

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
April 14th, 2021 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:

1.1. **Adopt Agenda** Motion- Lezlie S Seconded - Michelle B

1.2. **Adopt Draft Minutes** of January 19th, 2021 Motion - Peter B Seconded - Ron L

1.3. **Action Items & Business Arising from Minutes of November 17, 2020**

1.3.1. **Breakwater Lights:** Installation pending repair of breakwater **STATUS: Mackenzie Marine Services has battery for the light system - Action: Completed MacKenzie installed**

1.3.2. **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 Labour and material required, pending**

1.3.3 **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. Will move to in front of the light standard when it is rebuilt. **ACTION : P Borgmann to complete**

1.3.4 **Simplified forecast for Capital Accumulation - ACTION:** Lezlie Completed 1st drafts, will update final version for AGM preparation

1.3.5 **Updated PDF version for Contracts - ACTION:** Lezlie Completed

1.3.6 **Kayak Dock Repair- Connection to Dock Repair- ACTION** - Peter and Lou Completed

2. Executive Business Reports

2.1. **President's Report**– Peter Borgmann - Nothing to report

2.2. **Treasurer's Report** – Lezlie Smith

2.2.1. **Current Financial Status:** Chequing: \$3,441.06 at end of March, received 3 prepayments electronically, plus expenses for gates and some repairs. The prepayments will still have income

allocated to the upcoming operating year. Reconciliation, bank statement and Profit/loss attached with email

Received the lease charge and it is slightly higher than previous years - paid in March

Long Term Redeemable was renewed and is now \$5,112.94, due March 2022

2.2.2 Budget / Forecast planning: Our year end loss is \$-16,224 due to \$24,440 that was spent for the breakwater. However we do still have sufficient funds to cover the loss. Prepared forecast scenario using historical data and assumptions for a \$0.50 increase in the per foot rate for this upcoming year plus a further \$1.00 increase for 2022 operating year. Two charts were prepared - one somewhat detailed and the second just the total income, total expense and net income with impact on Cash in hand based on those estimates. Attached as PDF documents

2.2.3. New Action Items: Prepare final forecast chart for capital accumulation scenarios

2.3. Wharfinger's Report – Lou Moniz -

2.3.1 Dingy on breakwater needs to be removed. Peter to send email asking for ownership so it can be removed. Portapotty to be ordered and maintain higher level Covid cleaning schedule. Slips will be likely all filled for this year, some from out of area will have to leave. Some keys will need to be handed in and deposits returned. Lou to submit copies of invoices for dock repair supplies,

2.4 SCAF meeting update - Michelle Bruecker

2.4.1 First meeting for this year, group planning to prepare advertisement identifying all the local associations to promote resident participation, politicians do like to be lobbied by the local associations. To include links to our website. approved \$50 for advertisement fee.

3. New Business

3.1. AGM Planning

3.1.1 Date for AGM April 27th

3.1.2 Discussed Draft AGM Agenda and will be held as Zoom meeting, confirmation of quorum, reports to be prepared and submitted. Possible new member for the Board for 2021-2022 season.

3.1.3 Notice for AGM to be prepared and posted at Community Boards.

4. End of Meeting Administration

4.1 Next Board Meeting Date May 18th, 7 pm, 2021

4.2 Meeting Adjournment 8:05 pm