

**MINUTES FOR MEETING OF THE BOARD  
SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION  
SEPTEMBER 10, 2019; 7:00 P.M  
HELD AT HOME OF JIM MCLEOD**

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**Board Members Roll Call** (quorum = majority of Board = 4 of 6 Board members)

<b>Board Members Present:</b> (Quorum = majority of Board members))	Present	Regrets	
Paul Bokowski (Member-at-Large)	<input type="checkbox"/>	✓	
Peter Borgmann (President)	✓	<input type="checkbox"/>	
Ron Leclerc (Secretary)	<input type="checkbox"/>	✓	
Jim McLeod (Member-at-large)	✓	<input type="checkbox"/>	
Lou Moniz (Wharfinger)	✓	<input type="checkbox"/>	
Lezlie Smith (Treasurer)	✓	<input type="checkbox"/>	

Guests:

**Call Meeting to Order:** 7:07 pm

**1 Meeting Administration**

**1.1 Adopt Agenda**

- Moved by Jim McLeod, seconded by Lou Moniz

**1.2 Adopt Draft Minutes of June 11th, 2019**

- Minutes Adopted Moved by Lezlie Smith, Seconded by Lou Moniz

**1.3 Action Items & Business Arising from Minutes of June 11th, 2019**

- ACTION: **Transition plans** Ron to meet with past Secretary to assist in transition PENDING
- ACTION: **Canoe and Kayak Storage** - once plans are done Peter and Lou to take to District for approvals. PENDING
- ACTION: **Breakwater Deck:** Jim to have his contact review repairs that may be needed for breakwater, get estimate and determine how much needs to be repaired PENDING
- ACTION: **Breakwater lights:** Lights purchased & received; installation PENDING
- ACTION: **Gate & Boat** Peter to contact District in regards to responsibility of Gate & Boat on beach other side of breakwater, no responses as yet STATUS – DONE, gate barrier replaced; boat removed ; Paul- get quotes for cement block and installation STATUS – DONE
- ACTION: **SCAF Meeting Tuesday, May 21<sup>st</sup>, 2019: next meeting** Paul to attend, Section 4.3 below
- ACTION: **Membership contract:** Jim to check on option for adding membership renewal into web page, with electronic versions rather than 3 part copy forms. Decision made to make change after the current 3 part forms are all used up: will use up by next operating year. PENDING
- ACTION: **Addition to Contract Clauses:** Peter to check with Radiant Graphics about reproducing new clause as a label to be added to 3 part Contracts.

**2 Executive Business Reports**

**2.1 President's Report**— Peter Borgmann

- Statutory Declaration

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SHORA's sublease requires that SHORA annually submit to DOS specific basic information on marina operations. DOS, in turn, submits this information to the Province as part of its requirement as lease-holder. This was not done for the last three years due to miscommunications between the Province, DOS and SHORA. The matter has now been corrected.

- Insurance  
We now have the insurance documents for the current year. Wawanesa, the insurance provider, will not provide marina insurance after this year. Our insurance broker, Sechelt Insurance Agency, is actively seeking a replacement provider. Once a replacement provider is found, options for director's liability insurance will also be made available.

2.2 **Treasurer's Report** – Lezlie Smith

1 Current Financial Status

Long Term: \$10,000

Chequing: \$13,405.54

2. Recent payments

a. No outstanding rental payments, received payments for two new boats, one in catchment one out of catchment, both for August and Sept so received discount. Keys issued but deposit not paid, deposit of \$40 to be next year operations

emails to add to system: joel.mcheney@fortisbc.com  
tuktu@hotmail.com and kking@hanscomb.com

b. Collection of funds for membership only. \$10.00 Andre and Robert Visscher - no emails given, Treasurer to follow up

3. Budget / Forecast planning: Budget for operating year has been adjusted to more accurately reflect expectations. Current net income \$8,800  
Recommend depositing funds for Term deposit before year end - amount will depend on how much still to be spent on kayak storage and repairs to the breakwater

- Accountants review of financial operations completed and received. Expense of \$78.75 paid. Noted that it is not a full audit but a review of accuracy of statements, full audit would involve much higher cost.

2.3 **Wharfinger's Report** – Lou Moniz

- Noted some new additions and changes. Non member request to pay for only one month was discussed and denied.

3 **Committee/Project Reports**

3.1

4 **New Business**

4.1 Critical Tasks Document – Peter (See Appendix A)

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Peter submitted the attached document of tasks critical to maintaining SHORA and its objectives. The document is intended as on going checklist of annual tasks that must be completed, a number of which are legally mandated.

4.2 **Vessel Contract Termination Clause – Peter**

Peter moved that, for vessel contracts in 2020 and onward, a clause to be added.

Decision made to add new clause stating;

“The Society may cancel this contract for reasons that the Board of Directors believes is necessary and the Owner shall forthwith remove his vessel from the Society’s premises or floats.” To add new clause as a sticker on the current 3 part contracts for next year operations.

4.3 **SCAF Meetings Update - Pending**

5 **End of Meeting Administration**

5.1 **Next meeting-** scheduled for October 8th, to be held at home of Lezlie Smith,  
6280 Fairway Avenue

5.2 **Meeting Adjournment-8:41 pm**

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## Appendix A

### CRITICAL TASK LIST SHORA

This document was last updated on September 18th, 2019

PERTINENT DATE(S)	TASK	DONE BY (suggested)	REFERENCE (if applicable)
TBC	Reserve venue for AGM	Board Member TBD	
February (at least 15 days before AGM)	Advise all members of date, time and venue of AGM	Secretary	S 77 of BC Societies Act
February (at least 15 days before AGM)	Send notice, with exact wording, of any proposed Special Resolutions (usually changes to Constitution or Bylaws) to full membership	Secretary	Sections 15 & 78 of BC Societies Act
Mid April	AGM (Societies Act requires 1 AGM per calendar year; SHORA practice has been to hold AGMs in April)	President & current Board	S 71 of BC Societies Act
April/May (within 30 days of AGM)	File Annual Report on-line <a href="https://www.bcregistry.ca/societies/">https://www.bcregistry.ca/societies/</a> This requires date of AGM, and adding/deleting directors (names & addresses) as applicable; also other changes in SHORA (usually there are no other changes). ALSO, submit any bylaw/constitution changes that were passed (this involves uploading a pdf of the whole new bylaws) NOTE: SHORA has a basic BCEID account to do this – needs the username & password; this submission requires payment by credit card; be sure to enable cookies on browser	Secretary or delegate	S 73 of BC Societies Act
Throughout the year	“Promptly” file any changes to the makeup of the board only at <a href="https://www.bcregistry.ca/societies/">https://www.bcregistry.ca/societies/</a> (NOTE: the annual report captures the changes that happened at the AGM) Requires payment by credit card.	Secretary or delegate	S 51 of BC Societies Act

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<b>PERTINENT DATE(S)</b>	<b>TASK</b>	<b>DONE BY (suggested)</b>	<b>REFERENCE (if applicable)</b>
Annually, (probably best after AGM)	Community association must communicate annually with the District of Sechelt to confirm it is still active. A community association must send the following information to the Corporate Officer ( <a href="https://www.sechelt.ca/Contact-Us/Contact-List">https://www.sechelt.ca/Contact-Us/Contact-List</a> ) each year to be considered active: <ul style="list-style-type: none"> <li>• written confirmation that the community association is in good standing with the Societies Registry</li> <li>• any changes in the registered representatives and/or their contact information.</li> </ul>	Secretary or President	Section 2 of Sechelt Council Policy 1.4.6 - Community Associations
April 30	Vessel contracts end; if not renewed with 30 days, names withdrawn	Wharfinger	SHORA Vessel Contract
July 30	Unpaid memberships lapse on being 'delinquent' for 3 months (normal renewal is April 30 along with boat licence/AGM, but bylaws don't specify a date for membership)	Wharfinger or membership director	SHORA Bylaw Part 2 f iv
Within the 30-day period following July 31	File Statutory Declaration (or the same information as on the Stat Dec form) with District of Sechelt (Corporate Officer) with information required by Section 11 of the sub-lease. The requirement is to provide the info within 30 days of each anniversary of the sublease commencement date (anniversary date is July 31). NOTE: although the Statutory Declaration ultimately goes to the Province, <i>we submit only to the District, and the District submits to the Province.</i> According to the lease and sublease, our relationship is only with the District, the District has the relationship with the Province.	Secretary or President	Section 11 of SHORA's Sub-Lease
April 30	Submit previous year financial records to independent Accountant for review of accuracy Currently M Taylors Accounting Services	Treasurer	