

Sunshine Heights Owners and Residents Association, Sechelt, BC
Annual General Meeting Minutes April 27th, 2023

Call to Order : 7:15 pm

Chair: Peter Borgmann

Confirmation Of Quorum: Confirmed 22 in attendance

Agenda: Motion to approve : Ron Leclerc; Seconded Robbert Visscher; Carried

Minutes from AGM April 21st, 2022: Motion to adopt minutes as circulated: Robbert Visscher , Seconded Jackie Day; Carried.

Treasurers Report

M.Taylor completed a review of the 2022 year end and prepared Final Financial Statements with no changes or concerns. The Statements she prepares are not considered full audit reports and are cautioned as such. Financial documents circulated by email to members for review include;

- M.Taylor Reports for the year ending 2022,
- preliminary details for the current year end March 30th 2023,
- current profit and loss forecast scenario
- 20 year Projection prepared by Mackenzie Sea Services during their study in 2021

Assets as of March 31st, 2022 (last year) were \$63,540.03 including capital assets of \$52,131 and current assets of \$11,408. Assets as of March 31st, 2023 are \$65,432 with capital assets down to \$48,643 with accumulated depreciation applied while current assets are up to \$16,827.39. The existing Long Term Deposit was renewed for another year at 3.5% and an additional Long Term Deposit of \$5,000 was purchased for 2 year term and 4.5%.

Last year there was a net loss of -\$16,223 as a result of the extensive repairs required to the outer breakwater. There were sufficient funds to cover off those expenses. This year there is a preliminary net income of \$1,520 even with the \$11,700 repair to the landing dock where the sink is located. Other changes to the operating expenses included higher lease expense and insurance expense.

A profit loss forecast scenario has been prepared and the goal is to review these projections each year to allow for real changes in operating expenses. This is to assist in decisions necessary for SHORA to financially manage the repair and safety of the docks and facilities. The 20 year projection prepared by Mackenzie Sea Services provides a guideline for what repair or replacement expenditures may be required in the future. These expenditures are guidelines only and the amounts and timelines may change. As it stands the forecast for funds by 2027 are at \$64,655 based on \$0.25 annual fee increases while the Floating breakwater expenses are estimated at \$111,335. Again this is forecast only and will be reviewed each year but a funding plan for future repairs/replacements is the responsible choice.

Sunshine Heights Owners and Residents Association, Sechelt, BC
Annual General Meeting Minutes April 27th, 2023

The line of credit of \$25,000 is still in place with the Sunshine Coast Credit Union although it has not been needed for at least 5 years. It does provide security for an unforeseen expenditure.

Question from Member on what was the amount noted in the balance sheet for Collabria. It is related to the new Credit cards that were secured for two board members to ease purchasing of repair supplies.

Motion to Adopt: Dave King, Seconded: Chris Georges. Carried

Appointment of Auditor: M.Taylor Accounting Services . Motion to Remain as Auditor: Lezlie Smith, Seconded Paul Bokowski . Carried

Confirmation of General Membership Dues: During 2021 AGM it was requested that the Board survey membership fees at other associations, M. Bruecker' survey found a range of \$0.00 to \$15.00. Motion to continue with the current \$10 rate : Peter Borgmann, Seconded Ed Beketa. Carried

Reports:

Presidents report presented by Peter Borgmann

It's been a busy year for SHORA:

NEW SHORA LOGO: In concert with the Canada Day party, we held a contest for a new SHORA logo.

Thanks to Jim Richards, Everett Ho and Bartek Nowakowski for their excellent submissions, and congratulations to Morgan & Sydnie Downie for their winning entry. The prize was \$100 donation to the

charity of their choice, and SHORA donated the winnings to Homeless Pets Canada on their behalf.

REPAIRS AND UPGRADES TO THE MARINA:

Minor Marina repairs and upgrades:

- Dave Williams – hose hangers
- Dave King – repair of badly leaking faucet
- Peter – repair to kayak launch hoist; replaced failed batteries in automatic north light on floating breakwater (\$180)
- Jim Richards & Peter Borgmann – spot prime (Blue Steel) and paint (Crown 7007) with cold galvanizing paint the worst rust spots (total cost \$450) – This will help to prolong the life of the metal decking.
- Oleson Electric replace failed floodlight on gangway (\$305.35)

Major Marina repairs and upgrades:

- 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. (\$12,945,80). This work will help to prolong the life of the assets.

Work recommended by MacKenzie Sea or SHORA Board, but not completed this year:

- Some wooden pilings need repair above the water line – do with epoxy or wood – STATUS: monitor
- Spot paint exposed metal on the gangway ramp STATUS: not completed – do next year

Sunshine Heights Owners and Residents Association, Sechelt, BC
Annual General Meeting Minutes April 27th, 2023

- 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 completed – do next year
- Some plastic-coated floats under the metal docks are deteriorating (mainly sunlight damage) – see what above-water repair options are available STATUS: not completed – only one float (at foot of gangway) was found with minor damage high up - monitor
- Examine floating concrete breakwaters for possible life-extending options – STATUS – no action

DRYLAND KAYAK MANAGEMENT:

- It was noticed during the year that we had more kayaks at the marina than paid rentals. Therefore:
 - o Placed signage on dry land storage indicating storage is by SHORA permission only
 - o Attached labels to dryland storage to better track whose canoe/kayak is in which spot
 - o Through various communications confirmed which kayaks belonged to whom, and identified three “rogue” kayaks. After various messaging, including notes left on the kayaks, these rogue kayaks disappeared.

MEETING WITH DISTRICT OF SECHELT RE: DOS BUDGET ITEMS

In October, Jim Richards, Lezlie Smith and Peter Borgmann met with the District of Sechelt as part of the DOS’ annual consultation with the community associations regarding next year’s DOS budget items. We had several asks and the details of those, along with the District’s responses, were shared by email earlier in the year. We did get some promises including a new beach access on the esplanade, inspection for erosion at critical point in the esplanade, and inclusion in potential grant applications to provide safer walking conditions on Fairway Ave.

MEETING WITH DISTRICT OF SECHELT RE: LEASE-RELATED MATTERS

In a meeting with the DOS last week we learned that there will be a significant increase in our rent. Until recently, our rent was based on a combination of the total lineal feet of dock space and the rate we charge for vessels. The Province compared our rates to those in the vicinity and concluded that our rates (then \$2/ft) under valued the property and henceforth will use the rate charged by Mackenzie’s Marina (then \$6/ft). Accordingly, our rent will approximately triple from about \$850 to about \$2600. In addition, the Province will be charging rent for the space occupied by the two sheds, and that calculation will be based on \$/ha value of an upland property – the actual amount to be charged is not yet known.

Motion to accept President's report: Dave King, seconded by Ron Leclerc. Carried

Wharfinger's Report presented by Heather Ferguson

Sunshine Heights Owners and Residents Association, Sechelt, BC
Annual General Meeting Minutes April 27th, 2023

Before providing the Wharfinger's report, I would like to thank Lou Moniz for all his efforts over the past several years as the Wharfinger for SHORA. His knowledge of the marina and the community will be greatly missed. As many of you are already aware, Jim Richards and I both offered to assist with the upcoming season at the marina in an effort to provide a smooth transition as Lou steps down after many years of service on the board.

We are pleased to report

1. Almost 100% marina renewals as well as several new members made requests for vessels and these have been assigned. All contracts have been emailed out. It's looking like we'll be having 3 new vessels in the marina and there was 1 departure. We are maximizing the space that the docks provide and this gives us the best opportunity to generate the revenue needed to offset the rising expenses like the lease payment and future maintenance costs.

2. Everyone with a boat in the marina has received a map indicating the last name of your fellow boat owners. The entire board felt this was a good idea to ensure that everyone would be in a position to let others know if they noticed a problem with one of the boats like a loose rope or other safety issue. You may have also noticed that we only have 2 small slips available and I'm sure there will be some late requests for those, if you hear of anyone looking. Our spacing is tight and we ask that everyone make an effort to be as efficient as possible with the total footage that they use to tie up their boats.

3. The kayak and canoe storage will be a lot easier to track now that every slip is numbered and then assigned. There are currently 2 openings on the land rack. We have 4 people on a waiting list who are looking for a mid or lower level spot on the floating dock. Easy access to the racks can be a real challenge for some of our smaller members or older members so if anyone does not use their vessel very often, or does not mind a spot up top on the racks, it would really help make someone happy to hear that there is a new opening. We are looking at organizing a couple of group kayak sessions this summer where we could meet at the marina, help each other launch our kayaks and go out on the water together, if that's of interest.

We are looking forward to a warm summer and great boating season.

Question from members was if there were any kayaks for rent, which is not something SHORA does undertake. Also question around if there was a process for reporting issues of safety of boaters in the inlet. Stu Maxwell indicated there is a number for Marine and Aircraft Emergency that he has used in the past and will send that contact information to the Board for circulation.

Motion to accept Wharfinger's report : Dave King, and seconded by Robbert Visscher. Carried.

Social Committee report presented by Heather Ferguson

This year marked the return of the big, community BBQ down at the marina on the July long weekend. The success of this event can be attributed to many volunteers and most notably Ron LeClerc who both organized and performed in the musical entertainment plus Ron and Sharleen picked up most of the BBQ supplies. Many of our good neighbours assisted with shopping, setting up the location, the decor, the BBQ cooking and the cleanup afterwards. We all enjoyed the good weather, the music, and the

Sunshine Heights Owners and Residents Association, Sechelt, BC
Annual General Meeting Minutes April 27th, 2023

chance to meet our neighbours in person, after 2 years hiatus. In attendance we had 135 people. In donations, we received \$235 for SHORA including 10 new household membership registrations and the total cost of the event was \$706. Victims of our own success, we ran out of food for the size of the crowd and we thank everyone for their understanding that day. This year, we'll host the event again for the July long weekend and we'll have a more realistic number of attendees in mind. We look forward to seeing everyone there and thank you in advance for all your contributions and assistance.

Motions to accept report: Robbert Visscher, seconded by Chris Georges. Carried.

Emergency Preparedness Report presented by Peter Borgmann on behalf of Michelle Bruecker

Dear Neighbours;

Did you know that simply getting to know your neighbours can greatly improve your ability to cope in a disaster? When people know each other and work together in their day-to-day lives, they are better equipped to support each other in an emergency.

In the event of a disaster, the most immediate help will come from those directly around you – your family and neighbours. This is why it is crucial that we connect with each other now and work together to get prepared. By doing so, we can ensure a better response and faster recovery.

The SHORA board has struck an Emergency Preparedness Committee to help us create tools and processes to be better prepared in the case of a disaster. We are looking for one or two people on each street to be part of the committee to help coordinate. Please contact the board or Michelle Bruecker if you are interested or have questions.

We also recommend using the BC government online guide: "In It Together: Neighbourhood Preparedness Guide". It will provide you with valuable information such as agreeing on a predetermined safe meeting point where you and your family can gather to evaluate the situation and determine the best course of action.

Finally, some basic household emergency kit supplies that you should have on hand are:

- non-perishable food and water for three days to one week,
- first aid kit and medications,
- battery-powered or hand-crank radio,
- flashlight with extra batteries,
- whistle to signal for help, a cell phone with chargers,
- copy of your emergency plan and important documents, cash in small bills, garbage bags,
- moist towelettes,
- plastic ties for personal sanitation,
- dust mask to help filter contaminated air,
- seasonal clothing and footwear.

Motion to accept Emergency Preparedness Report Jackie Day, Seconded by Paul Bokowski, Carried

Sunshine Heights Owners and Residents Association, Sechelt, BC
Annual General Meeting Minutes April 27th, 2023

New Business

Special Resolution:

That Part 4, Paragraph f):

“The presence in person of a minimum of thirty three percent (33%) of members in good standing shall be necessary for a quorum of any General Meeting of this Society, but notwithstanding this required percentage, at no time shall the minimum number of members required as a quorum for the purpose of a general meeting be less than ten (10).”

be deleted and replaced with a new Part 4, Paragraph f):

“The presence in person of a minimum of twenty percent (20%) of members in good standing shall be necessary for a quorum of any General Meeting, but notwithstanding this required percentage, at no time shall the minimum number of members required as a quorum for the purpose of a general meeting be less than ten (10).”

Motion to Approve Resolution: Jackie Day , Seconded Paul Bowoski, 2 opposed, Motion Carried

Opening of Nominations

Michelle, Heather, Jim and Lezlie have agreed to stay on the Board, Lou and Peter have decided to leave the board. It was noted that two new volunteers Robbert Visscher and Karen Madsen have indicated previously by email that they would like to be part of the Board. Peter asked for nominations from the floor

Asked three times. No more nominations from the floor , for which the nominees consented to stand for election.

Motion to increase the number of Directors to 7 as per bylaw ;

"The number of Directors shall be five (5) or a greater number, determined from time to time at a General Meeting"

Motion to increase the number of Directors: Paul Bowoski , Seconded by Jackie Day, Motion Carried

Motion to elect the SHORA board for the 2022-2023 season - Jackie Day Seconded Lou Moniz Carried

Meeting adjourned 8:10 pm Motion to Adjourn: Robbert Visscher, Seconded Dave King. Carried