

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
September 27th, 2022 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		
Lou Moniz (Wharfinger)		No	
Lezlie Smith (Secretary/Treasurer)	Yes		
Michelle Bruecker (Vice President)		No	
Jim Richards (Member-at -Large)	Yes		
Heather Ferguson (Membership Coordinator)	Yes		

1 Call Meeting to Order: 7:15

1.1. **Adopt Agenda** Motion-Lezlie Smith, Seconded:-Heather All in favour

1.2. **Adopt Draft Minutes** of May 24th, 2022 Motion - Heather Ferguson
 Seconded - Jim Richards All in favour

1.3. **Action Items & Business Arising from Minutes of August 9th, 2022**
 Done: see new business

2. Executive Business Reports

2.1. **President's Report– Peter Borgmann -**

2.1.1 **Update on minor repairs/maintenance from the last meeting:**

- Some wooden pilings need repair above the water line – do with epoxy or wood – STATUS – NOT DONE, Monitor for now.
- Spot prime & paint with galvanized paint the steel decking where needed – STATUS – DONE. Peter & Jim treated the worst rust spots with Blue Steel (which converts rust back to steel) and then overcoated with Crown 7007 (which is a paint containing mostly Zinc and acts as cold galvanizing). Total cost was approximately \$450 (the coatings are very expensive). Thanks to Jim & Peter for doing this.
- Spot paint exposed metal on the gangway ramp – STATUS – NOT DONE – postpone for later or next year.
- Remove some decking from the kayak dock to confirm the condition of the wood underneath to confirm Mackenzie's estimated five-year life span (also based on observations made by Lou and Peter during repairs last year) – STATUS – NOT DONE – decision was to monitor for another year.
- Some plastic-coated floats under the metal docks are deteriorating (mainly sunlight damage) – see what above-water repair options are available – STATUS – NO ACTION – only one float (at the foot of the gangway) was found with some damage high up. The decision was to monitor.

2.1.2 **New minor repairs/maintenance since the last meeting:**

- The floodlight above the gangway had failed and wasn't turning on at night. Olson Electric repaired the light at a cost of \$305.35.

- While checking the floodlight in the late evening, it was noticed that the north light on the floating breakwater was not blinking. A replacement battery has been ordered from Britmar Marine, at a cost of \$180. When it arrives, we will see if we can replace it ourselves.
- A request was made by some members to install wheel bumpers on the corners of the floating breakwater. Quantum Marine was asked to quote on supply and installation, and came back with a quote of about \$1500-2000 (there were some options). The board reviewed this and the consensus was that it was a 'nice-to-have' but not a 'need-to-have' and that with the other maintenance expenditures this year we should not proceed with the bumpers at this time. This might be revisited in the future.
- The district's padlock on the entrance gate at the top of the hill went missing a few weeks ago, making it impossible to properly lock the gate. An email to the District requesting a replacement was not responded to, but a replacement padlock did show up after several days, so the message did get through.

2.1.3 Update on Major repairs:

- Mackenzie Sea Services replaced the decking on the ramp dock, installed sacrificial anodes on the steel pilings, and performed underwater epoxy repairs on one piling. This work was contracted earlier, and was invoiced at \$11,270.00, less than the initial \$12,945.80 quote (only one piling needed epoxy repairs as opposed to the initial 3 that were thought to need repairs.)

2.1.4 Annual Lease

- SHORA is required by its sublease with the District to file a statutory declaration with the District, which then is forwarded to the Province. This is done using a form supplied by the Province every year. The form confirms contact info, how the water lease is being used, and fees being charged, all of which the province uses to calculate our annual rent. The lease requires that this be done within 30 days of the lease anniversary, which is the end of July making the information due by the end of August. The Province has been tardy in providing the form, and so with the agreement of the District, we supplied the information required on the form to the District via email. This insures we have complied with the lease's requirements.

Motion to accept: Lezlie, Seconded Jim All Approved

2.2. Treasurer's Report – Lezlie Smith-

2.2.1 Current Financial Status

- Chequing: \$25,329 of August 31st 2022, Long Term Redeemable is at \$5,133.39, Insurance of \$3,794 has been paid, moorage lease of \$3,116 and all of the BBQ party invoices - just over \$700.00 Funds in the chequing account as of Sept 31st are expected to be approx \$13,500 with both the Mackenzie dock repairs and the light replacements paid
- Reports have received by MTaylor Accounting Services for March 31st year end and is consistent with original reports.

2.2.2. Budget / Forecast planning:

- Year to date revenues are \$27,311.00 this year vs \$18,809 for full 2021-2022 year so a good increase (45%) Preliminary net income estimates may be \$6280 before depreciation of \$3500. Banking reconciliations completed and balanced for the end of August, and attached.
- Funds are sufficient for any extraordinary expenses and there shouldn't be any net loss. We still have a \$25,000 line of credit which is not being used.
- August Year to date Profit Loss attached and compared to full 2022 year.

Motion to Accept report : Heather, Seconded Jim

2.3. Wharfinger's Report – Lou Moniz - No report

3. New Business

3.1. SCAF Update - Michelle (report in absentia)

- Lynne (SCAF chair) has arranged an in-person, joint meeting with the new council on Tuesday, Nov. 15 at 7 pm in the DOS community meeting room (CMR). Agenda topics can be brought forward at the Oct. 18th SCAF meeting.
- SCAF continues to have a focus around zoning bylaws (Short Term Rentals) and building permitting, such as the Havies and other large developments with potential for noise and increased traffic. Lynne will be stepping down as chair this year. Is there an interest for SHORA to nominate a board member?

3.2 Emergency Preparedness Update- Michelle (report in absentia)

- Michelle contacted Ralph Shay at the SCRD and let him know that SHORA is interested in following up on the EMBC Neighbourhood Preparedness Program ([Guide link*](#)) and wondering what the SCRD might be planning on doing to expand this. Michelle would be their contact for when they are looking for neighbourhoods to get involved.
- Ralph put Michelle in touch with the new program coordinator, Nancy Hughes, who is just starting in this role. Involving neighbourhoods is likely on the workplan but for later in the year as Nancy is getting oriented at this time.

**"The most immediate help following a disaster, like a flood or earthquake, will come from those directly around you — your family and neighbours. Connecting with them today, and working together to get prepared, will mean a better response and faster recovery. The In It Together: Neighbourhood Preparedness Guide will help you join forces with your neighbours so you know what to do, who to check in on and what resources are available should disaster hit.".*

3.3 Storage of Canoes/Kayaks- Some discussion around how to handle storage of unused boats in light of increasing demand. New storage racks may be needed on land. **ACTION Item:** Lezlie to report on # of out of community residents that have kayaks in storage based on what is in the Accounting system.

4. End of Meeting Administration

- 4.1 Next meeting is - Oct 25th 2022 7 pm
- 4.2 Meeting Adjournment 8:03 pm