

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
June 15th, 2020
HELD VIRTUALLY BY ZOOM

Board Members Roll Call (quorum = majority of Board = 4/5 Board members)

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

1. Call Meeting to Order: 7:03p.m.

2. Adopt Agenda:

- Moved by Lou
- Seconded by Lezlie

Adopt Minutes of May 19th, 2020

- Moved by Lou
- Seconded by Michelle

3. Assignment of Directors Positions -

a) **President**

- Peter Borgmann nominated by Lezlie, 2nd by Lou, Accepted and Carried

b) **Secretary/Treasurer**

- Lezlie Smith nominated by Lou Moniz, 2nd by Peter, Accepted and Carried

c) **Wharfinger**

- Peter nominated Lou, 2nd by Lezlie, Accepted and Carried

d) **Vice President**

- Peter nominated Michelle, 2nd by Lou, Accepted and Carried

4. Action items & Business arising from Minutes of April 28th and May 19th

a) **ACTION:** Canoe and Kayak Storage Action item tabled as there is no current need for additional space.

b) **ACTION:** Pending Breakwater repair;

- **Breakwater Lights:** Installation pending repair of breakwater
- **Flag for Marina:** Install Canadian flag t Community notice board, needs flag pole for windsock installation on breakwater

c) **ACTION: Wharfinger Action Items**

- **Marina Contracts:** Leung still to pay for kayaks, Ron to follow up on it
- **Ladders at marina-** ladder on outside arm a bit loose, will need repair- **STATUS:** pending ... Interior ladder is solid, 2 person job to tighten bolts of second ladder : Lou and Peter to handle
- **COVID sign** needs laminating and attaching to gate **STATUS:** This was done, but the sign has blown away Lou to laminate and Peter to hang.

- Temporary fix to the south connector arm – pin needs securing **STATUS: needs cauter pins** to be done by Peter and Lou same time as the ladder
- List of names assigned to boat sips to be posted on Bulletin Board **STATUS: Done**

d) **ACTION: Bulletin Board / Flag and Dog bags box –**

- Community box needs repair, disposal bag holder to be checked
- Peter reviewed and made temporary fix, needs better repair, not urgent
TBD

e) **ACTION: Website Repair**

- Completed most changes, but work has slowed as he is working around other COVID issues – the restrictions in Guatemala are much tougher than in Canada at the moment. **STATUS:** See new business below

5 Executive Reports

a) **Presidents Report** - Peter Borgmann, nothing to report

b) **Treasurers Report -**

1 Current Financial Status

- Chequing: May Balanced! \$30,584 in chequing as at May 31st, 2020.
- Long Term Redeemable \$5,074.96 matures March 20th 2021.
- Revenues received so far up May 17th \$13,595.00 up just \$85.00 over last year at this point. Total Cash as of June 11th in chequing account is \$31,106.00, indicating we should be in excellent shape for the 2020-2021 year financially even with the large expenditures for the Breakwater.

2. Budget / Forecast planning:

- A new budget plan for 2020-2021 year has been prepared for review with biggest change being the breakwater. Indicates an expected loss of (\$11,475) for the full year.
- Attachments in email include ;
 - Banking statement for May;
 - Banking Reconciliation Summary for May
 - Profit Loss Statement with comparison to last year;
 - Profit Loss with the revised budget;

3. New Action Items:

- a) Year end reports sent electronically on May 17th to Milynda Taylor Accounting for review and Financial Statement preparation, haven't heard back but sent email asking for confirmation that she can review it at some point.

c) **Wharfingers Report** - Nothing to report

6. New Business

- a) Discussion of Retainer for Website Updates Lezlie moved Doug be retained to manage web site, 2nd by Lou, carried
- b) Member survey regarding distribution of keys for docks, framework discussed and agreed to survey all current members.

7. End of Meeting Administration:

- a) Next Meeting: Tuesday July 14th, 7 pm by Zoom
- b) Next all members meeting: Tuesday July 21st, 7 pm by Zoom
- c) Meeting adjournment: 7:42pm