



**Sonoma Pines Homeowners Management Ltd.**  
**Board Meeting Minutes**  
**August 6, 2020**

NAMES	PORTFOLIO	REPORT TO COUNCIL FOR COMMITTEES:	PHONE	EMAIL ADDRESSES
David Reid	Board Chairman	Maintenance	250-826-3751	davidr.strata@gmail.com
Lloyd Searcy	Vice Chairman	Insurance Committee	250-768-3449	ldsearcy@gmail.com
Malcolm Metcalfe	Secretary	Communications	250-707-3031	metcalfe@metcalfe.org
Terry Cross	Treasurer	Finance	250-768-3172	terrycross.sp@gmail.com
Tom McEwen	Director	Clubhouse & Social	250-768-3439	tommcstrata@gmail.com
Murray Reiter	Director	Landscaping	250-863-1283	reiterm@shaw.ca
Gary Sears	Director	Irrigation	306-717-7820	gsears@telus.net
Charlie Milazzo	Ex- Officio	Safety & Security	604-671-3389	charlie.milazzo@gmail.com

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

View past minutes on the Sonoma Pines Website at [www.sonomapines.info](http://www.sonomapines.info) Password "sonomapines"

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

**Call to Order**

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

**Attendance**

**On behalf of Sonoma Pines Homeowners Management Ltd.:**

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

**Absent:** Charlie Milazzo

**On behalf of Coldwell Banker Horizon Realty:** Mike Makin, Katelyn Peters

**1) Approve the Agenda:**

*MOTION:* The agenda to be approved as amended.

Seconded and CARRIED with all in favor.

2) **The Approval of the Board Minutes of July 2, 2020** have been deferred pending an amendment to the minutes.

3) **Approval of Special Board Minutes of June 11th & July 16th, 2020**

*MOTION:* The Board approves the Special Meeting Minutes from the Management Meetings of June 11<sup>th</sup> & July 16<sup>th</sup>, 2020.

Seconded and CARRIED with all in favor.

4) **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.

5) **Correspondence:**

- a) **Use of Outdoor Smokers:** The Board discussed the use of outdoor smokers in Sonoma Pines due to a complaint. The Board Chairman will investigate.
- b) **Garbage Day Pickup:** The Board is looking into writing a new bylaw regarding garbage pickup in Sonoma Pines.

*MOTION:* The Board agrees to amend the Schedule E Bylaws, Div. 1, #6 to state that all homeowners can place garbage in sealed plastic garbage containers at the curb from **7:00pm** the night before, as well as recycling bags. No garbage is to be placed in plastic garbage bags.

Seconded and CARRIED with all in favor

6) **Adoption of Committee Reports as Circulated**

- a) **Clubhouse Committee:** A written report is attached.
- b) **Communication Committee:** A written report is attached.
- c) **Finance Committee:** A written report is attached.

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

Seconded and CARRIED with all in favor.

- d) **Insurance Committee:** A written report is attached.
- e) **Irrigation Committee:** A written report is attached.
- f) **Landscape Committee:** The Landscape Chairperson gave a short verbal report to the Board regarding some issues that the Landscape Committee has been dealing with this past month.

*MOTION:* As recommended by the head of the Landscape Committee, be it resolved that the Board approves \$2,800.00 to create tree wells for the oak trees on the open boulevard.

Seconded and CARRIED with all in favor.

- g) **Maintenance Committee:** A written report is attached.
  - **Zoning Couplet:** The Board Chairman gave a verbal update on the situation with the zoning couplet. The Board Chairman mainly discussed the initial cost and upkeep cost of the couplet going forward.

*MOTION:* The Board approves the ongoing discussions regarding the zoning couplet process.

Seconded and CARRIED with all in favor

- h) **Safety & Security Committee:** A verbal report was given to the Board on behalf of Safety & Security Committee.
- i) **Social Committee:** There was nothing new to report from the Social Committee at this time.
- j) **Welcome Committee:** Nothing major to report.

*MOTION:* The Board accepts the above submitted Committee Reports and Community Services Report in numbers 4 & 6 above.

Seconded and CARRIED with all in favor

## 7) Alteration Agreements

*MOTION:* The Board approves the following new alteration applications.

Seconded and CARRIED with all in favor.

- a) **2123 Madera Court** - Installation of a Exterior Screen Door
- b) **2109 Verona Lane** - Installation of an Outdoor Ceiling Fan
- c) **3806 Siringo Lane** - Extending Deck Outwards
- d) **3861 Sonoma Pines Drive** - Installation of an Awning
- e) **2310 Pine Vista Place** - Installation of a Exterior Screen Door
- f) **2105 Verona Lane** - Installation of an Awning, Iron Gate & Fence
- g) **2237 Terrero Place** - Installation of an Arbor

*MOTION:* The Board has approved the arbor alteration application as submitted.

The motion CARRIED with 3 in favor, 2 opposed and 1 abstained

- h) **2202 Terrero Place** - Replacing Deck Railing
- i) **3804 Siringo Lane** - Extending Deck Outwards
- j) **4142 Solana Place** - Replacing Deck Railing
- k) **4122 Solana Place** - Installation of an Awning
- l) **4114 Solana Place** - Replacing existing Pergola & Landscaping Alteration

## 8) Alteration Agreements – Denied

- a) **2230 Terrero Place - Extending Deck Outwards.**

*MOTION:* The Board has declined the deck extension alteration application.  
The motion FAILED with 2 in favor and 5 opposed

**b) 2228 Terrero Place - Extending Deck Outwards.**

*MOTION:* The Board has declined the deck extension alteration application.  
The motion FAILED with 2 in favor and 5 opposed

**c) 2135 Madera Court- Installation of a Rain Barrel**

*MOTION:* The Board has denied the installation of a Rain Barrel alteration application.  
Seconded and CARRIED with all in favor.

**9) Alteration Agreements – Deferred**

- a) **4107 Solana Place** - Installation of a Cedar Fence – More information is needed from the homeowner.
- b) **2153 Serrento Lane** - Insert Window Panel into Front Exterior Door - The homeowner will need to have the window panel professionally installed into the front exterior door.

**10) Old Business:**

**a) Alteration Application Approval Process:**

*MOTION:* The Board approves the following new Alteration Application Approval Process. The Alteration Application Approval Process sheet is attached to these meeting minutes.  
Seconded and CARRIED with all in favor

**11) New Business:** There were no new business items added to this agenda.

**12) In Camera:** There were in camera discussions on several matters.

**13) Termination**

The meeting was terminated at 11:39am

**14) 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 **September 3rd, 2020**.

**Sonoma Pines Homeowners Management Ltd**  
**Board of Directors Special Meeting - June 11, 2020, 9:00AM, SP Clubhouse**

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**Present:** Lloyd Searcy, Acting Chair, Terry Cross, Malcolm Metcalfe, Tom McEwan,  
Murray Reiter, Gary Sears, Charlie Milazzo

**Regrets:** David Reid

## **Agenda**

1. Insurance
  - a. Current status
  - b. Approval of funding for a Legal Opinion
2. Siringo Wall Repair/Replacement
  - a. Status of investigation
3. Budget
  - a. Deferral of New Payment Schedule
  - b. Impact of insurance changes on budget

## **Meeting Minutes**

Lloyd Searcy called the meeting to order at 08:55 AM at the Clubhouse. The content of the agenda discussed and agreed.

### **1. Insurance**

Lloyd provided a history of work completed over the last week. Following are the key activities and results:

- A focus group has been held to discuss viable options for placing the multi-family insurance. Indications are that the policy will have to be placed through a commercial broker, given that the Board agreed to delay further work on this initiative until other options are explored.
- Lloyd presented information on potential conflicts in the multi-family sublease and articles of incorporation issues.
  - There is some confusion regarding our status as a corporation. This MUST be clarified.
  - The single family and multi family lease sub-documents both contain the same information on insurance - the homeowner is expected to provide his or her own insurance.
  - It was suggested that we seek a legal opinion to clarify and confirm our position with two options:
    - Authorize homeowners of MF homes to purchase their own insurance - without any change to the Head Lease, Sub-Lease or Articles of Incorporation. (legal opinion required)
    - Modify the Sub-Lease agreements to allow homeowners to purchase the insurance on their own home. (legal opinion required)
  - Lloyd has contacted lawyers that are able to provide a legal opinion.

**MOTION - Lloyd Searcy, SECONDED Terry Cross - To authorize a loan of up to \$5,000 from the MF Contingency fund to cover costs for the proposed legal opinion addressing the MF Sub-Lease insurance clauses. PASSED - Unanimous**

**Sonoma Pines Homeowners Management Ltd**  
**Board of Directors Special Meeting - June 11, 2020, 9:00AM, SP Clubhouse**

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**2. Rock Wall (Siringo Lane)**

There was a question about the proposed rock wall replacement on Siringo Lane.

The Board agreed to utilise Geotechnical personnel to investigate the need and risks of replacing the wall before proceeding. Lloyd and Murray will follow up and report back to the Board. No work will proceed on the wall until further review by the Board.

Terry informed the group that no work would be started in the near future, due to lack of funds in the common CRF account.

**3. Budget**

A short discussion on the budget took place.

- The status of the increased monthly maintenance fees was discussed, considering a potential to defer the balloon payment and increased fees on July 1. After discussion, it was agreed that the fees would remain as currently planned, with the potential to be reduced when the legal opinion has been received and a viable plan for insurance has been prepared.
- Depending upon the need to change the budget, a Special General Meeting may be required to allow a vote on changes in costs and assessments based on any change in insurance.
- Murray raised the issue of trimming trees - the Oak trees on Sonoma Pines Drive will need to be trimmed up to 13 ft above the roadway to allow vehicles to drive without hitting them. This will be completed within the current budget.
- Murray also explained a plan to save the Oak trees that are in poor condition on Sonoma Pines Drive. Grass around the base of the trees will be removed, and replaced with bark mulch, and the trees will be treated with fertilizer, water, and a good talking to.

The meeting was adjourned at 9:50 AM

*Malcolm Metcalfe, Recorder of Minutes*

**Approved by Board June 20, 2020**

**Signature:** \_\_\_\_\_

## **Sonoma Pines Homeowners Management Ltd. Special Directors Meeting – July 16, 2020, Clubhouse**

### **Present**

David Reid, Chair  
Lloyd Searcy, Vice Chair  
Malcolm Metcalfe, Secretary  
Tom McEwan  
Gary Sears

### **Absent**

Terry Cross, Treasurer  
Charlie Milazzo, Ex Officio

### **Guest**

Bob Bassett

The meeting was convened at 9:00 AM and was chaired by David Reid.

### **1. Insurance Issues**

There was a discussion on progress on obtaining homeowner insurance on the 341 Multifamily homes. There appear to be two issues that are causing issues for insurers.

1. The provision of cross liability insurance amongst the Sublessor, Sublessee, and Westbank First Nation
2. The waiver that the insurer shall not have any right of subrogation against the Sublessor on account of any loss or damage covered by such insurance.
3. The need to add SPHM Ltd and Westbank First Nation (WFN) as additional insured to the policy.

It appears that (1) and (2) are provided with Commercial insurance and generally, are NOT available with a homeowner's policy.

The requirement to list both SPHM Ltd and WFN (3) has been a challenge that has been accepted by some and rejected by others.

After a considerable discussion, it was decided that we have the legal authority to waive the application of (1) and (2), and (3) would be modified to require SPHM Ltd to be shown as an added insured, and where possible, WFN would be included.

The following resolution was moved by Lloyd Searcy and passed unanimously.

The Be It Resolved that Sonoma Pines Homeowners Management Limited that the following provisions found in Article 10.1 of the SPHM single family sublease and Article 11.1 of the SPHM multifamily sublease are hereby waived:

- a) The provision of cross liability insurance amongst the Sublessor, Sublessee, and Westbank First Nation; AND
- b) That the insurer shall not have any right of subrogation against the Sublessor on account of any loss or damage covered by such insurance.

With respect to the requirement for additional insured, SPHM must be added as an additional insured. Westbank First Nation shall be added as an additional insured whenever possible.

## **2. Other issues**

Ten properties were to have deck repairs completed, approved at the last SGM. The final price to repair each deck has been received at a higher cost of \$22,000, which was more than approved at the SGM.

Moved by Murray Reiter, and approved unanimously, that the work proceeds, based on the approval of the new budget at the July 30 SGM.

The meeting was adjourned at 9:40 AM.

*Malcolm Metcalfe, Recorder of Minutes*



## Community Services Coordinator Report for July

- 1) Request for proposals have been sent out for house painting. From three contractors, New Era has been selected again to paint some homes in the community. Homes will be selected, and painting is scheduled to start in August
- 2) The lower exit gate was found to be cycling to long when opened and Assa Abloy was called out and a failed board was replaced. Then the hydraulic cylinder started to leak from the front seals spilling oil on the ground. A new one is on order and should be here in a week or two.
- 3) The directional cedar sign has been ordered from GW Signs for Madera Court. No time frame given on completion. I will follow up when I return from my holidays.
- 4) Small adjustments have been made to a few high and low spots on the sidewalk between 3699 and 3707 Sonoma Pines Dr. Should be smooth sailing for now.
- 5) The irrigation committee is pushing forward to remove 5 more battery clocks on Madera. Lots of trenching is required but great participation by the committee members.
- 6) Pressure washing of the rail fence along the golf course from 4122 Solana Place to 2109 Candalera Place is now complete. Painting is scheduled to start ASAP.

**Blake Elsasser**  
**Community Services Coordinator**





**Sonoma Pines Homeowners Management Ltd.**

**Clubhouse Management Committee  
Meeting Minutes**

**When:** July 30, 2020

**Where:** Clubhouse Ballroom

**Time:** 10:30 am

**Present:** Tom McEwen, Lorna Wright, Jean Scheidl, Marshall Wolski, Gerry Tonn, Ivars Dravinskis, Charlie Milazzo, Gary Sears

**Topics for Discussion:**

1. Reopening Clubhouse
2. Landscaping
3. Unauthorized use of gym
4. Clubhouse cleaning

**Reopening of Clubhouse**

Reopening of clubhouse for resident use was discussed and agreed by all committee members to leave the library open for residents to use adhering to social distance protocols and hand sanitizing.

Also agreed to continued use of the ballroom to be used by board members to conduct meetings adhering to social distance protocols.

Discussed and agreed to allow Welcome Committee to present community volunteers with token of appreciation gift. Jean and Lorna to work out the details with Kim Reid on how this will work following protocol guidelines and report back to the Chairperson once a plan is in place.

A motion presented by Charlie Milazzo was discussed and passed unanimously to keep the clubhouse closed and revisit this decision September 2020. Additional signage to be posted on entrance doors to reiterate that the gym and multi - purpose rooms are closed.

### **Landscaping**

The committee asked when the landscaping work adjacent to the Clubhouse would begin. Chairperson stated he would bring it forward at the August Board meeting for discussion.

### **Unauthorized use of the gym**

There was a verbal report that some residents were using the gym which is closed until further notice. This was discussed and agreed to secure the front door with a deadbolt lock and to apply caution tape to all equipment in the gym to deter anyone gaining access to the gym and use of gym equipment.

### **Clubhouse Cleaning**

Discussed and agreed to contact Clean Sweep (vendor) to have the upstairs cleaned monthly as the washrooms are being used. Chairperson to follow up with Coldwell Banker to contact vendor to schedule cleaning.

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Tom McEwen  
Director  
Chairperson  
Sonoma Pines  
Community Clubhouse  
Management Committee

# Communications Committee Report

*Malcolm Metcalfe, Secretary SPHM Ltd.*

**August 6, 2020**

Committee Members: Chair Malcolm Metcalfe, Linda Metcalfe

The Communications Committee has been very busy helping with the insurance changes for multi-family residents and therefore has only addressed some of the areas from my July report.

1. **Website** – We have begun updating the website. Of note is the creation of tabs for the minutes, financials and legal documents which were previously hidden within other tabs. There is still a great deal of work to be done.
  - a. The website should be moved to a Canadian host. Currently it is being hosted in the US at a minimal cost with limits for updating the website to current standard software. This should be addressed in the next month or two.
  - b. We have now password protected all existing tabs and contents that are only for viewing by the residents of Sonoma Pines and not the public. We are planning to further restructure the homepage with only necessary limited content for public access, while showcasing what a wonderful community we live in.
  - c. We have replaced the existing forms that must be printed and filled in by hand, with “fillable” forms that can be completed on a computer, saved and either printed or submitted online.
  - d. We have removed the option to allow comments on pages except for the “Contact” page. Residents should be encouraged to send their questions and concerns via email or by phone to Katelyn Peters or Mike Makin, who will then forward to the appropriate Board director or Committee Chair.
  - e. Lastly, we will look at formatting the menu on the Home page to contain ONLY the Home, Contact, Calendar, and a new protected tab “*SP Residents Area*”. Once the latter is selected, it will open a page with the menu currently on the Home page. The page itself will contain an Index of the content within each menu tab. This will make the process much easier to locate information.
2. **Minutes** – A few changes to note. You may have noticed that monthly Board meeting minutes are now being sent as “Draft” documents and posted on the website as such. Once approved at the next Board meeting, the draft minutes will be removed from the website and replaced with the approved version, with amendments where necessary.
3. **Yet to be dealt with -**
  - a. **Public Access to Regular Meetings** - Investigating the potential to put all monthly meetings on Zoom or an equivalent service has been on hold due my helping Lloyd Searcy

with the multi-family home insurance changes . This will allow owners to watch meetings and at the end of each session, we will allow up to 15 minutes for questions or comments from owners. Only one rule, directors must NOT wear a suit and have a rose in their lapel – at these sessions.

- b. **Transparency** - We must make further efforts to be more transparent with owners. Suggestions are welcome. I recommend that we should host a meeting at least quarterly to report to the members.
- c. **Annual Report** - As a corporation, we are expected to produce an annual report, and I intend to review this process when I have more time to do so.

Malcolm Metcalfe, Secretary and Communications Chair



**SONOMA PINES**

**Sonoma Pines Homeowners Management Ltd.**

**Finance Committee Meeting Minutes**

**Location:** Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

**Date and Time:** August 4, 2020 9:00 am

**Attendance:** Terry Cross, Brian Diemert, Bill Dartnell and Roy Evans

**Minutes Prepared by:** Terry Cross

1. Old business from the Finance Committee meeting reviewed.
2. The June Financials and bank statements were reviewed and accepted by the Finance Committee. We will move that the Board accept the statements.
3. We discussed the new budget that was approved at the special AGM. The reduced amount of CRF contribution in the MF was reviewed; with the discussion of how any surplus in the MF general maintenance fund each year would be used? Will any surplus be put into the MF CRF?
4. We discussed the new MF individual insurance and are wondering who and how the renewals of insurance will be managed?
5. Question for Mike Makin. Did we find out what legal trust funds for shares for new residence is all about?
6. The SP investments were reviewed and the updated Investment sheet will be sent out to the finance committee and the board.
7. Meeting adjourned

# INSURANCE COMMITTEE REPORT

August 3, 2020

## **Members:**

Lloyd Searcy – Chair  
Malcolm Metcalfe  
Linda Metcalfe  
Mike Trenn  
Murray Reiter  
Ernie Verkade  
Bob Bassett

Upon discovering that the Multifamily sublease and the single family sublease had the same insurance clauses, the Committee recommended to the Board that the Corporation seek a legal opinion from Ms. Theresa Arsenault respecting the applicability of the insurance clause. Her opinion is as follows:

***The Insurance provisions of the single family (article 10) and multifamily (article 11) subleases are identical, in that each requires the Sublessee to take out and keep in force insurance on the Residential Home to its full replacement value. So, you already have under the terms of the subleases the provisions you require to have each homeowner (including the multi-family homeowners) take out their own insurance policy. You simply need to direct them to do that citing the relevant article of the sublease. No resolution is required.***

***The head lease (article 18) requires that the Lessee under the head lease maintain general liability and property insurance on all the property under the head lease.***

***You have passed that obligation on to the sublessees under the terms of the sublease, but you are still ultimately responsible for making sure insurance is in place in compliance with the terms of the head lease. So, if any of the sublessees failed to insure, you would need to do so to be in compliance with the head lease. You have the right to collect the cost of insuring on behalf of a homeowner from the homeowner under section 14.2/15.2 of the sublease.***

***SPHM Ltd. should be added as a named insured on the homeowners policy as to liability and property damage to be compliant with the terms of the head lease.***

***Please let me know if you have any other questions.***

With the approval of the Board, the Committee began to seek insurance companies that would provide coverage to the multifamily homes. As of the date of writing, BCAA, the Co-Operators, Valley First and TD Insurance online are providing quotes and coverage.

At the time of writing approximately 278 homeowners have provided quotes. Each quote is verified to make sure that it contains \$2 million in liability and coverage consistent with the BC Assessment valuation. All multifamily quotes must contain earthquake coverage.

Quotes have been requested from 5 different brokers for the common policy including Lloyd SADD a major broker from Edmonton. We expect as response in the next two weeks.

Although initially agreeing to amend our current policy to sever the multifamily homes from coverage, BFL has now indicated that they will not agree to that. They have been approached on three separate occasions to find a workable solution to maintain the common coverage with BFL and each time the answer has been a flat no.

Questions and answers have been posted on the Sonoma Pines Info website as well as on Facebook. Town Hall meetings were held on July 23, 24 and July 27 to answer any questions from the owners.

Once we receive the outcome from the vote from the SGM we will determine the path ahead as well as the timing for changing any coverage. Owners will be notified if and when it is time to purchase or bind their coverage.

Assuming that a common policy can be found, the Committee hopes that the transition for individual coverage can be accomplished by September 1<sup>st</sup>, however fires within a 50 km radius of our community may impact the ability to bind coverage.

***The Committee wishes to thank Bob Bassett and Ernie Verkade as, without their guidance and advise, we would still be sitting on our thumbs.***



# Irrigation & Water Conservation Committee

## MONTHLY MEETING AGENDA

Date: July 20, 2020

Time 9:00 am

Location: Sonoma Pines Clubhouse - 3999 Sonoma Pines Drive

Present: Gary Sears (chair) Brent Voss, Mike Trenn, Mike Wilding and Blake Elsasser (CSC)

1. Call to Order: 9:03 am
2. Additions to agenda
3. Adoption of June 23, 2020 minutes, M/S/C
4. Financial Report – Terry has not been able to free up some time to provide a budget report for us. We are on track according to chair (Gary). We will have a report for the next meeting.
5. CSC Report
  - a. New clock added at #6 location – this will be 6b. Additional wiring and ducting - \$2300 was the approximate cost for the hook up. Mapping of the updates to be done by Vern soon.
  - b. Clock #5 malfunctioned and had to be changed out.
  - c. The 15 battery clocks that we took off line have been cleaned up and placed into inventory.
  - d. Clock 25 rain sensors to be checked and perhaps reset to lower ¼” setting.
  - e. All clocks now have rain sensors except for our new clock 6B at the clubhouse.
  - f. There is still work to be finished at the clubhouse landscaping but the irrigation is operating currently.

Discussion on remaining installation of new clocks took place. We are exploring small solar panel installations to run new clocks where we cannot access existing clocks easily. Street light power can also be used. More dialogue and planning is required with comparative costing and budgeting to follow.

6. Old Business
  - a. Capital field projects. We have completed the second phase of battery clock removal. Next up is 4 or 5 battery clocks on Siringo (BC28,27,26,and 25 to be tied into clock 13 and 14 on Madera. Blake to check with Evergreen to perform wire tracing to make sure there is no existing wiring in the area before we trench in new wires. We will meet after the meeting to discuss routing and possible scheduling.

- b. Computer purchase – This purchase will be a lap top and 24” monitor and will be used by the Board also for Zoom meetings. Gary to purchase
- c. Software purchase – we will purchase the lap top first and then make the purchase of software on line once our computer has been set up.

#### 7. Water Conservation

a. Master water meter (Carrington Road) update: There has been no indication from WFN that any master meter will be installed as part of the new construction.

b. Water meters not communicating. There has been no communication from WFN on installation of new meters to the houses with malfunctioning meters.

c. Water Conservation Tips – Gary still working on this.

d. Glenmore Grow – results from the installation have been positive as far as the committee is concerned. Blake to ask Asahi on their opinion of the results and perhaps a recommendation for another application in another location.

#### 9. New Business

a. Rain Barrels - Mike W provided a detailed package of materials on rain barrel installation and water quantity data for the committee’s consideration. Mike W agreed to try one out at his residence. Mike W will make an application to the Board. The Irrigation and Water Conservation committee supports the concept of rain barrels.

b. Liaising with landscaping committee – Gary to request to attend next landscaping meeting to initiate liaising efforts with any landscaping changes and planning.

10. Correspondence – none.

11. Next Meeting – August 24<sup>th</sup> at 9 am.

12. Adjournment -10:55am



## **Sonoma Pines Home Owners Management Ltd.**

### **Maintenance Meeting July 21st , 2020 Minutes**

**Date and Time:** July 21st – 9.00am SPHM Ltd. Boardroom

**In Attendance:** David Reid, Bob Nichol, Blake Elsasser, Vern Valan, Ken Smith

**Absent:** Terry Cross, Vern Sarver

#### **Old Business Review - Update**

Sidewalk inspections

- Sidewalk repairs completed

Catch Basin Inspections

- Catch Basins will be cleaned out starting Wednesday July 22nd

Roof Inspections

- Roof inspections have been postponed due to an illness with the person doing the inspections, will be rescheduled to later in August

Review additional gutter cleaning requirements – Collen Metz 3821 Acacia

- We will be bringing in a contractor to clean out a few Gutters that need mid season cleaning and to also repair a few eavestroughs that have been identified.

Multi Family Deck Surfaces

- We have acquired two quotes to replace the deck surfaces of 10 homes off of Sonoma Pines Drive. A contractor will be selected this week with the replacements to be completed in August.

Stucco Cleaning / Repairs

- A stucco contractor has been working through the list of Stucco repairs in the community, will be completed this week.

House Painting

- We have received quotes from three painting contractors. Contractor selection and house painting will commence in the next two weeks.

Wood Trim Staining – no response from Cottage Country , we will be looking for other firms to quote this work



## Fence Repairs, Replacements and Paining –

- Most fence repairs have been completed for the season, pressure washing is ongoing and Painting will follow first week in August

## Marmot Control –

- Blake has been very busy trying to keep our Marmot population under control, but wit little to no support from our neighbors, we feel like this is a losing battle. There is a couple of alternative deterrents that will be attempted this week.

## SPD Yellow Line –

- The yellow center line on SPD and the Handicap parking indicators in front of the clubhouse have prematurely faded. The contractor has agreed to repaint these areas at no cost to SP.

## New Cad System –

- Gary Sears and Carlie Milazzo are investigating the requirement's for our in house Cad system, and will be purchasing a new unit, this was approve in the 2020/2021 budget.

## - Club House Update

- all of the clubhouse repairs haver been completed with the exception of the exterior landscaping. This will be completed in the next two weeks.

## - Lower RV Park – Drainage and Gate Issues

- The drainage issues have been addressed.

## **New Business**

- CSC Report – all CSC items were covered in notes above

## -Maintenance Schedule Review

- Multifamily Home Inspection's has been moved from June to September
- House painting and wood trim staining has been moved in to August.
- Gutter Cleaning RFQ will now happen in August.



Lot 347 Cost allocation discussion.

- Ken Smith and Bob Nichol have compiled a cost allocation spreadsheet that has identified the annual cost associated with the Maintenance and up keep of lot 347, the couplet. This evaluation will be used as back up information to consider with our conversation with WFN related to Surrendering our lease of lot 347.
- Effervescence Letter

A letter will be sent to Rykon next week voicing once again the concern related to effervescence on many foundations in the community and the lack of response on their behalf.

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**Next Meeting**

**Tuesday August 17<sup>th</sup> 2020**

# Alteration Application Approval Process

July 2020

## **Preamble:**

This process is intended to facilitate the approval of routine requests and is not intended to circumvent the process for more complex approvals involving structural changes or deck extensions.

Alteration Requests will continue to be submitted to the Administrative Assistant in the Board office as they always have. They will be referred to the Community Services Co-ordinator for appropriate action. Incomplete applications will be immediately returned to the homeowner and they will be instructed to re-submit completed documents.

## **Routine Approvals:**

1. For approvals of items such as awnings, railings, windows in doors, sunscreens, skylights, etc. the Alteration Application shall be referred by the Community Services Co-ordinator and the designated Board member assigned as the contact for these applications.
2. The application will be reviewed to ensure that it conforms to the requirements of the alteration table, contains the neighbour's consent, is being installed by a professional with the appropriate insurance coverage and is consistent with the color scheme of the community.
3. The Board member and the Community Services Co-ordinator will meet with the homeowner to review the application.
4. Provided the application conforms to ALL of the requirements of this policy, the designated Board member shall provide pre-approval of the request and the homeowner shall be permitted to proceed.
5. Pre-approvals will be brought to the next Board meeting for confirmation in the Minutes.
6. The Alteration Application and related Board Minute shall be placed in the homeowners file.

## **Structural Changes:**

1. Alteration Applications requesting structural changes shall be referred to the Community Services Co-ordinator and the designated Board member who shall personally contact the owner requesting the alteration.
2. Owners requesting deck extensions, additional windows or any other alternation that requires either a change to the building structure, the addition of a window or the extension of a deck, shall require the approval of the Board, no pre-approvals shall be granted.

3. Owners are advised to refer to the Alteration Table and preamble to ensure that their application is not delayed because of missing items such as neighbour's approvals, contractor's estimates and insurance, and engineered drawings if required.