

Sunshine Heights Owners and Residents Association, Sechelt, BC
Annual General Meeting Minutes
April 24, 2025

Call to Order 7:00 pm

Chair: Jim Richards

Confirmation of Quorum: Confirmed 24 in attendance

Approval of Agenda: Motion to approve: Peter Borgmann; Seconded Dave King; Carried

Approval of Minutes from AGM April 25, 2024: Motion to adopt minutes as circulated: Rob Ferguson; Seconded Peter Borgmann; Carried

Special Resolution:

Moved that:

Part 4, Paragraph f) of the bylaws:

“The presence in person of a minimum of twenty percent (20%) of members in good standing shall be necessary for a quorum of any General Meeting of this Society, but notwithstanding this required percentage, at no time shall the minimum number of members required as a quorum for the purpose of a general meeting be less than ten (10).”

be deleted and replaced with a new Part 4, Paragraph f):

“The presence in person of a minimum of ten percent (10%) of members in good standing shall be necessary for a quorum of any General Meeting of this Society, but notwithstanding this required percentage, at no time shall the minimum number of members required as a quorum for the purpose of a general meeting be less than ten (10).”

Motion to approve Special Resolution as circulated: Paul Bowkowski; Seconded Gautum Rakhit; Carried

President’s Report: Jim Richards

Unprecedented Financial Position

I am pleased to report that SHORA is in an unprecedented financial position this year. Through many years of careful budgeting and managing our cash assets, we have significantly increased our reserves, ensuring that we are well-prepared for soon to be required initiatives and any unforeseen circumstances. We’ve been preparing for significant repairs to the marina that were noted a few years ago in the assessment completed by Mackenzie Marine Services as well as the

new Dock Management Plan. There are still a few unknowns regarding the plan, so we are preparing to learn as much as we can before we invest in any changes and / or significant repairs and upgrades.

Positive Membership Numbers

Our membership numbers have been nicely consistent these past few years. We continue to welcome new members, who help contribute to the vibrant and dynamic atmosphere of our association. The retention rate of our existing members has also been commendable, highlighting the strong sense of belonging and community that we are trying to foster. Along those lines, it seems that the marina is the key draw to being an active member of SHORA, and as such, I'd like to challenge my fellow Board members that we collectively to come up with suggestions for drawing more people to our association. Especially considering the repairs we'll have to undertake to the marina and the renewal of the lease that will come up in 2036.

District Meetings

Once a year, Shora is invited to meet with the District of Sechelt to review improvements and repairs in preparation for their annual budget. We continue to represent our community at these meetings and solicit suggestions from our membership in advance.

Once a month, the Sechelt Community Association Forum meets to discuss matters of interest to all communities, we attend regularly and are pleased with being an active member within this association.

Successful Events

We have continued with our two annual events that help bring our community closer together. The Canada Day festivities and the Christmas Campfire have not only provided entertainment but have also served as platforms for meeting our neighbours, learning of initiatives, and celebrating our shared values and activities.

Conclusion

In conclusion, I recognize that I have highlighted the many areas the Board is involved in without going into details, I'd like to suggest that if you want more information, you reach out to me or consult our Board Meeting Minutes that are regularly posted to our website. I would also like to extend my gratitude to all members for their unwavering support and active involvement in SHORA. Our achievements this year would not have been possible without your dedication and enthusiasm. As we look forward to the coming year, I am confident that we will continue to build on our successes and work towards an even more prosperous and connected community.

Motion to accept President's Report: Hugh Munroe; Seconded: Jackie Day; Carried

Treasurer's Report: Lezlie Smith

M.Taylor completed a review of the 2024-year end and prepared Final Financial Statements with no changes or concerns with the Preliminary statements. The statements she prepared are not considered full audit reports and are cautioned as such.

Assets as of March 31st, 2024, were \$79,058 including \$33,914 in current cash and \$45,143 in Capital Assets. Preliminary data for the current year ending March 31st, 2025, were \$54,109 in current Assets showing a net cash increase of just over \$20,195. As of March 31st, we had cash in the bank of \$32,996 and \$21,062 in term deposits.

Insurance costs did not increase and remained the same at \$4,024, in 2019 insurance costs were only \$950.00 so it is a relief to have no further increases at this point.

The lease costs also decreased back to \$2,488 from \$3,116 in 2023 and 2024. Hopefully the lease expense stays at that level at least for a few years. Net income for the current year before Depreciation was \$12,867. The negative impacting expenditure was for the Website renewals which covers the next 3 years.

We normally prepare a forecast for anticipated repairs to the docks and breakwaters however the Dock Management Plan has added restrictions that will impact our replacement costs. MacKenzie Sea Services has made improvements to their docks to meet requirements and has agreed to review our floats and breakwaters and estimate costs to replace within those restrictions.

Motion to accept Treasurer's Report: Jackie Day; Seconded Rob Ferguson; Carried

Appointment of Auditor: M Taylor Accounting Services. Motion to Remain: John Parkes; Seconded: Jackie Day; Carried

Confirmation of General Membership Dues: Motion to remain with the current \$10 rate: Jane McKee; Seconded: Guy Haeber; Carried

Wharfingers Report: Heather Ferguson

I want to thank all of those who have worked on the marina before us. As a neighbourhood, we have been enjoying the water lot as part of SHORA since 2006 when a sub-lease was obtained from the District of Sechelt.

Last summer, 2024, the marina was fully subscribed with 41 members having a contract for a vessel in the marina, whether that is a boat, kayak, canoe, or paddleboard.

Some repairs were completed during the year, mainly done by volunteers

- 3/4 of wooden kayak decking
- a new sign facing the Inlet reads Members Only, Private, Cameras in Use
- a navigation light on the breakwater needed replacing
- a second camera
- maintenance on the north breakwater
- repaired water lines (although we have a new one now)

We are very happy to report no thefts during the past year. There are a combination of things that help such as the daily gate keepers, the security cameras, and the annual site clean up. It also helps whenever members can take the time to walk to the marina, use the beaches, and watch over the place.

What we anticipate, for this year, is adherence to the new governmental Dock Management plan which is designed to ensure that safe materials are being used and the marine environment is protected. We have received notification from the District of Sechelt that SHORA should complete the self assessment report of our docks, as a private dock (not a commercial dock). This requires that we first review all the requirements and assess our compliance against those. The goal is to receive a 2-year temporary authorization, then by September 2027, receive a positive decision for transition to 20-year long-term renewable authorization. To help us identify the priorities, we've contacted MacKenzie Marina to give a fresh quote on the necessary upgrades. Some positives are that most of the dock's floats are encapsulated styrofoam and most of our decking is light penetrating which is required. We anticipate that there will be some changes necessary and we'll need to line those up, both in the short term, this year, and longer term.

Thank you to all the members who help and who enjoy the use of the waterfront lot that is a unique asset to our neighbourhood.

Motion to accept Wharfinger's Report: John Parkes; Seconded: Peter Borgmann; Carried

Vice President's Report: Michelle Bruecker

It is my pleasure to present this year-end report summarizing the activities and accomplishments of the Sunshine Heights Owners and Residents Association (SHORA) over the past year, with a focus on my area of work to enhance community preparedness, safety, and the collaboration with the other associations within the District of Sechelt.

Neighbourhood Emergency Preparedness Program (NEPP)

Our most significant initiative this year has been the development and implementation of the Neighbourhood Emergency Preparedness Program (NEPP), which began taking shape following the successful SCAF Town Hall in May 2024.

Key Accomplishments:

1. Pod System Implementation

- Established 11 geographical "pods" within SHORA boundaries
- Successfully recruited 8 pod leaders (efforts continue for 3 remaining pods)
- Developed detailed pod maps with street addresses and contact information

2. Community Database Development

- Created comprehensive contact database including:
 - Resident contact information
 - Special needs identification
 - Skills inventory
 - Resource sharing opportunities
- Implemented proper data protocols for privacy and legal compliance
- Database entries are ongoing with over 50 households now registered

3. **Communication Infrastructure**

- Established mailbox notice boards as designated emergency information hubs
- Secured funding through SCAF for an additional noticeboard on Ripple Way
- Created needs/offers information sheets for emergency communications

4. **Community Outreach**

- Conducted door-to-door information campaigns
- Distributed OK/Help signs to households
- Developed and shared preparedness information through email and notice boards
- Established purpose statement emphasizing neighbour interdependence during emergencies

SCAF Representation and Initiatives

As SHORA's representative to the Sechelt Community Associations Forum (SCAF), I've worked to ensure our community's interests are represented while supporting broader initiatives:

1. **Emergency Preparedness Coordination**

- Participated in planning the May 10th Emergency Preparedness Fair
- Helped secure discounted emergency kits (\$70 vs. retail \$134) for residents
- Contributed to Coast-wide emergency planning discussions

2. **Community Infrastructure**

- Advocated for additional community bulletin boards
- Navigated approval processes with District of Sechelt and shíshálh Nation
- Addressed archaeological considerations and safety requirements

3. **Organizational Development**

- Participated in SCAF's transition to Society status, enabling improved funding access
- Contributed to inter-community association collaboration efforts
- Supported budget input initiatives with the District of Sechelt

Looking Ahead to 2025-2026

As we move into the next year, several key initiatives are planned:

1. **NEPP Program Completion**

- Finalize recruiting for remaining pod leaders
- Complete database entries for all participating households
- Print and distribute pod-specific data sheets
- Conduct regular reviews to keep information current

2. **Community Engagement**

- Expand participation in the NEPP program
- Continue education about personal preparedness through community events
- Strengthen connections between pods for mutual support

3. **Resource Development**

- Work with SCAF on emergency kit distribution
- Enhance communication tools for emergency situations
- Identify additional resources and skills within our community

I would like to express my sincere appreciation to all pod leaders, volunteers, and community members who have contributed to these initiatives. Your commitment to building a more resilient and connected neighborhood is what makes our community strong.

Motion to accept Vice President's Report: Chris Georges; Seconded: Paul Bowkowski; Carried

New Business:

1. New marina rate of \$4.75 / foot / month which is an increase of 0.25 from previous year, this increase is to support increased costs in rent and maintenance.
2. Gary Trinder, from Sechelt Community On Patrol, offered comments on Sechelt homeowner safety and security measure best practices.
3. Diana Mumford, from SCAF, offered information on Emergency Preparedness Fair (May 10) and sale of backpacks.

Opening of Nominations:

Lezlie, Heather, Michelle, and Jim (all current Board members) have agreed to stay on the Board for another year. Jim solicited possible new Board Members in advance of the meeting and received positive responses from Daryl Macphail, Valerie Best, Jason Cenaiko and Paul Jones. As a result, a special motion was required to nominate 8 Board Members for the year.

Motion to allow an increase of Board Members up to ten (10) for the coming year: Peter Borgmann; Seconded: John Parkes; Carried

Motion to elect the SHORA Board (Lezlie Smith, Heather Furguson, Michelle Bruecker, Daryl Macphail, Valerie Best, Jason Cenaiko, Paul Jones and Jim Richards) for the 2024-2025 season: Rob Furguson; Seconded: John Parkes; Carried

Motion to Adjourn: Jim Richards; Seconded Lezlie Smith; Carried

Meeting Adjourned: 8:00 pm