

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
March 24TH, 2020
HELD VIRTUALLY BY ZOOM

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)	Yes		
Lou Moniz (Wharfinger)	Yes		
Lezlie Smith (Treasurer)	Yes		
Michelle Bruecker	Yes		

1. Call Meeting to Order: 7:06p.m.

2. Adopt Agenda:

- Moved by Lezlie
- Seconded by Ron

Adopt Minutes of March 5th , 2020

- Moved by Ron
- Seconded by Lezlie

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- underway, not completed
- Contracts to be emailed out by PDF
- Review ladders at marina- ladder on outside arm a bit louse, will need repair
 - Interior ladder is solid, 2 person job to tighten bolts of second ladder
- Brass Monkey – Owner's son to be contacted again to determine if moving soon or paying for another year: in meantime to move the boat manually along the still empty docks over to the outside berths for ease of removal should that be the decision- Peter , Paul and Lou scheduled to move manually Thursday at 11 am
- 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 - Peter to check and review repair options
- Temporary fix to the south connector arm – pin needs securing

- Covid-19 warning sign to be added to gate with VCH recommendations for preventing spread of virus- boaters will all be using gate/lock; kayak lift, sinks and hoses at some points
- **ACTION** : Peter to create sign, Lou to laminate and post at gate
- d) **ACTION: Bulletin Board / Flag and Dog bags box –**
 - Peter to check for possible repairs- pending
- e) **ACTION: Website Repair**
 - Doug Murray has 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.
- f) **ACTION: Donation to RCMSAR - \$150 cheque delivered**
- g) **ACTION: Community Church booked for AGM – April 28th,**
 - Room may be postponed for now, not likely able to host in person at that time.

4. Executive Reports

4.1 President's Report – Peter

- As decided at the last Board meeting, Peter advised Mackenzie Sea Services we would like them to proceed with the breakwater repair, but due to the dollar value, Peter wanted like to have a contract that all parties sign. Peter would like to have two board members sign. Lee Hovey from Mackenzie advised that wouldn't be a problem, but also advised that because of the COVID situation there might be some supply chain issues. That communication was from March 18. Peter thinks we should anticipate the possibility Mackenzie may not be able to start the work for a while. If the contract is forthcoming, we can get copies emailed, signed, scanned and shared back.
- The CPR course at the Seaside Centre went very well. We had about 12 members show up. Yvonne Lewis the Community Paramedic who taught the course (for free!) was excellent.
- The advance of the coronavirus has thrown a curve into everything, as evidenced by this meeting being conducted via video conference on Zoom – a first for SHORA. We will have to discuss and decide how to manage the AGM, membership dues, and rental fees under New Business.

4.2. Treasurer's Report – Lezlie

- Chequing: as at February 29th, 2020 \$17,672.17, cash available should be approx \$17,352 by the end of March, depending on when the final payment for the website is processed.
- Long Term Redeemable \$5,000 matures March 20th 2020, has been rolled over to a second Long term along with the interest of just under \$75.00 Additional funds to cover the cost of the breakwater reconstruction can use the Credit line currently set up with Sunshine Coast Credit Union.
- Cost for updating the Shora - Sechelt web page is roughly \$500, \$250 was paid as deposit by transfer in February
- Depending on when the breakwater begins construction the costs may be split between operating years , Marina revenues begin April, 2020.

Budget / Forecast planning:

- As attached for year to date summary- Current net income \$7,594.96 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. Final quote for the breakwater repairs is \$18,960 but has not yet been signed and ordered, cost will likely be processed for next year. 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. AGM costs showing higher as the "donation" to the community church was expensed in this account for 2018-19 year and 2019-20 year.

4.3. Wharfinger's Report –

- Safety issues with too much equipment being stored by owners on docks, needs to be addressed, request all boat owners to keep equipment and tools off the docks.
- Motion to continue with Membership year as May 1st to April 30th. Accounting statements however are to remain as April 1st to March 31st.
Moved: Peter
Seconded: Lou
All approved.

5. Committee/Project Reports

- **SCAF Meetings update** - Meeting cancelled, emails monitored and reviewed by Paul
- **Social Committee** - recommend Board review the format for this year's Canada celebrations at next Board meeting.

6. New Business

- Reviewed PDF soft copy of Vessel Contract for use this year, hard copy can be used for those without computers, revised version to be sent ASAP to Lou
- Reviewed option of providing E-Transfer payment services direct to Shora Credit Union account with email copy of deposit sent to Board Members
- Reviewed AGM planning and bylaw changes, meeting to be postponed for now due to COVID-19, legally Association has until July to hold AGM, payments for Vessels still needed by May 1st.
- ACTION: Peter to send email to members regarding changes for AGM and notice of Bylaw changes to members prior to AGM

7. End of Meeting Administration:

- a) Next Meeting: Scheduled for April 28th, 7 pm - virtual meeting
- b) Meeting adjournment: 8.49 p.m.