

**SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION**  
**Minutes, June 10<sup>th</sup>, 2024**

**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	X		
Heather Ferguson	X		
Jim Richards	X		
Lezlie Smith	X		
Robbert Visscher	X		

**1 Call Meeting to Order:**

**1.1. Adopt Agenda**

Moved: Heather Ferguson, Seconded: Lezlie Smith, Carried

**1.2. Adopt Draft Minutes of May 15th, 2024**

Moved: Lezlie Smith, Seconded: Robbert Visscher, Carried

**1.3. Action Items & Business Arising from Minutes of May 15th, 2024.**

**Action:** Flashing Light at Breakwater: Replacement ordered – installed

**Action:** Water hose system repaired – leak at source still needs to be fixed – fixed and turned on, email has been sent to membership

**Action:** Heather to send note to boat membership in coming days regarding water - completed

**Action:** Michelle to set a meeting for the Emergency Preparedness volunteer group to get together – completed, meeting either 25 or 26 June

**Action:** Lezlie to update Board positions with Doug and on community boards and to attend to BC Registry requirements – completed

**Action:** Canada Day hold the date and volunteers email to be sent and additional discussion required for detailed planning – completed, reminder note to be sent by Jim

**Action:** Jim to draft suggested division and channels for regular communications with membership – reviewed during meeting, all in agreement with proposed responsibilities

**2. Executive Business Reports**

**2.1. President's Report:**

Jim Richards - Nothing to report

**2.2. Treasurer's Report:**

Lezlie Smith - Current Financial Status: \$51,064.91 in chequing; \$10,568.27 in Long Term Redeemable. The banking information is now connected to Quickbooks online which may be better in the long term but it needs to be handled slightly differently so a bit of a learning curve right now.

Budget/ Forecast Planning :

The current Financial Statement for this year to May month end is attached and is compared the same period last year. Overall revenues are up 6%, Membership fees up 14%, moorage fees up 4% and storage fees up 17%

Recommend purchasing a third Long Term Redeemable in the Fall, hopefully right after the second part of the kayak deck is rebuilt. The first two Long term deposits are both renewable in March so having access to the third in the fall might be better balance.

Collabria Credit card statements are now available online and the Sunshine Coast Credit Union monthly bank statements will now be emailed to [shora.sechelt@gmail.com](mailto:shora.sechelt@gmail.com) rather than a paper copy being mailed. This will save \$2.50 a month and all directors can see the updated bank statements. Recommend getting a second credit card for SHORA in Heather's name as often purchases are made by her rather than passing the credit card in my name back and forth.

Motion to approve. Jim and Robbert Carried

Directors names are now changed in the web site and posted on the community boards. The GoDaddy website hosting fee has renewed for the next 3 years at \$65.97 and the Managed Word Press Basic renewal is \$575.65 also for the next 3 years. Costs are being processed through the Shora Credit card and will show up in the statements after next month.

Canada Day BBQ poster also on all community boards and volunteers names being collected on Canada Day worksheet, we need to send out a second request.

**Action: Jim to send reminder email**

**Action: meet Doug and ask interest / benefits of receiving shora emails when in Sechelt**

### 2.3. Wharfinger's Report:

Heather Ferguson - Boats - All the 2024 contracts are paid for with 2 boat slips remaining plus 1 extra small slip.

There have been many inquiries and responses so we expect the final slips to fill up soon. Pro-rated from when they are secured.

Canoes/kayaks - 2 berths up high on the racks remain open.

If there are inquiries while Heather is away at the end of June, or during the BBQ, she'll still reply to any emails sent to SHORA, in order to maintain consistency.

The new marina map has yet to be posted down at the marina - Action item.

The fresh water tap and the lines down to the marina were repaired thanks to our members who have given their resources and their time to the community marina.

The new flashing light for the breakwater has been purchased and installed. Cost was \$649.50

The next job is to look at the northern breakwater and make some improvements like sourcing and replacing the chains that hold them together and try to clean up deadwood and ropes from around this breakwater.

A member has mentioned that the lock to the marina may need to be replaced and we should keep a back-up on hand. Looking into that. This does NOT involve new keys, we just need to go to the same lock shop where SHORA has an account.

**Action: new marina map to be posted at Marina**

**Action: inspect and replace chains on northern breakwater**

### 2.4 SCAF and Emergency Preparedness update:

Michelle Bruecker - SCAF - Next meeting is on June 18.

Last meeting was on May 21, notes:

#### 1. Emergency Preparedness

- The May 11 Town Hall event was a success. Favorable comments were received from attendees, including its professionalism and how it provoked interest and discussion in DoS and other areas of the Coast.

- **Role of CA's in the next steps: Each CA to organize appropriate neighbourhood meetings/gatherings to fine-tune plans, Pamphlets, and other written materials will be made available.**
- SCRD's lack of participation and hindering actions were discussed. Attempts to contact senior members of SCRD have been unsuccessful but will be pursued.
- "On the Road" evacuation route tour with Coast Reporter to be organized by SCAF.
- CA's to keep SCAF executives informed of progress with grassroots organizing.
- Brenda Rowe to get neighbourhood maps to CA's.

## 2. Formation of SCAF Society

- Discussion of the pros and cons of pursuing a new status. A straw vote indicated interest. Additional investigation to be undertaken by canvassing members of CA's. It was noted that society status was vital to accessing grants and a bank.

3. SCAF has received funding from various sources to support activities. A new banner is being created.

**ACTION: Michelle to locate funding options**

NEPP

See separate e-mail to the NEPP "committee".

## 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.

## 4. New Business

**4.1 Water meters are starting to be installed.** To be eliminated from the agenda

### 4.2 Canada Day planning – June 30

#### LIST OF JOBS

- Jim to send reminder
- Jim to locate and enhance décor items
- Jim to lead cleaning of grounds
- BBQ and food is all being taken care of
- Nickie to assist with BBQ
- Jim to emcee - Lynn and Reg to start, social time, Ron and Sh'boom to close
- Membership podium – Cathy and Jim
- Ron to set up stage

- Garbages with Karen
- Kids games? Request in email
- Tables?
- 24<sup>th</sup> for garden clean up
- 25<sup>th</sup> for power washing
- Heather to pick up name tags
- Lezlie to share printed list of names

#### **4.3 Meeting with BC Ferries June 25**

Jim to attend and report back

#### **4.4 Types of communications – discussion**

**Responses to inquiries** – is 48 hours acceptable timing practice to all?

Marina related (WF)

Dock space (WF)

Water or other marina life (WF or TBD)

Membership (WF)

Neighbourhood (Pres)

District and or Government requests (Pres)

Business activities (TBD)

**Announcements** – based upon agreed timings

Gatherings, meetings, events, work parties (Pres or WF)

Committees - findings, results, meetings (TBD)

Sharing of district (and coastal) information (Pres)

**Membership renewal and marina assignments** – seasonal (Pres or WF)

1 month out

2 weeks out

Day of

Individual follow ups

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

**5.1** Next meeting date: July 15 at 7pm

**5.2** Meeting Adjournment: 7:54