

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
Agenda, September 11th , 2023

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

Board Members Present: (Quorum = majority of Board members))	Present	Regrets	
Michelle Bruecker	Yes		
Heather Ferguson	Yes		
Karen Madsen	Yes		
Jim Richards	Tes		
Lezlie Smith	Yes		
Robbert Visscher	Yes		

1 Call Meeting to Order: 7:04pm

1.1. Adopt Agenda

Motion: Karen
 Second: Lezlie
 All in favour

1.2. Adopt Draft Minutes of July 24th , 2023

Motion: Heather
 Second: Jim
 All in favour

1.3. Action Items & Business Arising from Minutes of July 24th, 2023

Action: Installation of Security Camera and motion lights

Completed, can add cameras and additional users as required

Action: Clean up of marina site

Completed, work crew of 8, 3 pick-ups to dump and salish soils, cost of \$85 – but now, tent has appeared, note placed on tent to be removed.

ACTION: to be monitored and mentioned at meeting with SCRD to enquire on reasonable next steps

Action: Signs at gate and on breakwater to include language around security camera

Draft prepared (see Wharfinger report)

Action: Question around breakwater use for larger sailboats

Response researched through review of constitution and sub-lease agreement and meetings with experts. Analysis concludes with not possible and not in our interests to pursue.

ACTION: Generic response to be prepared and direct communications with member who posed the question to be completed.

Action: Emergency Preparation – recruitment and planning

Underway (see Emergency Preparedness report)

2. Executive Business Reports

2.1. President's Report-- Lezlie Smith

Collabria sent a new credit card by mail to us for Peter Borgmann. Apparently, some cards had issues with tapping for payments. They have been contacted and his card name and number has been cancelled again. I would like to request approvals for setting the Collabria billings to an automatic payment process. The only caution is that a credit card purchase can not be larger than current funds allow.

I reviewed the cost of upgrading our Quickbooks system to an online system as the current program is installed on the SHORA computer. The computer is definitely aging and is quite slow to open and use. The cost however is quoted as being \$600 per year after the initial year of 50% discount. Purchasing a new computer at some point is a lot less- at most a one time charge of less than \$1200. The benefit of Quickbooks online is primarily that more than one designated person could have access to it. The benefit of having a SHORA computer is there is much history that can be stored and accessed easily. I recommend we delay both buying a new computer and an online system for now.

ACTION: Robbert to research on-line options and offer suggestion that meets needs and is economically prudent.

Prepared documents for the DOS capital budget meetings that are held with local associations. Meeting is scheduled for September 15th at 11 am with Jim Richards and myself to attend. Others are welcome but let me know.

2.2. Treasurer’s Report – Robbert

Sunshine Heights Owners & Residents Association				
Profit & Loss Prev Year Comparison				
April 2023 through March 2024				
Accrual Basis	Apr '23 - Mar 24	Apr '22 - Mar 23	\$ Change	% Change
Income				
4000 · Membership Dues	690.00	630.00	60.00	9.5%
4100 · Moorage Fees	25,968.00	24,736.00	1,232.00	5.0%
4120 · Storage Fees	2,765.00	2,410.00	355.00	14.7%
4300 · Interest Income	0.05	28.36	-28.31	-99.8%
4400 · Miscellaneous Revenue	75.00	175.00	-100.00	-57.1%
Total Income	29,498.05	27,979.36	1,518.69	5.4%
Gross Profit	29,498.05	27,979.36	1,518.69	5.4%
Expense				
5000 · Moorage Costs				
5050 · Moorage Lease	3,116.57	3,116.57	0.00	0.0%
5100 · Moorage Insurance	4,024.00	3,794.00	230.00	6.1%
5150 · Dock Repairs, Supplies	309.61	12,641.80	-12,332.19	-97.6%
Total 5000 · Moorage Costs	7,450.18	19,552.37	-12,102.19	-61.9%
5300 · Annual Filing/Accountant Fees	90.00	118.75	-28.75	-24.2%
5400 · AGM Costs/Advertising & Hall	100.00	0.00	100.00	100.0%
5450 · Daily Gate Closing	480.00	960.00	-480.00	-50.0%
5500 · Portable Toilet	468.47	797.50	-329.03	-41.3%
5550 · SHORA Social Events	1,218.46	706.53	511.93	72.5%
5600 · Office expenses				
5610 · Office Materials	385.00	385.00	0.00	0.0%
Total 5600 · Office expenses	385.00	385.00	0.00	0.0%
5700 · Bank Charges	74.50	239.50	-165.00	-68.9%
5750 · Community Support	0.00	200.00	-200.00	-100.0%
6000 · Depreciation Expense	0.00	3,500.00	-3,500.00	-100.0%
Total Expense	10,266.61	26,459.65	-16,193.04	-61.2%
Net Income	19,231.44	1,519.71	17,711.73	1,165.5%

2.3. Wharfinger’s Report – Heather

It’s been a great boating season and I hope all of our members have been enjoying it.

Kayak and Canoe Racks - We are full to capacity, \$100 per canoe or kayak. Waiting list of one. Boat Slips rate \$4.25 per foot/ per month x 12 months. Only 1 12 foot slip available as of September 1st. There is a waitlist of 3 vessels which are longer than 12 feet.

Completed

A security camera is in place inside the marina. The goal is to let visitors notice the signs about surveillance and as a result minimize vandalism and theft. There has been no further thefts reported since the beginning of July. The next question is to decide whether 2 more cameras are important to cover other entry points.

Clean-Up Summer 2023 took place on August 19th. With a team of 9 volunteers, we were able to load up three trucks with old stuff and visit the dump/recycling depot. The goal is to keep the land and the docks tidy and clean and discourage visitors from leaving behind any items. Sincere thanks to these volunteers.

A new water hose has been kindly donated by a boat owner's family. It was installed near the sink and allows all the boat owners and kayak users, within reach, to access fresh water. These members will be able to rinse off salt water from their vessels as long as SCRD water management stage permits this. As of September 3, we are in stage 3.

Regarding a question received about using the breakwater for moorage, a review shows this is not possible. It is explicitly stated in the sub-lease with Sechelt District that moorage is not allowed as a condition of the property use.

To Be Completed

Ramp Repair Fall 2023 is our biggest improvement project for 2023. The work will be scheduled on a weekend in the fall in order to cause the least amount disruption at the marina. The decking and the wire mesh will be replaced for the purpose of longevity and safety. A work crew of 4-5 people will be recruited to complete this project.

Flashing light on the Breakwater on the north end needs to be replaced again. A replacement battery pack must be ordered from Britmar and installed on the breakwater. This was done in fall of 2022 so it raises the question of proper working order. All aspects to be examined.

Signage to be updated

1. No Overnight Camping - sign to be placed in the parking area

2. at the Gate on Harbour Way

(SHORA Marina Logo)

Water Lot 3139 Sub-Lease maintained and operated by the Sunshine Heights Community Association.

SHORA Members welcome the public but please follow the rules:

- Leave the site clean and safe.
- No Camping.
- Note the daily gate closing time.
- Be responsible pet owners.
- Appreciate that security cameras are in use.
- Ask questions: shora.sechelt@gmail.com

There is no official boat launch here.

3. On the Breakwater sign

Members Only

Security Cameras are in Use

2.4 SCAF meeting update – Michelle

Katie Clogg presented to DoS Council on July 30th in regards to the water crisis survey. Following up on the meeting, SCAF wrote an article which was published in the Coast Reporter. It led to posts on

Facebook by Alton Toth and Mayor Henderson, the former explaining the SCRD's work on the issue and the latter emphasizing that he is working toward a more sustainable solution.

2.5 Emergency Preparedness- Michelle

Three residents came forward to support the fledgling EP committee. During our first meeting this morning we decided on the following next steps:

1. Karys to draft a short update to include personal preparedness info, a request for information on existing skills and resources, and call for members of a leadership team, with a background in

- First Aid
- Utilities and Fire Suppression
- Light Urban Search and Rescue
- Communications
- Transportation
- Shelter and Care-Giving
- Damage Assessment

2. Michelle to finalize and distribute the update via e-mail, notice boards, website, a potential new FB group EP group, and in person.

3. Michelle to organize a follow-up meeting with additional members

4. Karys & Michelle to start a Skills & Resources Inventory for SHORA by canvassing neighbours and via other channels

We foresee that we would host a meeting for all SHORA residents after this point to inform of work done so far, with a focus on personal preparedness including supplies, identification and mitigation of local hazards.

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.
ACTION: agreed to review in 2024
- Spot paint exposed metal on gangway ramp
ACTION: Lezlie to contact Peter regarding paint used last year, if possible, painting to occur same day as ramp repairs
- Remove decking from kayak dock to confirm condition of wood underneath and to confirm the estimated five-year life span
ACTION: inspection to be completed Q4 2023, volunteers with construction experience to be solicited, wood costs to be researched
- 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
ACTION: agreed to review in 2024

- Examine floating concrete breakwaters for possible life-extending options.

ACTION: agreed to review in 2024

3.2.2 Additional Maintenance issues

- Secure Water piping along docks

ACTION: agreed to complete in Q4 2023 / Q1 2024

- Solutions to the upcoming water meter issues

ACTION: agreed to address closer to date when issue is imminent

- Gangway mesh replacement.

ACTION: work party organised, Rob, Bill and Jim to meet Sept 23 to replace mesh

4. New Business

4.1 Meeting with District – Sept 15th 11 am

Lezlie and Jim to attend, everyone welcome, report shared with all Board members

4.2 Additional Social events

Karen shared results of survey,

ACTION: agreement for her to reach out to respondents to gauge interest in leading activities

ACTION: Social Events Sub-committee to be created, terms of reference to be noted as progress occurs

4.3 Facebook page for SHORA

Motion: Robbert

Second: Karen

All in favour

Agreement to create community page on trial basis, to be managed by Michelle and Karen, participation limited to members, rules of engagement to be documented, Board to monitor and make recommendations moving forward

ACTION: creation of page and rules of engagement

4.4 Security System Review

Discussion delayed to next Board meeting

4.5 Review of Google Drive documents & email systems

Discussion delayed to next Board meeting

4.6 Canada Day BBQ Event Summary- Creation of Template for next year

Discussion delayed to next Board meeting

5. End of Meeting Administration

5.1 Next meeting date: **October 23, 2023**

5.2 Meeting Adjournment: **8:35pm**