

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
March 5th, 2020
HELD AT HOME OF Paul Bokowski

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

Board Members Present: (Quorum = majority of Board members))	Present	Regrets	
Paul Bokowski (Member-at-Large)	Yes		
Peter Borgmann (President)	Yes		
Ron Leclerc (Secretary)		No	
Lou Moniz (Wharfinger)	Yes		
Lezlie Smith (Treasurer)	Yes		
Michelle Bruecker	Yes		

1. Call Meeting to Order: 7:08p.m.
2. Adopt Agenda:
 - Moved by Paul
 - Seconded by Lou
 Adopt Draft Minutes of January 30th, 2020
 - Moved by Michelle
 - Seconded by Lou
3. Action Items & Business arising/remaining from Minutes of January 30th, 2020
 - a) **ACTION:** Canoe and Kayak Storage - Lou- design for District approvals - pending
 - b) **ACTION:** Breakwater lights: Installation pending based on repair of breakwater
 - c) **ACTION:** Warfingier Action items
 - Call members to confirm spots at Marina prior to creating contracts
 - Contracts to be mailed out
 - Review ladders at marina- ladder on outside arm a bit louse, will need repair
 - Interior ladder is solid
 - Send Brass Monkey – Son was contacted, has until April to either move or renew Contract, son to speak to current owner
 - Flag for Marina- install Canadian flag at Community notice board, need flag pole for wind sock installation
 - Community box needs repair, disposal bag holder to be checked
 - Temporary fix to the south connector arm – pin needs securing
 - d) **ACTION:** Bulletin Board / Flag and Dog bags box –
 - Peter to check for possible repairs
 - e) **ACTION:** Website Repair

Doug Murray has started changes and will prepare written instructions for updating and continued use. Work should be completed in a couple of weeks. Cost Estimate is \$500.00.

- f) **ACTION:** Donation to RCMSAR - \$150 cheque delivered
- g) **ACTION:** Community Church booked for AGM – April 28th

Room will be a little smaller due to construction

4. Executive Reports

4.1 President's Report – Peter

- a) Repairs for Floating Breakwater
 - Peter was in contact with Mackenzie Marine and while the strike at the mill that supplies the less expensive lumber is over, there may be a long backlog of orders that can substantially delay delivery and repair work on our breakwater. Mackenzie also advised that the lumber currently on the dock is not worth salvaging
 - Motion to initiate repairs immediately to avoid problems with repairs as boating season begins: Peter moved, 4 agreed, 1 abstained
- b) CPR Training
 - About 15 SHORA members have replied that they would like to take the CPR + AED course that we offered. The course will take place on Saturday March 7, 11:00 a.m. – 1:30 p.m. at the Seaside Centre in Sechelt. SHORA will pay for the facility rental (\$75). The course itself is offered free of charge through the BC Ambulance Service.
- c) Gmail Access
 - Peter acquired a free G-Suite account for SHORA, but after some experimentation it was found not suitable for our purposes as it does not easily share contact lists or calendars. After further experimentation with SHORA's existing Gmail account, it was found that multiple persons can indeed access the Gmail account, but some initial Login 'gymnastics' are required to do this. Lezlie and Michelle now have access. Peter and Lou to get together to set Wharfinger access.

4.2. Treasurer's Report – Lezlie

- a) Current Financial Status
 - Chequing: as at January 31st \$18,259.17, cash available should be approx \$17,000 by the end of February
 - Long Term Redeemable \$5,000 matures March 20th 2020
 - Motion to roll over Long term redeemable and to access the Line of Credit to cover cost of breakwater repair for short term as required

- Moved by Paul, all in favour
- b) Budget / Forecast planning:
 - Current net income \$7,856.96 primary difference compared to budget is the low amount of marina repairs that have been incurred. Only \$2440 has been expensed but the breakwater still needs repairs and the canoe/kayak racks have not been undertaken. The quote for the breakwater repairs has not yet been received but could be upwards of \$18,000. Office expenses are currently at \$30, budget was for \$325 but costs will be higher than budgeted because of the additional unexpected cost of the web page.
- c) Action Items:
 - Community Church has been booked for April 28th AGM meeting. They are currently undergoing expansion but have indicated that it won't affect the room we will be using.
 - Started working on using the Shora Shared documents, Bank reconciliations and Treasurer Reports downloaded for last few months.

4.3. Wharfinger's Report – No additional report

5. Committee/Project Reports

5.1 SCAF Meetings update - No report

6. New Business

a) Ron Leclerc resigned from Secretary Position

a. Motion to assign duties as part of Treasurer position – Secretary/Treasurer, Lezlie Smith

b. Peter moved, all in favour

b) Herring Nets; Member letter requested Shora's support, Herring nets were already given to Rotary Club upon their request back in the spring to manage and set

7. End of Meeting Administration:

a) Next Meeting: Scheduled for March 24th, Lezlie's house

b) Meeting adjournment: 8.21 p.m.