

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
Meeting Minutes, February 12th, 2024

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

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

1 Call Meeting to Order:

7:01 pm

1.1. Adopt Agenda

MOTION - Heather

2nd - Michelle

All in favour

1.2. Adopt Draft Minutes of January 8th, 2024

MOTION – Lezlie

2nd – Jim

All in favour

1.3. Action Items & Business Arising from Minutes of January 8th, 2024.

Action: Signs at Gate and on Breakwater to include language around Security Camera
 Status – in progress, sign at gate, is being printed, sign at breakwater, exploring options for durability

Action: Flashing Light at Breakwater
 Status - removed and taken for repairs in North Vancouver

Action: Water hose system has a leak before it can be restored
 Status – yet to be repaired

Action: Michelle to initiate neighbourhood survey for emergency planning
 Status – draft sent to board, feedback agreed to be supplied by Friday 16 Jan, google form to be created, Michelle to connect with SCRD for information regarding their plans, brief description to be prepared and included

Action: Lezlie to create template for Canada day, planning, supplies and volunteers-started process.
 Status – to be completed

Action: Robbert– provision of payment to our gate keepers, check on camera service subscription costs, cash for key to be e-transferred and registered as key deposit
 Status – completed

Action: Robbert to secure and upload data into online QuickBooks.
 Status – completed

Action: Robbert to process cheque payment to Sunshine Coast Community Services for Food Bank in the amount of \$200
 Status - to be completed

Action: Michelle to prepare Facebook page plan for organizing and managing

Status - completed – exists as private group, we need to determine what purpose the page serves, under consideration is for general communications as a compliment to emails, versus the display of official documents (board minutes, treasurers reports, etc)

2. Executive Business Reports

2.1. President's Report

- Extreme Heat Planning request from Elaine Scott was received in the SHORA Gmail back in October. Details of the request was sent this week to Michelle to consider as part of the Emergency Planning program. Elaine had asked for a 15 min interview; I did respond to her by email in October giving her a bit of an outline of our neighbourhood and that we might include related heat wave issues in our neighbourhood survey. A follow up may still be an idea although it may be too late for her review.
- I reported the problem regarding the stairway between the esplanade and the marina, last I checked it was still not fixed. Two of the landings have very large gaps – 10" X 5" at least. Reported on the District App
- District installed the beach access sign on the esplanade as requested
- Heather and I met with a researcher from University of Victoria who was inspecting marina fish cleaning sinks for salmon tags. There were none found at our sink. They did leave several bags to store fish stomachs in that may be caught by any of our local Fishermen. They will collect the frozen bags from them and study what salmon are eating.
- Otters seem to be using the docks, owners should probably check their boats and kayaks as they can cause a huge mess.
- Sent an update letter to members about some of our activities – campfire, facebook page, food bank support and neighbourhood alerts. Also mentioned that new board members are welcome to join our team and participate in our planning.

2.2. Treasurer's Report – Robbert

As Robbert was ill, the following financial highlights were provided for meeting continuity, recognizing that monthly income statements will be required for final year end reporting.

Cash Flow

1. There was \$60 in deposits, \$10 for Peter Schmit and the \$50 deposit from Heather.
2. Total withdrawals were \$475.23, \$320 for the gate keepers, \$142.73 for Credit Card payment and \$12.50 in bank charges.
3. The Opening Balance was \$24,551.69 and the ending balance \$24,136.46.

Other items:

1. Quickbooks online (QBO) is set up and the last back up was uploaded to QBO last Friday.
2. Next step is to check the data, clean up and get financials up to date.
3. Invite will be sent to Lezlie when the system allows, she will have a back up access to the bookkeeping files.

Action item – income statements to be completed – Lezlie to assist Robbert in this task

2.3. Wharfinger's Report – Heather

1. Preparations made for the annual SHORA Renewal and Application Process for the period May 1, 2024 to April 30th, 2025. The email has been drafted and reviewed to explain the priority system and the

timing for the application process. It's ready to go for March 1st, however I'd like to send it earlier if everyone feels ready for the high volume of emails. This will give people more time to indicate their renewal or new application before March 31st. It will give us more time to fit the puzzle together.

DISCUSSION – agreed to communications on or about March 1st (initial) and 15th (reminder) in an effort to limit volume and duration of communications

Changes to Verify: 1) Moorage Rates 4.50/foot and 6.50/foot, 2) Non-member kayaks: \$130, 3) Pay contracts by Friday April 26th, 2024 (April 27 last year) to secure the assignment. 4) AGM not referenced because it's not on the calendar yet.

MOTION to increase fees (due to inflation of anticipated costs of maintenance and repairs) for moorage rates and kayak storage as discussed - Heather

2nd - Lezlie

All in favour

2. Signs to the marina have been investigated and a new one is on order for \$50. We wish to replace the one at the top of Harbour Way at the gate. Ready for pick up by Feb 16th. A second sign, to replace a weathered one out on the breakwater, is quoted at \$160 for shielded aluminum. Although we may go ahead, we're going to try a second print shop that may have a longer durability material. It's worth investigating further. Estimate is 4-5 years.

3. Kayak dock and water hose repair projects are still to be inspected and diagnosed. We'll look at the condition of the wood underneath to decide whether it needs replacing. That remains to be completed in the spring months.

4. The flashing light on the north end of the breakwater that is not working has been removed and we are taking it to BitMar Marine in North Vancouver to take a look at it and diagnose what is wrong with it. It's not the battery this time like it was in 2022. It could be the bulb or the solar recharge mechanism.

5. I'm not available for the Canada Day weekend BBQ. Despite trying to schedule myself around it, my long-time friends have organized a reunion in Alberta on this weekend so I'll be away

DISCUSSION – what date are we targeting? agreed on weekend - 29 / 30 June,

Action Item - Lezlie to check with entertainment

2.4 SCAF meeting update – Michelle

Vice President's Report

1. SCAF

Meeting January 16th, 2024

Key Points:

- Catherine Hanson was elected interim Chair of SCAF for 2023 to replace outgoing Chair Katie Clogg.
- SCAF proposes designating issue leads who can provide updates and recommendations on topics relevant to multiple community associations, like docks, short term rentals, **emergency preparedness**, etc.
- SCAF will hold a joint meeting with Town Council on January 30th to discuss common issues and seek support.
- Diana will draft a letter to the SCRCD seeking clarification on their involvement in neighborhood emergency preparedness planning.

- Catherine will draft a letter to Council providing feedback on their Strategic Plan and areas SCAF thinks were missed.
- SCAF is looking to develop a new website but will need financial support. Catherine will request \$1000 from Council to fund website development.
- Key actions are drafting letters to SCRD and Council, developing the joint meeting agenda, and moving forward with designated issue leads and emergency preparedness coordination.

2. NEPP

Draft of neighbour survey created: https://docs.google.com/document/d/1uVA4ZtHepFLolI9WyKcoxOy-ltABgy66TLdwba1LA_Q/edit

Google Form draft version created:

<https://docs.google.com/forms/d/1qKICj9KNuWxSWWxooXwulN48g2zt1QgVOch7EkcuoAl/edit>

3. Facebook

Group created: <https://www.facebook.com/groups/719488226831447>

2.5 Emergency Preparedness- Michelle

As noted above

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

4. New Business

4.1 Decision regarding second security camera facing out towards boats and entrance areas – to be considered as we get closer to spring.

DISCUSSION – Agreed to install 2nd camera in near future

Action Item - Heather to look into details of costs and share with Board to obtain agreed before ordering additional camera

4.2 Water meters are starting to be installed. Long term solutions may be needed – direct connection not possible, is there a way to collect runoff or rainwater as a supply source. Planning options needed.

DISCUSSION – agreed that 2nd meter is possible compromise, follow up with Dave required

4.3 Planning for year end – Propose AGM - last Thursday of April – the 25th

- Financial reporting to include official statements from Milynda, as well as the year end to March 31st.
- Wharfinger to prepare letters to boat owners to submit their request spots.

- Rate increase to \$4.50 from \$4.25 per foot per month.
- I suggest we book the hall at the community church on Reef Road and to continue with providing some snacks and beverages. Masks to be offered
- No changes planned for bylaws.
- Returning Directors? Any possible new directors?

DISCUSSION – in person AGM agreed providing health protocols (ventilation, masks, distancing, etc) could be put in place, all Directors present showed interest in returning

5. **End of Meeting Administration**

5.1 Next meeting date:

Mar 18

5.2 Meeting Adjournment:

7:54 pm