

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
Nov 17th 2020
HELD VIRTUALLY BY ZOOM

Board Members Roll Call (quorum = majority of Board = 3/5 Board members)

Board Members Present: (Quorum = majority of Board members))	Present	Regrets	
Peter Borgmann (President)	Yes		
Ron Leclerc (Member-at-Large)	Yes		
Lou Moniz (Wharfinger)	Yes		
Lezlie Smith (Secretary/Treasurer)	Yes		
Michelle Bruecker (Member-at-Large)	Yes		

1 Call Meeting to Order: 7:03

1.1. Adopt Agenda Moved: L Smith Seconded R Leclerc

1.2. Adopt Draft Minutes of Sept 17, 2020 Moved M Bruecker Seconded L Moniz

1.3. Action Items & Business Arising from Minutes of Sept 17th, 2020

1.3.1. ACTION:

1. Breakwater Lights: Installation pending repair of breakwater **STATUS: Mackenzie Marine Services has the lights and will install once they fabricate the stands.**

2. Flag for Marina: Install Canadian flag- option for steel pole - raise and lower pole. Community notice board, needs flag pole for windsock installation on breakwater. Windsock on outside arm- needs steel pole to extend on wood ACTION: L Moniz to work on how to get that done

1.3.2. ACTION: Wharfinger Action Items

1. Ladders at marina- ladder on outside arm a bit loose, will need repair- Interior ladder is solid, 2 person job to tighten bolts of second ladder : **STATUS: Done**

2. COVID sign needs r laminating and attaching to gate : , **STATUS: Done**

3. Temporary fix to the south connector arm – pin needs securing , **STATUS: Done**

1.3.3. ACTION: Bulletin Board / Flag and Dog bags box –

1. Community box needs repair, disposal bag holder to be checked - Peter reviewed and made temporary fix, needs better repair, not urgent. Will move to in front of the light standard when it is rebuilt. P Borgmann to complete at some point

2. Executive Business Reports

2.1. President's Report– Peter Borgmann

1. Main piece of news is that the repairs to floating breakwater have been completed. The total cost, including taxes, was \$24,440.50, which was just within the budget and was fully funded with cash on hand. Details of the repairs were shared with the membership in a separate email.

2. I submitted and signed, on behalf of SHORA, the annual Statutory Declaration at the DOS office in early October (the signature has to be witnessed by the DOS Corporate Officer). This is the form the Province uses to assess the annual licence fee it

charges to DOS, which then charges us. This process is lagging well behind the normal timelines, most likely due to COVID. The DOS doesn't seem perturbed by the delay in billing us our annual licence fee.

3. On October 22 Lezlie, Ron & Peter met via Zoom with DOS officials to submit SHORA's requests for items to include in the DOS budgeting process. These items were solicited from the membership in advance, and a report of the meeting provided to the membership by email.
4. On about November 3, someone cut through the metal pin used to secure the locks on the gate at the top of Harbour Way on the road to the marina. Possible 'perpetrators' are District crew trying to get down to the sewer lift station, or a visitor whose car was trapped after hours. The pin needs to be repaired or replaced.
Action item for the repair and lock- L Moniz
5. The DOS is in the process of arranging a meeting with SCAF to submit the processed new Zoning bylaw in the next few weeks. We'll likely not get an advanced viewing of the draft bylaw, and will need solicit input from the membership after the meeting and which we can collate and submit to the District.
6. Today, during the windstorm, the bow of Jack's boat became loose. The cause was that the bolt that held the 4x4 wooden cleat on the dock lost the nut underneath the dock deck, thereby loosening the cleat and releasing the bow line. The boat was not damaged. I found a replacement nut, washer and split ring in the shed and fixed the cleat. I checked all the other bolts on the docks and some were loose, which I tightened.

2.2. Treasurer's Report – Lezlie Smith

1. Current Financial Status
 - a. Chequing: \$3,320.73, after having paid for Breakwater - \$24,440.50, should be fine until April, only outstanding invoices should be related to minor repairs, the lease and the gate. Still have option of the long term redeemable.
 - b. Long Term Redeemable \$5,074.96 matures March 20th 2021.
 - c. Revenues received so far almost the same as last year. Paid Insurance and for Web page maintenance. Big thing missing is the lease charge -We haven't received any invoice for this. It usually comes from the District after they receive it from Federal Gov
 - d. Refunds for keys returned have been issued. One still has not been cashed - Torin Lee, and had been mailed months ago.
2. Budget / Forecast planning:
 - a. The budget plan for 2020-2021 year had been prepared with an expected loss of (\$11,475) for the full year. Our year end loss is estimated at approximately \$-16,000. However we do still have sufficient funds to cover the loss and likely a bank balance still of \$2,000 plus the Long Term of \$5,000.
 - b. Attachments in email include ;

- c. Banking statement for Sept and October
- d. Banking Reconciliation Summary for end of October
- e. Profit Loss YTD comparison to last year
- 3. New Action Items:
 - a. \$200 to the Food Bank
 - b. develop a forecast to show next few years of operation to determine how much reserve funds might be saved for future

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

- 1. 3 small boat slips were still available. Currently 3 - 20' slips moored from outside catchment area. At some future point we might want to think about possible capacity issues. Anticipates there may be more demand for space and may need to start waiting list or evaluate options for increasing number of available slips

3. **New Business Dec 15th member get together**

4. **End of Meeting Administration**

- 1. Next Board Meeting Jan 19th 7 pm
- 2. Meeting Adjournment 8:07