

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
April 15th, 2023 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)	Yes		
Lezlie Smith (Secretary/Treasurer)	Yes		
Michelle Bruecker (Vice President)	Yes		
Jim Richards (Member-at -Large)	Yes		
Heather Ferguson (Membership Coordinator)	Yes		

1 Call Meeting to Order: 12:05

1.1. Adopt Agenda Motion-Heather Ferguson Seconded:-Jim Richards All in favour

1.2. Adopt Draft Minutes of March 14th 2023 Motion -Lezlie Smith Seconded Lou Moniz All in favour

1.3. Action Items & Business Arising from Minutes of March 14th

1.3.1 Peter to issue notice of in person AGM on April 27th and to issue notice of Special Resolution to reduce AGM quorum from 30th to 20% **Status: Done**

1.3.2 Lezlie to contact SCCU to Secure Long Term Deposits and to arrange for securing signatures **Status: Done**

1.3.3 Lou to give ma of current boat assignments to Heather/Jim **Status: Done**

1.3.4 Lou to keep unused keys and send list of available key numbers to Jim **Status: Done**

1.3.5 Peer to send reminders and timelines to members to ensure their requests are submitted **Status: Done**

1.3.6 Jim to review all requests as submitted by April 1st. Finalization of slip assignments to be completed **Status: Done**

1.3.7 Jim to confirm Contras as valid upon payments received. Signatures not required. Member payments need to be confirmed and completed by April 30th at which point any available slips will be assigned to those on waiting list: **Status: to be completed after April 30th**

2. Executive Business Reports

2.1. President's Report– Peter Borgmann - No Report

2.2. Treasurer's Report – Lezlie Smith-

2.2.1 Current Financial Status

- Chequing: Cash balance of \$6,616.27 as of March 31st, 2023, There are now two Long Term Redeemable Deposits.

- \$5161.27 1 year term 3.5% maturity date of March 19th 2024
- \$5,000 2 year term 4.5% maturity date of March 15h 2024
- Total funds in chequing and long term deposits is \$16,777.89

2.2.2 Budget/ Forecast planning

- Year to date revenues are \$27,979.31 this year vs \$18,829 for full 2021-2022 year so a good increase.
- Net income is \$1,519.66 after Depreciation of \$3500. Normal operating costs (not including the extraordinary dock repair expense of \$11,270.00) is estimated at \$11,680.
- Forecast scenario reviewed: includes \$0.25 increase per year. Forecast of future funds is lower because of increases in Insurance, lease fees, also increased general dock repairs to reflect actuals

2.2.3. New Business

- Should AGM reports include a forecast scenario? Board agreed
- key points for AGM report will include increases to insurance, lease expense, major dock repair, labelling and assigning system for kayaks on land
- ACTION : Peter to send modified version of chart showing Mackenzie's forecasted marina repair expenses
- review of new long term deposit
Motion to approve report: Jim Richards: Seconded: Lou Moniz

2.3. **Wharfinger's Report** – General discussion regarding assignments of slips. Spots 3 (18'-22') and 1 (Zodiac size) are empty so far. One request pulled due to lack of shore power.. 4-5 kayak requests are still unfilled as the need is for lower levels, height of some are restrictive to ease of use. Motion to approve: Lezlie Smith Seconded Lou Moniz

3. **Recurring Reports**

3.1. **SCAF Update** - Michelle -

More recurring meetings with council, generally concerns around zoning and STR's April 22nd will have Volunteer Fair in case we are interested in participating. Next meeting scheduled for May 16th One association had meeting with Mayor regarding water issues but were not happy, Churchill well will come on line in June

3.2 **Emergency Preparedness** - Michelle

Finalizing poster to circulate and use at Notice boards, also to use for AGM. District to hopefully help with printing.

4. **New Business**

4.1 Planning for AGM, reports to be prepared

- Process for accepting payments at AGM- 2 people at desk at entrance, list of contracts due for payment and those already paid, also list of members only process
- Confirmation of which reports to send Electronically and number of necessary hard copies.- Milynda Taylor Financial Summary for 2022, preliminary 2023 Income Statement, Forecast Scenario and MacKenzie Marina Summary report on Future repairs

- Confirm reports are shared prior to AGM with Board members to prevent duplication.
- Confirm nature of refreshments (no alcohol, fruit and dessert tray, punch or soft drinks) and times for set up for room
- Reviewed proxy process and voting cards
- Nomination process
- Agenda planning for AGM
- **ACTION:** Lezlie to secure refreshments, finalize reports for sending to members

4. End of Meeting Administration

4.1 Meeting Adjournment 1:20 pm