

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
Final Minutes, October 28th, 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: 7:03

1.1. Adopt Agenda

Moved: Lezlie Smith, Seconded: Michelle Bruecker

1.2. Adopt Draft Minutes of September 30, 2024

Moved: Heather Ferguson, Seconded: Lezlie Smith

1.3. Action Items & Business Arising from Minutes of September 30, 2024.

Action: Michelle to locate possible funding options from SCAF conversations – to be removed from list until we have an initiative that requires funding

Action: Initiatives to increase membership – pod leaders to consider a house-to-house initiative, also to be considered is a flyer drop to inform community of Shora initiatives – timing tbd – agreed to do a flyer drop house to house, with headlines of Campfire / food bank, NEPP and Membership benefits - agreed Sunday Dec 1 for campfire – Robbert to do first draft, everyone to send info, mail drop to go out Nov 15 (approx.) – Heather to count number of homes

Action: District of Sechelt mtg notes to be shared with membership – no further info received from District, to be sent later this week by Heather

Action: invite Annie to Board Mtg to understand best practices with regards to neighbourhood Watch type activities – agreed to initiate contact in the new year

Action: \$10,000 term deposit to be purchased – completed at 3% interest

Action: communication and prep list for Christmas Campfire to be prepared – volunteers, fire, food bank, baking, Lezlie to centralize activities with Robbert to support

2. Executive Business Reports

2.1. President's Report:

Jim Richards –

A big thanks to Peter Borgmann who called me when he noticed that a vessel in the marina had come loose. We were able to resecure it and contact the owners to replace the lines that had worn through. Unfortunately, the 'bucking' vessel caused the adjacent wooden rail to come loose. This will have to be repaired, as I am in Sechelt this week, I will have a look.

Someone bumped into the post (where the arm of the gate is secured when the access is closed) at the road entrance to the marina. The bump was enough to shear the post off at ground level. I repaired the post last week through a solution that could be considered mid to long term (as opposed to 'permanent').

2.2. Treasurer's Report:

Lezlie Smith –

October 28th Treasurer's Report

Current Financial Status: \$45,499 in chequing; \$10,568 in Long Term Redeemable as at the end of September. (\$55,000 current assets) Bank Statement at end of Sept is attached and the accounts were reconciled in Quickbooks. Very few transactions in October except for the Leasehold expense with the District. It decreased over last year by \$600 without really an explanation for the change.

Budget/ Forecast Planning:

The current Financial Statement for this year to October 27th is attached and is compared to the same period last year. Overall revenues are up 10%, Membership fees are steady, moorage fees up 10% and storage fees up 9% Net income for this year is almost \$26,624 about \$8800 higher than last year. Office expenses are higher and reflect the 3-year renewal charges with GoDaddy web site.

I have also followed up with Milynda Accounting Services as I haven't received her Financial Statements for SHORA. The documents were first sent at the end of July for our year end. The Statutory Declaration is due to be returned by December 9th to the District identifying any changes in use and space. Also to report the fees charged per lineal foot.

The new Long Term Non-Redeemable Deposit has been added for \$10,000 at 3% as of today as was agreed in the last Directors meeting.

2.3. Wharfinger's Report:

Heather Ferguson –

October 28th Wharfinger Report

The marina remains fully subscribed and we don't expect any changes now that the boating season has ended. About 70% of boats have been taken out of the water now. It will be March 2025 when we check on renewals and go through the process of annual contracts once again.

Since the last meeting we've had several usage and maintenance issues:

- A boat, Ciera Sunset, in slip #7 came loose and nearly got away. It was banging into the dock. The owner was contacted in time to re-secure the boat. A general message was sent out to all Boat Owners.
- The wooden rail beside the Ciera Sunset and the next to the Skookum sailboat has come loose causing the ropes of the Skookum to become insecure. The ropes have since been re-secured. Fixing the rail needs to be investigated.
- A black water hose under the dock near Slip #18 has sprung a leak so the hoses other than the one by the sink, have been shut off.
- A boat and truck were stuck on the ramp overnight and caused some concern because it was unknown whether the owners were safe.

- One member lost a key and it paid a deposit for a replacement.
- A long metal pin, holding one of the sections of dock, needs to be hammered back into place. A member worked on that pin earlier this summer but it seems to have worked its way out again. **(Dave King boat area – Jim to have a look)**
- From a member, we have been offered used, white, plastic chairs to store at the marina and use for events. Do we want these? **(no need for additional chairs – Heather to let donor know)**

2.4 SCAF and Emergency Preparedness update:

Michelle Bruecker –

NEPP

SHORA Neighbourhood Emergency Preparedness Program
Meeting Minutes from October 23, 2024

1. Database Development (Action: Michelle)

- Create a spreadsheet for the contact database
- Include: contact information, needs, skills, shared resources, consent
- Separate from the main SHORA database (legal requirement)
- Include the expiry date for information

2. Pod Leader Responsibilities

- Conduct door-to-door information sharing
- Use laminated dummy contact list
- Reference pod map with addresses and contact info

3. Purpose Statement Development (Action: Michelle)

Key quote shared: "Most initial disaster relief is provided not by formal emergency and relief organizations, but by residents of the impact area and surrounding communities." - Erik Auf der Heide

NEPP Purpose Statement:

- Post-disaster neighbour interdependence (first several days)
- Pre-organization enables efficient emergency response
- Community support provides peace of mind

4. Resources and Materials

- OK/Help signs to be obtained from SCAF
- Distribution during door-to-door contact collection
- Pod map to be provided to SCAF

5. Communication Hubs

- Mailbox notice boards designated as information centers
- Michelle to create needs/offers sheet for boards
- Available to all residents, not just SHORA members

6. Email Communication to SHORA members on e-mail list (Action: Michelle)
see draft below (Appendix A)

7. Outstanding Requirements

- 3 pod leaders needed
- Contact information collection (door-to-door and e-mail)
- Additional noticeboard for Ripple Way (SCAF funded)
- Pod contact lists and clipboards
- Pod maps with street addresses
- Notice Board Need/Resource Information Sheet

Appendix A

Update on SHORA Emergency Preparedness

Hello neighbors,

The SHORA NEPP team now includes several volunteers and 8 pod leaders. We're still seeking 3 pod leaders for areas E, F, and G, (see attached map).

Pods are small neighborhood groups of several households, each led by one or two people responsible for gathering important contact information.

To assist our pod leaders, please email SHORA with your:

- Address
- Name
- Cell phone number

Also, let us know if you'd need special assistance during a disaster or evacuation, such as for household members with special needs. We'll safely store this information in our SHORA records.

Disaster Communication:

We have five notice boards by mailboxes in the SHORA area and will add one more on Ripple Way, funded by SCAF. These boards will serve as (paper) communication centers during emergencies, especially if power and cell service are down.

If you have a Starlink satellite dish that could be used for communication during outages, please let us know.

Key Points:

1. We need three pod leaders to gather contact information.
2. Noticeboards by mailboxes will be our paper communication points during outages.
3. Please email us your household details or give them to your pod leader.

Most importantly, ensure you're personally prepared for disasters or evacuation orders. Visit these sites for information on emergency kits and preparedness:

[PreparedBC emergency guides and resources - Province of British Columbia
www2.gov.bc.ca](https://www2.gov.bc.ca)

Appendix B

SCAF

Here is a summary of last week's meeting (October 23)

Present:

- Catherine Hanson (Chair)
- Gail Riddell (West Sechelt)
- Diana Mumford (Member at Large, Sandy Hook representative)
- Tracey Noble (EPBNA)
- Ray Parfitt (Davis Bay/Selma Park)
- John Carsley (Tuwanek)
- Jill Hemmings (Sechelt Village)
- Michelle Bruecker (SHORA)

Absent:

- Lynne Forrest (Tillicum Bay)
- Randy Knill (Sandy Hook)

Action Items:

- Budget Survey: All Community Associations (CAs) to encourage members to complete the DOS budget survey by October 27.
- Bylaws: Catherine to send out new Society documents and Bylaws.
- Christmas Meeting: Scheduled for December 17 at the Legion.
- Bulletin Board Permits: Catherine to attach a letter from the Planning Department regarding permit requirements.
- Evacuation Route Meeting: Catherine and Gary Hawkings to meet with Nancy Hughes about Tuwanek's evacuation route.
- Joint Meeting Date: Catherine to communicate date for the Joint SCAF meeting once confirmed.
- Reimbursement: Catherine needs a cheque to repay her Visa for Society registration fees.

Agenda Highlights:

1. SCAF Society Bylaws:

- Final document to be distributed.
- AGM scheduled for February.
- Secretary and Treasurer positions need filling.

2. Financial Report:

- Current balance is \$14,713.95 with recent grants processed.
- Catherine's expenses of \$231.50 need reimbursement.

3. Bulletin Boards:

- Permit issues due to location.

- Ray, Angela, and Judy to draft a statement for council support.

4. Emergency Preparedness:

- Tuwanek meeting upcoming, led by Gary Hawkings.
- SHORA's pod system in place for emergency organization.
- Concerns raised about the adequacy of evacuation plans.

5. Community Safety:

- Debrief of town hall meetings; discussions on community issues and potential funding.
- West Sechelt's Neighborhood Alert System is operational.

6. Joint SCAF/DoS Meeting Agenda:

- Scheduled for November 12 or 14.
- Updates to cover bulletin boards, emergency preparedness, and council matters.

****Additional Notes on Evacuation Plan Issues:****

- Tuwanek's evacuation plan lacks local input and has several inaccuracies.
- Major concerns include unsuitable evacuation routes, inadequate hazard identification, and poor community engagement.

Minutes prepared by: Tracey Noble (October 25, 2024)

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 **Nil**

5. **End of Meeting Administration**

5.1 Next meeting date: [Jan 11, 12:00 pm](#)

5.2 Meeting Adjournment: [7:59](#)