

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
April 28th, 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: 7:01p.m.

2. Adopt Agenda:

- Moved by Lezlie
- Seconded by Michele

Adopt Minutes of March 24th , 2020

- Moved by Paul
- Seconded by Ron

3. Action Items & Business arising/remaining from Minutes of March 24th, 2020

a) **ACTION: Canoe and Kayak Storage** - Lou- design for District approvals - pending

b) **ACTION: Breakwater lights:** Installation pending based on repair of breakwater-pending

c) **ACTION: Warfingier Action items**

- Call members to confirm spots at Marina prior to creating contracts- 100% boat owners contacted 4 still to pay, storage underway, not completed
- Contracts to be emailed out by PDF
- Review ladders at marina- ladder on outside arm a bit louse, will need repair-pending
- Interior ladder is solid, 2 person job to tighten bolts of second ladder
- Brass Monkey – moved to outside dock for easy move out. Owner's son paid for another full year
- Flag for Marina- install Canadian flag at Community notice board, need flag pole for wind sock installation- pending
- COVID sign needs laminating and attaching to gate Temporary fix to the south connector arm – pin needs securing
- List of names assigned to boat sips to be posted on Bulletin Board
- Contact list of potential new board members based on boat ownership

- 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
- 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.

4. Executive Reports

4.1 President's Report – Peter

- Repairs to breakwater waiting for Mackenzie to coordinate work crew safely with COVID issues

4.2. Treasurer's Report – Lezlie

a) Current Financial Status

- Chequing: as at March 31st, 2020 \$17,561.67.
- Long Term Redeemable \$5,000 matured March 20th 2020, has been rolled over to a second Long term along with the interest of just under \$75.00
- Cost for updating the Shora - Sechelt web page is roughly \$500, \$250 was paid as deposit by transfer in February, still awaiting completion.
- Revenues received so far up until April 26th totals \$6,563, should be closer to \$14,000, so quite a bit still outstanding although most of the deposits last year was in May.

b) Budget / Forecast planning:

- As attached for 2020 year to date summary- Net income \$7,559.42 primary difference compared to budget is the low amount of marina repairs that have been incurred. Only \$2,440 expensed. Breakwater repairs and expansion of Canoe Kayak racks will end up in 2020-2021 year. Final invoice for the web page to be paid when project complete. AGM costs showing higher as the "donation" to the community church was expensed in this account for 2018-19 year and 2019-20 year. As our meeting was cancelled she will credit us for the next time we book.
- A new budget plan for 2020-2021 year will be prepared once more of the revenues have been received. Reminders were sent for securing memberships fees for those that don't have boats but so far not all that many have paid.

c) New Action Items:

- Deposits using Etransfer does work for the most part. If the email used is not shora.sechelt@gmail or if a second email is added it needs to be deposited using a password and must be uploaded on a computer, not an Ipad.
- cheque deposits can also be made electronically.
- Invoices can be paid if two signatories approve electronically.
- Board agreed to continue to send reports to Milynda Taylor accounting. Year end reports can be sent electronically . Lezlie put forth motion, board all agreed.

4.3. Wharfinger's Report –

- Reviewed status of membership payments, most boat owners have paid, one more boat owner has cancelled and moved to Secret Cove. Storage boats still to be sent contracts this week and payments need to be received.

5. Committee/Project Reports

- a) **SCAF Meetings update** - Meeting cancelled, emails monitored and reviewed by Paul
- b) **Social Committee** -Recommended cancellation of Canada Day celebration or perhaps set new date if can be done safely - eg perhaps Labour Day..

6. New Business

- a) **AGM** - Set new date for May 26th Virtual AGM using Zoom (**Action:** Michelle to confirm we can use her employer's Zoom account for the meeting; otherwise Peter to get a short-term Zoom contract)
 - AGM notice to be sent three weeks prior, information package sent 3 weeks prior, to include offer of one-on-one Zoom "tutorials" with Peter and Michelle for members who request it.
 - Board members to be week before to organize/plan AGM
 - Additional board members needed, Peter to contact prospective Board members who are boat owners.
- b) **Porta Potty** - Michelle checked with service options - weekly cleaning slightly more expensive \$145 per month. Board agreed to go with this option.
- c) **Confirmation of Key Distribution**
 - Was deliberated and voted on 3 years ago that only boat owners and storage owners on docks would be given keys. Board agreed to maintain that rule.

7. End of Meeting Administration:

- a) Next Meeting: Scheduled for May 19th, 7 pm - virtual meeting
- b) Meeting adjournment: 8.45 p.m.