

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
Minutes, Directors Meeting October 23rd , 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		Resigned	
Jim Richards		Regrets	
Lezlie Smith	Yes		
Robbert Visscher	Yes		

1 Call Meeting to Order:

1.1. **Adopt Agenda 7:03 pm** Motion Lezlie, Seconded Michelle, all in favour

1.2. **Adopt Draft Minutes** of Sept 11th, 2023 Motion Robert, Seconded Heather, all in favour

1.3. **Action Items & Business Arising from Minutes of Sept 11th, 2023.**

Action: Tent installed behind shed: note to be posted on tent, sign ordered to be placed in parking area, monitored and next step is to call Bylaw officer, **Done:** Tent removed voluntarily

Action: Question around breakwater use for larger sailboats, use is not permitted and response to be prepared to answer inquiry. Done

Action: Signs at gate and on Breakwater to include language around security camera, to be completed

2. Executive Business Reports

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

It is with regrets that I must note Karen's resignation from the Board. We will miss her enthusiasm and contribution of new ideas for SHORA and I will endeavour to bring some of that inspiration for neighbourhood event planning.

Requested the removal of the Portapotty for October 15th, after the thanksgiving weekend.

Member issue with dog bite on South Gale, an email was sent to all members to remind them that any issues with aggressive dogs need to be reported to the District Bylaw officer so that they can track recurring issues with dangerous dogs.

Prepared documents for the DOS capital budget meetings that are held with local associations. Meeting was held September 15th at 11 am with Jim Richards and myself to attend. I sent an update to the general members on the list of items we requested and the responses from the DOS. That summary has been saved in the shared google documents.

A response from the Admin assistant Caelyn Scott was also received later with a brief summary of the service tickets that were created or general response from the District is shown below as copied from Caelyn's email. It doesn't seem to mention anything about

the culvert issue at 6155 South Gale. I am asking Barry for an update. The district was working on clearing the debris from the culvert at the bottom of the Kinnikinnick connector so hopefully they are working on Barry's issue. Email text copied below;

"Please see the notes from our meeting and the actions taken below:

1. *Stairwell repairs between SHORA Marina and the esplanade.*
 - *Service request #14925 was created on September*
 - i. *Parks staff are working on this.*
2. *Beach access improvement – Esplanade behind 6240 Gale Avenue South.*
 - *Service request #14926 was created on September 18th*
 - i. *Parks will install signage to indicate that this is an official beach access trail.*
3. *Kinnikinnick to Fairway Avenue Connector.*
 - *Service request #14927 was created on September 1*
 - i. *This project will require assistance from the Engineering and Parks departments.*
4. *Dedicated waterline to Marina.*
 - *Community Association would need to contact the SCRD."*

2.2. **Treasurer's Report** – Robbert

Total Funds available as of September 30th is \$25,208 in chequing and \$10,160 in Term deposits. Total revenues \$28,855 as of Sept 30th, 4.1% higher over last year. Net income currently \$18,182, repairs to the kayak dock still to be completed and there is sufficient income to cover those expenses.

2.3. **Wharfinger's Report** – Heather

Kayak and Canoe Racks - We are nearly subscribed to capacity, \$100 per canoe or kayak. We have 1 spot on the canoe rack.

Boat Slips rate \$4.25 per foot/ per month x 12 months. A 12 foot slip and a 25 foot are available as of October 1st. The waitlist is being contacted in order.

Maintenance Completed

1. September 29th the marina ramp was upgraded with new safety mesh. The breakwater needed a repair after a storm and high wind activity. Thanks to Rob and Jim who did the work. Thanks to Guy and Stu who provided assistance diagnosing the breakwater problem and sourcing the materials to fix it.
2. Sign installed that says no camping.
3. Security camera is still operating on a month to month basis.

To Be Completed

1. Flashing light on the Breakwater on the north end still needs to be replaced.
2. The water hose system to the marina has a leak that needs fixing before we can restore water to the marina. Even though we are back in stage 1, it's because of the leak the water is not turned back on.

3. Kayak dock is to be inspected for the condition of the wood and Jim has secured a good price on materials, should we need it.
4. Signage to be updated, 1. at the Gate on Harbour Way and 2. On the Breakwater sign, "Members Only Security Cameras are in Use"

2.4 **SCAF meeting update** – Michelle

NEPP

We sent an e-mail to Elaine Scott to ask for a conversation as per her request to SHORA. She works with SAFER Network, an emergency management consulting company that has been hired by the SCR D emergency management department. Last year, the Sunshine Coast Regional District (SCR D) received funding from the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) for community extreme heat risk assessment and planning.

They are facilitating the development of a regional extreme heat plan and reaching out to organizations and agencies that either interact with or have a mandate to support heat vulnerable populations. This project aims to create a better understanding of how the SCR D and its affiliated communities can bolster their readiness, adaptability, and mitigation strategies in response to extreme heat events. The primary focus is on devising optimal support mechanisms for community's heat vulnerable populations. Heat vulnerable populations are groups of people who are more likely to experience greater, more serious impacts.

2.5 **Emergency Preparedness-** Michelle **SCAF:**

SCAF is working on increased collaboration with the DoS. Most associations are also expressing interest in NEPP. We will be working on streamlining and aligning efforts within SCAF but also the SCR D.

Our NEPP team consist of three neighbours, Karys Foley, Robert Richardson, and Russ Banerd. Karys has drafted an information "pitch" to generate involvement. We can fine-tune it and use it to kick-start the next steps which will include going door-to-door:

"Hi there! We are neighbours and I am involved in trying to create a neighbourhood emergency preparedness plan. I am going door to door to inform folks about this initiative. Did you know that just knowing your neighbours reduces risk in the event of an emergency? Our small group is pulling together a plan based on the provincial NEPP program. Would you be interested in supporting this initiative? Do you see yourself coming to a community gathering or attending an online meeting? If not, would you be okay if I took your contact information to add to our emergency response list and/or the SHORA contact list? Essentially, we are looking at creating a plan for the SHORA neighbourhood. Thank you for your time!"

This survey may include questions regarding heat vulnerability to further the research of SAFER for SCR D's Emergency Plans. **ACTION** Michelle to initiate the neighbourhood survey.

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

3.1.1 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.

3.1.2 Additional Maintenance issues

- Secure Water piping along docks
- Solutions to the upcoming water meter issues
- Gangway mesh replacement. DONE
- Repair to south Floating breakwater: DONE : thanks to Rob, Jim, and Bill

4. New Business

4.1 Response to Renee Schmidt regarding slip for 20 ft slip: out of district but will put on the list

4.2 Facebook page for SHORA, still under consideration, not to be started yet.

4.4 Review of Google Drive documents & email systems- Call Heather before emailing members to make sure extra emails within households are covered.

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

ACTION: Lezlie to create template

4.6 SHORA computer is aging and very slow. The key use of the computer is for the accounting system. Three scenarios were examined for replacement.

Option 1:

We can keep the current program, QuickBooks (QB), and find a new computer, we may be able to get one for \$1,000-\$1,500. The upside is we keep the current software and don't need to upgrade. Downside, the cost is high and when will QB stop supporting the software? Plus, additional programs for Word and Excel would need to be purchased.

Option 2:

We can go to QBOnline, so the program stays the same. We may be able to upload the history into QBO as well, at an added cost. The cost of the online software is \$24 per month, or \$288 per year at the cheapest option. Not cheap but about a quarter of the cost of a new computer, with the added benefit that the software stays up to date.

Option 3:

There are free online accounting programs that have similar functionality we use currently. Wave Accounting is made for small organizations like SHORA and has

\$0 monthly fee, or \$0 per year. They make their money through being a payment portal as well. We can get someone to move a few years of history over if we want. But otherwise, it is a very low-cost option.

ACTION: Robbert to secure quote for Online Quickbooks and process for uploading existing data to online. **ACTION:** Lezlie to review WAVE to see compatibility with SHORA's needs.

4.7 Consideration for a casual Bonfire event at the marina for neighbours to gather either end of November, beginning of December or the 1st week of January. The gathering to include requests for FOOD BANK donations. Hot chocolate could be provided, and members could bring their own hot dogs for roasting or volunteers could grill hot dogs. **ACTION:** Lezlie to email members for participation and volunteers to manage the bonfire.

5. **End of Meeting Administration**

- 5.1 Next meeting date: Nov 27th 7 pm
- 5.2 Meeting Adjournment 8:01 pm

