

**SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION**  
**June 26th, 2023 HELD VIRTUALLY BY ZOOM**

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

<b>Board Members Present:</b> (Quorum = majority of Board members))	Present	Regrets	
Michelle Bruecker		No	
Heather Ferguson	Yes		
Karen Madsen	Yes		
Jim Richards	Yes		
Lezlie Smith	Yes		
Robbert Visscher	Yes		

**1 Call Meeting to Order: 7:04**

**1.1. Adopt Agenda** Motion Heather Ferguson, Seconded Karen Madsen

**1.2. Adopt Draft Minutes** of May 29th, 2023 Motion Robbert Visscher, Seconded Heather Ferguson

**1.3. Action Items & Business Arising from Minutes of May 29th, 2023**

**Action:** Card received and activated, need to make sure others deleted and notify Go Daddy of change of card.

**Action:** Schedule work party in July when Jim is on the coast to review maintenance issues: Done – July 14<sup>th</sup> with team of members and board

**Action:** Decide approval policy and spending limits, decided against setting limit, directors will be responsible

**2. Executive Business Reports**

**2.1. President's Report-- Lezlie Smith**

New credit card has been applied for with Collabria – just waiting for delivery and will then cancel cards with Peter and Lou as per Collabria's instructions. I will need to change the SHORA credit card with GoDaddy web site once it is received.

Signatory changes have been completed and request made to delete Peter and Lou from money transfer notifications. Next time we need to change directors and signatories we should request either in person or a conference call to ensure they are fully understanding our needs. There were delays in getting approvals and online access codes. Peter's email address and number has been taken off the notification list.

Met with Peter and collected a few physical items from him including spare padlock, shed key, corporate seal and some files.

Porta-potty will be cleaned and ready for July 2<sup>nd</sup> party by 27<sup>th</sup> or 28<sup>th</sup>. We can request an extra clean up after the party if needed. Checked about cost of getting a second porta-potty - \$120 plus \$100 delivery so \$220. Board decided against ordering but suggested a service call a good idea.

Dave King checked out my concern with excessive water running down from Hank's place. He cut off the water to the marina for about 5 hours and there was no change to the amount of water coming down. He hacked down some of the bushes and is quite certain that it is an underground stream not a leak in our pipes at least. He did say he would secure our hoses along the docks and that max it would cost is about \$50.

2.2. **Treasurer's Report** – Robbert Visscher

2.2.1 **Current Financial Status-** Funds increased to \$34,000 with only a few expenditures processed. Six new members have joined. Suggest we purchase another term deposit of up to \$10,000 pending the maintenance review and anticipated expenditures. Term Deposits are at a higher rate now and better to take advantage of that rather than leave in chequing. Requested all expenses be forwarded after the Canada Day event for reimbursements and to determine accurate cost for the event.

2.3. **Wharfinger's Report** – Jim/Heather – Discussed positioning of two boats to owners to allow for the addition of a new slip. Received a positive response and we are free to move slightly over as appropriate. May be able to accommodate one new boat from the wait list.

2.4 **SCAF meeting update** - Michelle Bruecker No report

2.5 **Emergency Preparedness-** Michelle Bruecker No report

**3 Maintenance planning for 2023 (for ongoing references and updates)**

3.3.1 Work recommended by Mackenzie Sea Services included

- Wooden pilings need repair above the water line with epoxy or wood – to be monitored and repaired as required.
- Spot paint exposed metal on gangway ramp
- Remove decking from kayak dock to confirm condition of wood underneath and to confirm the estimated five-year life span
- Monitor plastic-coated floats under the metal docks that may be deteriorating due to sunlight. Last year only one was found to have minor damage
- Examine floating concrete breakwaters for possible life-extending options.

3.3.2 Additional Maintenance issues

- Secure Water piping along docks – Dave King volunteered to do
- Solutions to the upcoming water meter issues.

4. **New Business**

4.1 Community Board signs: Directors names and numbers

Signage to be updated without phone numbers, just Shora email. Marina notice to include Presidents number and Coast Guard numbers for

emergency use. President is keeping a list of boat owners in case of issues that may need looking after.

#### 4.2 Canada Day Planning – confirmations and additional needs

- Signs created and posted at community Boards
- Chris Georges assisted in cleaning and tidying of the grounds
- All chairs and BBQ's power washed and readied for July 2nd
- Food and service supplies purchased at Independent – total of 156 protein items split between Angus burgers, veggie burgers and hot dogs.
- Board members to arrive at 12 noon for event starting at 2 pm, staple gun for putting up decorations.
- Heather to buy and prepare lettuce and tomatoes.
- Heather to give name tags to attendees and take donations or membership payments.
- Heather to prepare some recognitions for our community for Ron to mention as the MC, Jim to also recognize the work of the board, the board to be identified with colourful lais.
- Lezlie to bring thermos of hot and warm water, bowl, and soap for cleaning at food station.
- Robbert to bring Ladder and will remove all garbage and recycling.
- Karen to take back all unused products at end of night, for dispersal to food bank etc as appropriate.

#### 5. **End of Meeting Administration**

5.1 Next meeting date: July 24<sup>th</sup> 7 pm

5.2 Meeting Adjournment 7:55 pm