



Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
June 4, 2020

NAMES	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL ADDRESSES
David Reid	Board Chairman	▪ WFN, Coldwell Banker, Pihl Law, Maintenance & Insurance Committees	250-826-3751	davidr.strata@gmail.com
Lloyd Searcy	Vice Chairman	▪ Safety & Security	250-768-3449	ldsearcy@gmail.com
Malcolm Metcalfe	Secretary	▪ Communications	250-707-3031	metcalfe@metcalfe.org
Murray Reiter	Director	▪ Landscaping Committee	250-863-1283	reiterm@shaw.ca
Gary Sears	Director	▪ Irrigation Committee	306-717-7820	gsears@telus.net
Tom McEwen	Director	▪ Clubhouse & Social Committee	250-768-3439	tommcstrata@gmail.com
Terry Cross	Treasurer	▪ Finance Committee	250-768-3172	terrycross.sp@gmail.com

NAME	PORTFOLIO	PHONE	EMERGENCY	EMAIL
Mike Makin	Strata Manager	250-860-1411	250-860-1411	mmakin@coldwellbanker.ca
Katelyn Peters	Unlicensed Assistant	778-754-7929	250-860-1411	smassistant@kelownarealestate.com

Past minutes of meetings may be found on the Sonoma Pines Website at www.sonomapines.info

Location: Clubhouse, 3999 Sonoma Pines Drive, Westbank, B.C.

Call to Order

The meeting was called to order at 9:00 AM by David Reid.

Attendance

On behalf of Sonoma Pines Homeowners Association:

Present: David Reid, Terry Cross, Tom McEwen, Gary Sears, Malcolm Metcalfe, Lloyd Searcy, Murray Reiter, Blake Elsasser.

On behalf of Coldwell Banker Horizon Realty: Mike Makin

1) Approve the Agenda:

MOTION: The agenda to be approved as amended.

Seconded and CARRIED with all in favour.

2) Election of Officers

MOTION: The following Board positions be approved. Seconded and CARRIED with all in favour.

David Reid - Chairman
Lloyd Searcy - Vice Chairman
Terry Cross - Treasurer
Gary Sears - Director
Tom McEwen- Director
Malcolm Metcalfe - Secretary
Murray Reiter – Director

3) Previous Minutes:

MOTION: The minutes for the Board Meeting of May 7, 2020 be approved.

Seconded and CARRIED by majority vote.

4) Correspondence:

- a) **Madera Court - Roof Repair:** An owner wrote to state that an inspection report of their roof showed some deficiencies and asked that Sonoma Pines looks after the repairs. The Board will be conducting its own roof inspections within the next couple of weeks and this address will be added to that list for possible future action.

5) Committee Reports:

As this is the first meeting of the new Board following the Annual General Meeting, no written committee reports were available. The committee heads are busy forming their respective committees for the coming year.

- a) **Clubhouse Committee:** The improvements to the clubhouse are progressing well and should be completed shortly after which a discussion will be held as to when the facilities can reopen to residents.
- b) **Communication Committee:** Nothing major to report.
- c) **Finance Committee:**

MOTION: As recommended by the head of the Finance Committee, be it resolved that the Board approves the April 2020 financial statements.

Seconded and CARRIED with all in favor.

- d) **Irrigation Committee:** Nothing major to report.
 - e) **Landscape Committee:** Nothing major to report.
 - f) **Maintenance Committee:** The Chairperson provided a verbal report on some maintenance issues, some of which are outlined in the attached Community Services Coordinator's Report.
 - g) **Safety & Security Committee:** Nothing major to report.
 - h) **Social Committee:** Nothing major to report.
 - i) **Welcome Committee:** Nothing major to report.
- 6) **Community Services Coordinator Report:** A report is attached from the Community Services Coordinator detailing some of the issues that he has been dealing with during the past month.

7) Alteration Agreements

MOTION: The Board approves the following new alteration applications.

Seconded and CARRIED with all in favor.

- a) **2094 Candalera Place** - Replacing Deck Railing
- b) **2109 Verona Lane** - Installation of an Awning
- c) **2099 Candalera Place** - Adding Landscape Rock to Unfished Bank Behind House
- d) **2107 Verona Lane** - Installation of two Sun Screens
- e) **2175 Alvarado Trail** - Installation of a Sun Screen & Awning. Approved on the understanding that the owner uses colours that are appropriate to the community.
- f) **2150 Alvarado Trail** - Installation of Patio Stones
- g) **2228 Terrero Place** - Installation of a Retractable Sun Screen
- h) **2168 Alvarado Trail** - Replacing Deck Railing

The following alteration agreement was declined as the awning does not comply with community standards.

- a) **2110 Candelera Place** – Installation of an awning.

8) **Old Business:** None at the time of the meeting.

9) New Business:

- a) **Annual General Meeting Discussion:** As the recent Annual General Meeting was conducted under Covid-19 and the Restricted Proxy format, it was recognized that the process was far from perfect. A discussion followed with regards to improving the process next time if it becomes necessary to use this format again.
- b) **Lot 347 Discussion:** The Chairman provided a verbal report to update Board members. His report reiterated the information contained in the President's report attached to the Notice of the AGM.
- c) **Insurance Discussion:** In view of the large increases in insurance premiums and deductibles experienced with this year's insurance renewal, it is the Board's intention to explore all other options

for insurance going forward. This initiative will start with the Board asking for assistance from residents at Sonoma Pines who wish to assist and who may be lawyers or may have insurance or other pertinent experience. More information will follow as it becomes available.

10) **In Camera:** There was an in-camera discussion on several matters with decisions reached.

11) Termination

The meeting was terminated at 12:15 PM.

12) Next Board Meeting

Board meetings are held on the first Thursday of every month; at 9:00am. Owners are welcome to attend these meetings as observers. Homeowners wishing to address the board should submit a request to Coldwell Banker 2 weeks in advance of the meeting in order to be added to the agenda.

The next Board meeting will be **July 2nd, 2020.**

Community Services Coordinator Report for May

- 1) Roof Doctor was in to repair the home at 2181 Madera Court that a vent had blown off the roof. The also repaired the hole in the end of the eaves at the clubhouse.
- 2) Inspected catch basins on Candalera Place and Del Mar Lane. All are full and in need of cleaning. Will follow up to get those done. We have three storm grates that are missing the bar that covers the entry for the drains. When the drains are cleaned the bars will be recovered and welded back into place. A manhole cover was also replaced due to a huge crack that was noticed by an observant resident.
- 3) 2100 Candalera Place had a large hoard of marmots. The holes we filled with dirt then spray foamed to fill the gaps. Marmot sightings are starting to ramp up for the season.
- 4) Gary Sears and Brent Voss assisted in the installation of the cable for the battery clocks that are just north of the clubhouse. Cable is almost set in the proper location to work off a stand-alone controller. Many thanks for the help. They will soon be up and running on their own without the use of the battery clocks.
- 5) Many limbs have been breaking off the trees that surround the upper RV lot. The trees have become too large to support their own weight of outreached limbs and are cracking off. We may have to start looking into taking them down.
- 6) Window seal failed in a small window 3844 Siringo Lane. A glass company was called out to repair the window.
- 7) Fire hydrant inspection done for another year. All seem to be operating well with no deficiencies.

Blake Elsasser
Community Services Coordinator

