reached at 905-562-6066 or at my email address [frasha134@hotmail.ca](mailto:frasha134@hotmail.ca).

Looking forward to starting the new year with new golfers, as well as the golfers from years past.

### **Government Exercise** – *by Allison Frattaroli*

The VON, S.M.A.R.T (Seniors Maintaining Active Roles Together) is offered three times a week at the clubhouse. The SMART's group exercise classes are facilitated by Fitness Instructors who receive specialized training and ongoing education to deliver safe exercise programs for all levels of ability.

Participants are encouraged to work at their own pace, wear comfortable clothing and supportive shoes. Registration with the VON facilitators is required. This program is offered free of charge for Seniors 55+.

The classes run Mondays 10:45 am, Wednesdays 1:00 pm, and Friday afternoons 2:15 pm. Classes are cancelled on statutory holidays. All classes run in Heritage Hall. If you have more questions, please contact A. Frattaroli in Administration.

## SPORTS & FITNESS PORTFOLIO

### Happy Gang Exercises - *by Don Pennell*

We are indeed a Happy Gang, the largest exercise group in the Niagara Peninsula. On average 30 to 35 participants gather twice weekly to exercise to stay healthy. But it is more than exercise, it's an opportunity to get out of the house, meet new people, get caught up on village affairs, or just another way to live life to its fullest.

Endless articles are written about the need for exercise, especially for seniors. These same articles show that exercise provides a wholesome and happy extension to your retirement. There is an old saying "if you look after your body, your body will look after you." How true!

The Happy Gang would like to welcome our new HV resident group and yoga instructor Sam Nordby. We look forward to seeing some new faces on Tuesdays and Thursdays at 10 am. If you are interested in learning how to use the exercise room equipment, please contact Don Pennell at 905-562-5119.

### Line Dancing - *by Isabel Friedl-Williams*

Line dancing is alive and well and greatly enjoyed by many in Heritage Village. We are very grateful to Linda Gibson for her devotion to Heritage Village line dancing; also, a special thank you to assistants, Josy Voorberg and Jean Byers, who on Monday afternoons, throughout the winter months, have kept the line dancers enjoying old favorites, as well as new content.

During May/June and September/October of 2024, Isabel and Alan, along with Linda, had fun organizing Thursday evening line dancing get togethers, with a break in July/August to allow everyone to have time off to enjoy the outdoors and holidays. Attendance remained strong throughout, and all those instructing and assisting received lots of positive feedback, encouraging us to continue.

The arrival of spring 2025 sees Isabel and Alan joining up again with Linda to dance on Monday afternoons at 1.30 pm in Heritage Hall throughout May and June. Again, there will be a summer break and then back in September. It was decided to keep to Monday afternoons for the time being.

For those thinking about joining in, please come out and give it a try. You can watch videos and read many articles on the internet and in magazines about how beneficial line dancing is for your body, brain, and balance, not forgetting meeting new neighbours. Although we dance in lines, it's not just country and western style, but rumbas, waltzes, jigs, cha cha's, party music....it is varied, something to appeal hopefully to all tastes. Most dances are suitable for beginners, who are always warmly welcomed and given lots of encouragement to "not give up"!!

One more thing.... line dancing is popular worldwide with men as well.... come on guys... be brave and see if you can keep up with the ladies!! Line dancing never goes out of fashion and Heritage Village can introduce you to the world of line dancing... a new exercise... and special friendships await.

# SPORTS & FITNESS PORTFOLIO

## **Pickleball** - *by Chris Turner*

The fastest growing sport in North America, Pickleball is described as a combination of “ping pong” and “tennis”. It enables the participants to play indoors or outdoors on areas a fraction of the size of similar activities.

The majority of players are over 55, and the game uses a small light paddle and a wiffle ball which is less bouncy and moves through the air slower than the tennis ball. Typically, in the league played at HVRC, we play doubles so less ground needs to be covered by the individual.

HVRC introduced “Gentle Pickleball” to the activity’s agenda during 2023. It was so successful that in early 2025 an Intermediate division was introduced. It relieved some of the pressure on the gentle pickleball roster and allowed players to advance to a more active game as their ability and comfort level allowed. Thanks go to Marianne Robbins and Ruth Swain for suggesting and supervising these two divisions.

HVRC currently can only accommodate one indoor court in Heritage Hall. If the game continues to attract more players, consideration may have to be given to the construction of an outdoor court, as an additional facility.

## **Floor Shuffleboard** - *by Dorothy Haining*

Floor Shuffleboard is played every Thursday at 2:00 p.m. up to and including June 19th and will resume September 18th, 2025.

New players are always welcome. Come out and enjoy the fun with fellow villagers. For more information reach out to Dorothy Haining at 905-562-0286.

**HERITAGE VILLAGE RECREATION CLUB**  
**Financial Statements**  
**For the year ended December 31, 2024**

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CHARTERED  
PROFESSIONAL  
ACCOUNTANTS

Tony DiPaola CPA, CA, LPA  
Felice Di Pietro CPA, CMA  
Karen Britton CPA, CGA

Stefano Di Pietro CPA, CA  
James Little CPA, CA, LPA  
Eric Piech CPA, CA

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## Independent Practitioners' Review Engagement Report

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To the Board of Directors  
Heritage Village Recreation Club

We have reviewed the accompanying financial statements of Heritage Village Recreation Club that comprise the statement of financial position as at December 31, 2024, and the statements of income, retained earnings, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Practitioners' Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on the financial statements.

### *Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Heritage Village Recreation Club as at December 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations. .



69 Ontario Street, St. Catharines, ON, L2R 5J5



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DiPaola Di Pietro & Little Professional Corporation o/a DDL & Co.





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Karen Britton CPA, CGA

Stefano Di Pietro CPA, CA  
James Little CPA, CA, LPA  
Eric Piech CPA, CA

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## Independent Practitioners' Review Engagement Report

*DiPaola Di Pietro & Little  
Professional Corporation*

**DiPaola Di Pietro & Little Professional Corporation**  
Chartered Accountants

St. Catharines, Ontario  
May 23, 2025



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# HERITAGE VILLAGE RECREATION CLUB

## Statement of Financial Position

December 31, 2024

	Note	Operating Fund	Resident Association Fund	Inheritance Fund	Reserve Fund	2024	2023
<b>ASSETS</b>							
<b>Current Assets</b>							
Cash		\$ 26,209	\$ 2,819	\$ 6,752	\$ 117,235	\$ 153,015	\$ 79,255
Short term investments	2.	-	-	-	119,851	119,851	103,529
Accounts receivable		1,307	-	5,097	2,521	8,925	17,252
Prepaid expenses		16,979	-	2,005	-	18,984	4,933
<b>Total current assets</b>		<b>44,495</b>	<b>2,819</b>	<b>13,854</b>	<b>239,607</b>	<b>300,775</b>	<b>204,969</b>
Long term investments	3.	-	-	-	-	-	33,752
Capital assets	4.	616,898	-	-	-	616,898	622,277
<b>TOTAL ASSETS</b>		<b>661,393</b>	<b>2,819</b>	<b>13,854</b>	<b>239,607</b>	<b>917,673</b>	<b>860,998</b>
<b>LIABILITIES AND NET ASSETS</b>							
<b>Current Liabilities</b>							
Accounts payable and accrued liabilities	5.	7,000	-	-	-	7,000	15,156
Government remittances payable		1,950	-	-	410	2,360	6,194
Deferred revenue		-	-	7,873	-	7,873	6,646
<b>Total current liabilities</b>		<b>8,950</b>	<b>-</b>	<b>7,873</b>	<b>410</b>	<b>17,233</b>	<b>27,996</b>
Interfund transfers		(199,077)	(669)	(20,000)	219,746	-	-
<b>Total liabilities</b>		<b>(190,127)</b>	<b>(669)</b>	<b>(12,127)</b>	<b>220,156</b>	<b>17,233</b>	<b>27,996</b>
<b>Net assets</b>							
Unrestricted net assets		851,520	3,488	-	19,451	874,459	809,218
Restricted net assets		-	-	25,981	-	25,981	23,784
<b>Total equity</b>		<b>851,520</b>	<b>3,488</b>	<b>25,981</b>	<b>19,451</b>	<b>900,440</b>	<b>833,002</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>		<b>\$ 661,393</b>	<b>\$ 2,819</b>	<b>\$ 13,854</b>	<b>\$ 239,607</b>	<b>\$ 917,673</b>	<b>\$ 860,998</b>

Approved on Behalf of the Board



Pamela Ellens, Chair



John Swain, Treasurer

# HERITAGE VILLAGE RECREATION CLUB

## Statement of Operations

For the Year Ended December 31, 2024

	Operating Fund	Resident Association Fund	Inheritance Fund	Reserve Fund	2024	2023
<b>Revenue</b>						
Club fees	\$ 320,252	\$ -	\$ -	\$ -	\$ 320,252	\$ 278,041
Advertising	-	-	34,147	-	34,147	30,465
Room rental revenue	3,685	-	-	-	3,685	2,975
Miscellaneous income	8	800	-	-	808	1,717
Bequeathal proceeds	-	-	-	-	-	1,000
Gain on sale of capital assets	-	-	-	-	-	650
Interest income	-	-	80	4,964	5,044	5,039
Less: taxes on investment income	-	-	-	(410)	(410)	(3,324)
<b>Total revenue</b>	<b>323,945</b>	<b>800</b>	<b>34,227</b>	<b>4,554</b>	<b>363,526</b>	<b>316,563</b>
<b>Operating expenses</b>						
Advertising and promotion	308	-	-	-	308	1,233
Bad debt expense	-	-	-	-	-	11,870
Computer-related expenses	366	-	-	-	366	1,445
Insurance	12,906	-	-	-	12,906	12,635
Interest and bank charges	795	-	-	305	1,100	925
Management and administrative fees	2,865	-	-	-	2,865	3,774
Memberships and licenses	-	-	-	-	-	720
Office	4,249	-	2,446	-	6,695	6,682
Printing	3,079	263	25,368	-	28,710	26,010
Professional fees	25,672	-	-	-	25,672	18,920
Repairs and maintenance	54,545	542	-	-	55,087	35,025
Salaries and wages	94,945	-	-	-	94,945	125,925
Sub-contracts	1,699	-	-	-	1,699	2,709
Club programs	4,727	1,092	-	-	5,819	13,626
Telephone and telecommunications	2,624	-	-	-	2,624	3,872
Utilities	33,388	-	-	-	33,388	30,495
Amortization of capital assets	23,904	-	-	-	23,904	22,352
<b>Total expenses</b>	<b>266,072</b>	<b>1,897</b>	<b>27,814</b>	<b>305</b>	<b>296,088</b>	<b>318,218</b>
<b>Excess (deficiency) of revenue over expenditures</b>	<b>\$ 57,873</b>	<b>\$ (1,097)</b>	<b>\$ 6,413</b>	<b>\$ 4,249</b>	<b>\$ 67,438</b>	<b>\$ (1,655)</b>

# HERITAGE VILLAGE RECREATION CLUB

## Statement of Net Assets

For the Year Ended December 31, 2024

	Operating Fund	Resident Association Fund	Inheritance Fund	Reserve Fund	2024	2023
Net assets - beginning	\$ 801,305	\$ 3,916	\$ 23,784	\$ 3,997	\$ 833,002	\$ 834,657
Excess of revenue over expenditures	57,873	(1,097)	6,413	4,249	67,438	(1,655)
Interfund transfers	(7,658)	669	(4,216)	11,205	-	-
<b>Net assets - ending</b>	<b>\$ 851,520</b>	<b>\$ 3,488</b>	<b>\$ 25,981</b>	<b>\$ 19,451</b>	<b>\$ 900,440</b>	<b>\$ 833,002</b>

# HERITAGE VILLAGE RECREATION CLUB

## Statement of Cash Flows

For the Year Ended December 31, 2024

	2024	2023
<b>Cash flows from operating activities:</b>		
Net income (loss) for the year	\$ 67,438	\$ (1,655)
<b>Non cash items</b>		
Amortization of capital assets	23,904	22,352
Provision for doubtful accounts	-	11,870
Gain on disposition of capital assets	-	(650)
	91,342	31,917
Net change in accounts receivable	8,327	(1,849)
Net change in prepaid expenses	(14,051)	-
Net change in accounts payable and accrued liabilities	(8,155)	11,655
Net change in deferred revenue	1,227	5,086
Net change in government remittances	(3,834)	2,968
<b>Total cash flows from operating activities</b>	<b>74,856</b>	<b>49,777</b>
<b>Cash flows from investing activities:</b>		
Payments to acquire capital assets	(18,525)	(73,584)
Proceeds from sale of capital assets	-	650
Payments to acquire short term investments	(84,971)	(100,846)
Proceeds from sale and maturity of short term investments	103,500	146,102
Payments to acquire interest in long term investments	(1,100)	(1,062)
<b>Total cash flows from investing activities</b>	<b>(1,096)</b>	<b>(28,740)</b>
<b>Increase in cash</b>	<b>73,760</b>	<b>21,037</b>
Cash - beginning	79,255	58,218
<b>Cash - ending</b>	<b>\$ 153,015</b>	<b>\$ 79,255</b>

# HERITAGE VILLAGE RECREATION CLUB

## Notes to the Financial Statements

For the Year Ended December 31, 2024

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### 1. Significant accounting policies

#### a. Nature of business and basis of preparation

Heritage Village Recreation Club (the organization) is incorporated as a not-for-profit organization on June 25, 1996 by Letters Patent as a corporation without share capital under the laws of Ontario. The organization's principal business activity is to provide the elderly community living in Heritage Village with a place where they can continue to participate in recreational activities, and continue to be involved with others within the community.

The organization is a not-for-profit organization under the Income Tax Act and is exempt from payment of taxes as provided under the Income Tax Act.

The accounting policies of the organization are in accordance with Canadian accounting standards for not-for-profit organizations applied on a basis consistent with that of the preceding year. Outlined below are those policies considered particularly significant.

#### b. Fund accounting

The organization follows the restricted fund method of accounting for contributions.

The Operating Fund is for general operations of the organization, including the collection of club dues and payment of general expenses of the organization. This is an unrestricted fund. Total cash available in the Operating Fund at December 31, 2024 is \$26,209.

The Resident Association Fund contains the activity relating to specific programs. It contains both restricted and unrestricted funds. Total cash available in the Resident Association Fund at December 31, 2024 is \$2,819.

The Inheritance Fund contains activity relating to the publishing of the newsletter. Any excess funds are used to support Board initiatives. This is an internally restricted fund. Total cash available in the Inheritance Fund at December 31, 2024 is \$6,752.

The Reserve Fund is an internally restricted fund used to set aside funds in case of emergencies, such as protection during economic downturns and unexpected significant capital expenditures. Total cash available in the Reserve Fund at December 31, 2024 is \$117,235 and GIC's of \$119,851.

# HERITAGE VILLAGE RECREATION CLUB

## Notes to the Financial Statements

For the Year Ended December 31, 2024

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### 1. Significant accounting policies (continued)

#### c. Revenue recognition

Club fees are recognized as revenue proportionately over the fiscal year to which they relate.

Advertising revenue is recognized over the term of the contract.

Room rental revenue is recognized on a straight-line basis over the lease term.

Bequeathal proceeds that are unrestricted are recognized in the year they are received.

Miscellaneous income is recognized when there is persuasive evidence that an arrangement exists, the goods or services have been received by the organization, the price is fixed or determinable, and collection is reasonably assured.

Investment transactions are recognized on the transaction date. Gains or losses on the disposal of investments measured at cost or amortized cost are determined using the weighted average cost method. Interest income is recognized in the period in which it is earned. Dividends are recognized when declared by the issuer of the related shares. Revenue from mutual fund units is recognized upon distribution.

#### d. Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for private enterprises requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the recognized amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Significant areas requiring the use of management estimates relate to collectability of accounts receivable and useful life of capital assets.

#### e. Term deposits

Term deposits are recorded at amortized cost less impairment as they are not quoted in an active market. They have been classified as long-term assets if their maturity is more than 12 months after the current year end and in concurrence with the nature of the investment.

#### f. Capital assets

Capital assets are stated at cost. Amortization is provided using the following methods and annual rates:

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	Method	Rate
Buildings	Declining balance	4%
Equipment	Declining balance	20%
Website	Declining balance	55%

# HERITAGE VILLAGE RECREATION CLUB

## Notes to the Financial Statements

### For the Year Ended December 31, 2024

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#### 1. Significant accounting policies (continued)

##### g. Long term investments

The organization records its investments, including interests in subsidiary companies and significantly-influenced companies, using the cost method. Under the cost method, income is recorded only to the extent of dividends received. Provision is made for impairment in value when there is a decline in value that is believed to be other than temporary.

##### h. Financial instruments

Initial and subsequent measurement:

The organization initially measures its financial assets and liabilities at fair value, except for certain related party transactions that are measured at the carrying or exchange amount, as appropriate.

The organization subsequently measures all its financial assets and liabilities at cost or amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. changes in the fair value of these financial instruments are recognized in net income in the period incurred.

Financial assets measured at amortized cost include accounts receivable and prepaid expenses .

Financial assets measured at fair value include investments in quoted shares.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, government remittances payable and interfund loans payable.

Transactions costs:

The organization recognizes all transaction costs related to financial assets and liabilities subsequently measured at fair value as a reduction to net income in the period in which the costs were incurred.

Impairment:

For financial assets measured at cost or amortized cost, the organization determines whether there are indications of possible impairment. When there is an indication of impairment, and the organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in net income. A previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.



# HERITAGE VILLAGE RECREATION CLUB

## Notes to the Financial Statements

### For the Year Ended December 31, 2024

#### 2. Short term investments

Short term investments consists of the following:

	2024		2023	
	Book Value	Fair Value	Book Value	Fair Value
Meridian Redeemable GIC - 3.25%, due May 23, 2025	\$ 34,851	\$ 34,851	\$ -	\$ -
RBC - mutual fund investment portfolio	-	-	100,847	100,847
CIBC GIC - prime rate less 2.95%, due June 18, 2025	85,000	85,000	-	-
CIBC Flexible GIC - 1.10%, due September 3, 2024	-	-	2,682	2,684
<b>Total</b>	<b>\$ 119,851</b>	<b>\$ 119,851</b>	<b>\$ 103,529</b>	<b>\$ 103,531</b>

#### 3. Long term investments

Long term investments consists of the following:

	2024	2023
Meridian Redeemable GIC - 3.25%, due May 23, 2025	\$ -	\$ 33,752

#### 4. Capital assets

Capital assets consist of the following:

			2024	2023
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Land	\$ 150,000	\$ -	\$ 150,000	\$ 150,000
Buildings	952,728	508,396	444,332	451,055
Equipment	250,489	230,779	19,710	21,222
Website	3,938	1,083	2,855	-
Difference	-	-	1	-
<b>Total</b>	<b>\$ 1,357,155</b>	<b>\$ 740,258</b>	<b>\$ 616,898</b>	<b>\$ 622,277</b>

# HERITAGE VILLAGE RECREATION CLUB

## Notes to the Financial Statements

### For the Year Ended December 31, 2024

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#### 5. Accounts payable and accrued liabilities

Accounts payable and accrued liabilities consist of the following:

	2024	2023
Trade accounts payable	\$ -	\$ 872
Legal proceeds payable	-	7,284
Other accrued liabilities	7,000	7,000
<b>Total</b>	<b>\$ 7,000</b>	<b>\$ 15,156</b>

#### 6. Financial instruments

##### a. Risks and concentrations

The organization is exposed to various risks through its financial instruments. The following analysis provides a measure of the organization's risk exposure and concentrations at December 31, 2024.

##### b. Credit risk

Credit risk is the risk that a third party to a financial instrument might fail to meet its obligations under the terms of the financial instrument. Financial instruments that potentially subject the organization to concentrations of credit risk consists principally of trade accounts receivable and are limited due to the large number of customers comprising the organization's customer base.

##### c. Liquidity risk

Liquidity risk is the risk that the organization will not be able to meet its financial obligations as they become due. Liquidity risk also includes the risk of not being able to liquidate assets in a timely manner at a reasonable price. The organization's approach to managing liquidity is to ensure, as far as possible, that it will always have sufficient cash flows to fund its operations and to meet its liabilities when due, under both normal and stressed conditions.

##### d. Market risk

Market risk is the risk that financial instrument fair values will fluctuate due to changes in market prices. The significant market risks to which the organization is exposed are interest rate risk and price risk.

##### e. Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in interest rates. The organization's principal exposure to interest rate fluctuations is with respect to its short-term and long-term investments which bear interest at fixed rates.

# **HERITAGE VILLAGE RECREATION CLUB**

## **Notes to the Financial Statements**

### **For the Year Ended December 31, 2024**

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#### **6. Financial instruments (continued)**

##### **f. Other price risk**

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk). The organization's investments in publicly-traded securities exposes the organization to price risks as equity instruments are subject to price changes in an open market.