



**Sonoma Pines Homeowners Management Ltd.**  
**Board Meeting Minutes**  
**September 3, 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	Property 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, Malcolm Metcalfe, Gary Sears, Murray Reiter, Charlie Milazzo

**Absent:** Lloyd Searcy

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

**1) Approve the Agenda:** The following item was added to the agenda.

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

Seconded and CARRIED with all in favor.

**Under Old Business:**

- Use of Outdoor Smokers
- Zoning Couplet

**2) Amended Board Minutes of July 2, 2020**

*MOTION:* The amended minutes for the Board Meeting of July 2, 2020 be approved as amended.

Seconded and CARRIED with all in favor.

**3) Approval of the Board Minutes of August 6, 2020**

*MOTION:* The minutes for the Board Meeting of August 6, 2020 be approved as amended.

Seconded and CARRIED with all in favor.

**4) Approval of Special Board Minutes of August 10th & August 21st, 2020**

*MOTION:* The Board approves the Special Meeting Minutes from the Management Meetings of August 10<sup>th</sup> & August 21<sup>st</sup>, 2020.

Seconded and CARRIED with all in favor.

**5) 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.

**6) Correspondence:** There was no new correspondence other than what is discussed elsewhere in this agenda

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

- a) **Clubhouse Committee:** There was nothing new to report from the Clubhouse Committee at this time.
- 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 July 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:** There was nothing major to report from the Landscape Committee at this time.
- g) **Maintenance Committee:** The Maintenance Chairperson provided a verbal report to the Board on some maintenance issues, some of the issues which are outlined in the attached Community Services Coordinator report.
- h) **Safety & Security Committee:** A written report is attached.
- i) **Social Committee:** There was nothing new to report from the Social Committee at this time.

- j) **Welcome Committee:** The Welcome Committee met on Thursday August 17<sup>th</sup>, 2020 to continue planning the Volunteer Appreciation for this year. The date for distribution of thank you gifts has been set for Thursday, September 10<sup>th</sup>, 2020 from 2:00pm - 3:00pm. at the Sonoma Pines Clubhouse.

We continue to distribute Welcome packages and await a time when we can hold our information sessions again. In the meantime, we are composing an email information letter that we can send out to all new owners that expand on the package we give them. This would also give them an opportunity to reply with any questions they may have.

**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

**8) Clarification of Request form Altering the Property:**

**MOTION:** For the purposes of considering alteration, landscape or irrigation requests, that the Sonoma Pines Homeowners Management Board specifically define "neighbour" as those homes immediately adjacent to the left, right, front or rear to the applicant."

Seconded and CARRIED with all in favor.

**9) Alteration Agreements – (Previously Review Alteration Agreements**

**MOTION:** The Board approves the following previously reviewed alteration applications.

Seconded and CARRIED with all in favor.

- a) **2201 Terrero Place** - Installation of a Solar Shade
- b) **2375 Mesa Vista Court** - Installation of a Privacy Screen
- c) **2155 Talavera Place** - Installation of three Solar Tubes
- d) **2219 Terrero Place** - Installation of two Awnings
- e) **3696 Sonoma Pines Drive** - Installation of a Solar Tube

**10) Alteration Agreements**

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

Seconded and CARRIED with all in favor.

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

**MOTION:** The Board has approved the deck extension application as submitted.

The motion PASSED with 4 in favor (Lloyd Searcy, Malcolm Metcalfe, Gary Sears & Murray Reiter) 3 abstained (Terry Cross, David Reid & Tom McEwen)

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

**MOTION:** The Board has approved the deck extension alteration application.

The motion PASSED with 4 in favor (Lloyd Searcy, Malcolm Metcalfe, Gary Sears & Murray Reiter) 3 abstained (Terry Cross, David Reid & Tom McEwen)

c) **2168 Alvarado Trail - Deck Expansion**

*MOTION:* The Board has approved the deck expansion application as submitted.

Seconded and CARRIED with all in favor.

**11) Alteration Agreements - Deferred**

- a) **2168 Alvarado Trail - Installation of a Retractable Sun Screen** - The homeowner is asked to provide more information to the Board regarding the installation of the retractable sun screen.

**12) Old Business:**

- a) **Efflorescence Issue:** The Board will look into the efflorescence issue in more detail and provide an update at a future Board meeting.
- b) **Lower RV Lot:** The Board has agreed to establish a Lower RV Committee. Murray Reiter will be the Chairperson for the Lower RV Committee and the Committee will discuss the possible purchase of the lower RV lot.
- c) **Use of Outdoor Smokers:** The Board Chairman has met with the homeowner of the outdoor smoker and the owner has agreed to relocate the smoker to a different location in his backyard. The Board will also look into updating the bylaws pertaining to outdoor smokers and will be outlining in detail what pellets are approved for usage.
- d) **Zoning Couplet:** The Board Chairman will give a zoning couplet update to the Board at the future Board meeting.

*MOTION:* Move that we approve spending up to \$10,000 for the cost incurring from the dismissal of the lawsuit against Westbank First Nations, Ron and Kelly Derrickson, and the cost associated with putting on hold the land transfer of lot 347 back to WFN.

Seconded and CARRIED with all in favor.

**13) New Business:**

- a) **Coldwell Banker Processes:** The Board has asked that Coldwell Banker provide a list of what software is employed to protect and backup all Sonoma Pines digital records and files. Coldwell Banker has agreed to provide the Board with a list of software that they use.
- b) **Arbitration Language:** The Board will look into reviewing the arbitration language in the Sonoma Pines bylaws.

**14) In Camera:** There was no in camera discussion for this meeting.

**15) Termination**

The meeting was terminated at 10:18am

**16) 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 **October 8th, 2020.**

**Sonoma Pines Homeowners Management Ltd**  
**Meeting – Board of Directors**  
**August 10, 2020, Sonoma Pines Clubhouse**

The meeting was convened by David Reid, Chair of SPHM Ltd at 7:00 PM

**In Attendance:** Terry Cross, Malcolm Metcalfe, David Reid, Lloyd Searcy, Gary Sears

Moved by Lloyd, seconded by David:

**Be it moved that the Board of the Sonoma Pines Homeowners Management Ltd. approve the placement of a commercial general liability insurance policy in the amount of \$20,000,000 and common property insurance policy in the amount of \$15,100,000 with the Co-operators Insurance Company of Canada (or such other company), Directors and Officers Insurance in the amount of \$5,000,000 with Trisura and excess Directors and Officers Insurance in the amount of \$5,000,000 with CFC Underwriting at such time as it is confirmed that the multifamily homes have all risk, full replacement coverage as required by Article 11 of their sublease.**

Carried Unanimously

Moved by Lloyd, Seconded by Malcolm:

**Be it further moved that, once that all multifamily homes have coverage that the Corporation shall terminate the current insurance coverage through BLF. Carried Unanimously**

<b>Company</b>	<b>Coverage</b>	<b>Premium</b>	
<b>Co-operators</b>			
Commercial general Liability	\$20,000,000		
Common Property	\$15,100,000	\$77,788	\$6,483.25 monthly
<b>Trisura</b>	\$5,000,000	\$5,470	
<b>CFC Underwriting<sup>1</sup></b>	\$5,000,000	\$4,235	
		\$87,493	
Current Cost		\$89,767	
		\$2,274	

**Note 1:** \$5 million in excess liability with a \$5 million deductible

**Meeting adjourned at 7:25PM**

*Malcolm Metcalfe, Recorder of Minutes*

**Approved by Board September 3rd, 2020**

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

**Sonoma Pines Homeowners Management Ltd**  
**Meeting – Board of Directors**  
**August 21, 2020, Sonoma Pines Clubhouse**

The meeting was convened by Lloyd Searcy, Vice Chair of SPHM Ltd at 2:45 PM

**In Attendance:** Lloyd Searcy, Malcolm Metcalfe, Gary Sears, Murray Reiter

**1. Background Discussion**

Lloyd provided an update on the situation as follows:

- Commercial Insurance has been arranged and will be bound when advised to do so.
- All 340 of 341 Multi-family homes have provided proof of insurance. The one remaining policy has been arranged and bound – and the paperwork will arrive shortly.
- BFL Insurance is required under our Head Lease to provide WFN 30 days notice before cancelling our existing policy.
  - Lloyd and Malcolm had lunch today with the Chief of the Westbank First Nation, and he has agreed to raise the elimination of the BFL advance notice with the Band Council on Monday.

**2. Commercial Insurance – Co-Operators**

**Motion:** Moved Murray Reiter, Seconded Malcolm Metcalfe, **that the Commercial Policies provided by Co-Operators Insurance be bound effective Wednesday August 26.** Carried unanimously.

**3. Payment for Commercial Insurance**

The Insurance provided by Cooperators will be billed monthly.

**Motion:** Moved Murray Reiter, Seconded Malcolm Metcalfe, **that a cheque be prepared to pay the first month of Commercial insurance at an approximate cost of \$6,483.25.** Carried Unanimously

**4. Motion to Terminate the BFL Insurance Coverage**

The BFL policy can be terminated immediately after all other coverages have been bound. If the WFN agrees to waive the notice period for the BFL policies, the change may take place during the week of August 24.

**Motion:** Moved Murray Reiter. Seconded by Lloyd Searcy, **that the insurance coverage provided by BFL Ltd be terminated effective August 28, subject to the WFN agreeing to waive the notice requirements.** Carried unanimously.

## **5. D&O and Cyber Insurance Quotation by Lloyd-Searcy**

It was agreed that D & O coverage should be placed with Trisura and CFC Underwriting in the amount of \$5 million per policy with a total annual cost of \$9,705. There was some additional discussion on the Cyber coverage respecting the \$1M policy offered by CFC Underwriting. After some agreement, it was concluded that the \$1M per incident coverage would be acceptable at an annual cost of \$1,800.

**Motion:** Moved by Murray Reiter, seconded by Lloyd Searcy, **that the Cyber and D&O Insurance provided by Trisura and CFC underwriters be bound in the week of August 24 at a total cost of \$11,505 annually.** Carried Unanimously.

## **6. Appointing Theresa Arsenault as SPHM Ltd Solicitor of Record**

**Motion:** Moved Malcolm Metcalfe, seconded Gary Sears, **to appoint Theresa Arsenault QC, of Pushor Mitchell as the SPHM Ltd Solicitor, and to terminate the existing firm Montgomery Miles & Stone.** Carried Unanimously.

## **Motion for Adjournment**

Moved by Murray Reiter, seconded by Gary Sears, Carried Unanimously

**The meeting ended at 2:59 PM**

## Community Services Coordinator Report for August

- 1) Furnace cleaning for all the duct work in the Clubhouse was completed last month. Work was conducted by Pure Air. All new filters were also replaced at that time.
- 2) Assa Abloy was out to replace the out-going arm on the exit right hand gate. The old one will be kept in the Sea Can for a spare. The "Yelp" system should be in soon for Solana Place gates.
- 3) Pressure washing of the rear of Pine Vista Place from 2319 to 2283 is now complete. Painting is scheduled to start ASAP. Pressure washing and paint will follow next at 4101 – 4148 Solana Place to complete the fence lining Sonoma Pines drive.
- 4) House painting has started for 2020. Three entire homes have been selected along with four homes with only the sun exposed sides to be done. All residents have been informed of the timeline that was given to me by New Eras Professional Painters on the completion of the contract.
- 5) Staining of the wood accents above the garages on Del Mar Court has started by the selected contractor. All Cedar accents and pergolas on Del Mar Court are scheduled to be completed also. All residents have been informed of the time - line set by the contractor and to have all plants, wall hangings and patio furniture out of the way when the work starts
- 6) The replacement of the vinyl decks from 3901- 3917 is scheduled to begin in the middle of September. All residents have been advised of the time schedule set by the contractor and informed to be ready to move all their possessions off their decks to give access to the contractor
- 7) We seem to be experiencing a large amount of wasp nests around the community this year. A huge one was removed by Orkin that was on common property behind 3863 Sonoma Pines Drive. It was 16' up the center of a tree. Another one was spotted on the corner of 3845 Sonoma Pines Drive. Still another nest spotted 3861 Sonoma Pines Drive in a fire hydrant top. I will spray them both and have them removed.

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





# Communications Committee Report

*Malcolm Metcalfe, Secretary SPHM Ltd.*

*September 3rd , 2020*

## Recording of Motions for SPHM Board Meeting Minutes

I recommend and request that all motions recorded in the minutes of future Board meetings will:

- Record the name of each Board member who made and seconded any motion
- and if the motion was not unanimous, the names of those who voted against it and those who abstained.

## Insurance Report and Procedures

The insurance committee have worked to ensure multifamily insurance coverage was completed in a truly short time, and it has been a challenge – but we are done. The maintenance of the insurance document records is an on-going monthly task which we ask Katelyn to manage. We will be happy to assist Katelyn in taking over the ongoing maintenance, which we expect will become a monthly routine task requiring a small amount for her time.

### Multifamily and Single-Family Insurance Documents and Follow-Up Procedures:

#### Multifamily:

Katelyn will be provided with a **memory stick** containing:

- An Excel spreadsheet listing all the multifamily homes providing the name, address, phone, and email information for each multifamily homeowner, as well the current **expiry date** for their current insurance coverage.
- Individual PDF copies of the front page of each home's insurance. These are filed in separate files by street and civic address.

#### Single-Family:

Katelyn will be able to add the single family homes to the Excel list provided (or have a separate list), and while we do not expect them to provide a copy of their insurance now, we ask that Katelyn collect and record their due dates and have them submit a copy of their insurance coverage when they renew.

### Process for Updating Insurance Documents:

These are the recommended steps for Katelyn to ensure SPHM insurance records are current:

1. Sending an email to each homeowner the month prior to their insurance coverage expiry date, reminding them to supply a copy of their renewed policy for our records. This required copy is just the front page of their renewal policy (unnecessary to supply the full insurance package).

2. A follow up email to homeowners that have not provided their copy after their insurance expires.
3. A short monthly report to be presented at each Board Meeting, informing the Board of delinquent homeowners that have not renewed or provided their copies. The Board will provide follow-up.
4. The requirements for the insurance are all covered below.
5. To protect against loss, either the loss of your computer or the destruction of the clubhouse, an **updated file package is to be copied back to a memory stick at the end of each month** and handed to Lloyd or Malcolm. This will provide “off-site” storage for the data. We will be looking at other methods to provide backup, that will hopefully not require us to be involved.

#### **Insurance Policies Coverage Requirements:**

1. Section 11 of our SPHM sublease with the Corporation requires that each homeowner obtain **full replacement coverage for all risks/perils including earthquake coverage** (latter optional for single family homes but recommended as the cost is small for structure only).
2. The **Westbank First Nation** and **SPHM Ltd** need to be “**additional insureds**” on the policy.
3. The actual policy will vary from insurance company to insurance company but must include full replacement coverage and the additional insureds.
4. The personal liability coverage must be at least **\$2 million dollars**.
5. Make sure the policy includes **sewer back-up coverage**. We recommend the “bare lease endorsement”, sewer back-up and overland water coverage.



**SONOMA PINES**

**Sonoma Pines Homeowners Management Ltd.**

**Finance Committee Meeting Minutes**

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

**Date and Time:** September 2, 2020 online

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

**Minutes Prepared by:** Terry Cross

1. The July Financials and bank statements were reviewed and accepted by the Finance Committee. It was noted the new monthly fees and adjustments were included. We will move that the Board accept the statements.
2. A small Common GIC of \$15,000.00 matured. It was reinvested for 1 year at a low .8% interest.

# **INSURANCE COMMITTEE REPORT**

August 28, 2020

All 341 multifamily homeowners have provided proof of insurance and bound coverage. Insurance coverage for the common assets have been placed with Co-operators and with Lloyd SADD for Director and Officers Insurance and Cyber Crime coverage.

We are still awaiting our refund to confirm what the penalty was for cancelling the BFL policy.

# Irrigation & Water Conservation Committee

## MONTHLY MEETING MINUTES

Date: August 24, 2020

Time 9:00 am

Location: Sonoma Pines Clubhouse - 3999 Sonoma Pines Drive

PRESENT: Gary Sears (Chair), Blake Elsasser (CSC), Brent Voss

ABSENT: Mike Trenn and Mike Wilding

## Agenda

1. Call to Order: 9:14 am
2. Additions to agenda - none
3. Adoption of July 20, 2020 minutes M/S/C
4. Financial Report - see attached below.
5. CSC Report
  - a. Wire for battery clock removal on Siringo Lane has been purchased and partial installed. This will remove 5 battery clocks which control 14 zone valves.
  - b. Irrigation backflow preventors to be checked on this Thursday by FireTech. One of the irrigation committee members could tag along with the contractor.
  - c. There have been no breaks in the last month.
6. Old Business
  - a. Capital field projects – We will start the wiring project on Siringo this week. Wire has been purchased. Brent and Gary to meet tomorrow morning to start trenching and installing wire.
  - b. Computer purchase – computer has been purchased for \$1000. Monitor and mouse to be purchased
  - c. Software purchase – costs are between \$250 and \$600. Gary to confirm the appropriate level (discuss with Vern) and make the purchase
  - d. Rain barrels – application was sent to the board and at this time the board was not prepared to approve. – perhaps there will be more interest in this as time goes on for the Board reconsideration.
7. Water Conservation
  - a. Water Conservation Tips – will be prepared for 2021 season.
8. New Business
  - a. identifying valve boxes and other assets. – we discussed ways to identify the boxes in the field. Agreed that aluminum tags could be purchased with identification added and

tags riveted or screwed to the boxes. Items include, zone valves boxes, shut off valve boxes, control wire connection boxes, PRV boxes, backflow preventer boxes, and water strainer boxes.

A coding system is to be set up and a discussion with our irrigation contractor should take place for assistance for proper identification. The identification system can be transferred to both the mapping software and the operational guide for the irrigation system and can be used for maintenance and asset management. This can be a late fall project – perhaps to coincide with irrigation shut down?

9. Correspondence – Received a note from a home owner regarding brown grass. Followed up with Evergreen. Irrigation committee has offered to help single family home owners with setting their irrigation controllers. Public can contact CSC and coordinate a site visit.

10. Next Meeting – Monday September 21<sup>st</sup> at 9am.

11. Adjournment – 10:15

#### FINANCIAL REPORT (ITEM 4)

#### SONOMA PINES MONTHLY IRRIGATION BUDGET 2020/2021

##### Common:

Common CRF budget for computer and CAD software \$4,000.00

Irrigation repairs and maintenance budget for 2020/2021 is **\$4,000.00**

April 2020	\$2,254.85	Balance	\$1,745.15
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May 2020	\$0.00	Balance	\$1,745.15
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June 2020	\$26.25	Balance	\$1,718.90
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##### Multi-Family

Irrigation repairs and maintenance budget for 2020/2021 is **\$20,000.00**

April 2020	\$6,476.24	Balance	\$13,523.76
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May 2020	\$1,627.66	Balance	\$11,896.10
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June 2020	\$713.52	Balance	\$11,182.58
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Safety & Security Committee  
August 31, 2020

attending: Charlie Milazzo, Darrell Bellamy, Bob Scruton, Paul Kaiser, Greg Marshall, and Blake Elsasser  
regrets; Larry Presta

#### Block Watch

S&S Committee has not been involved with the Block Watch program other than the chair acting as the liaison to the Board. With that, Charlie will contact Roy from the RDCO and discuss the three streets without captains.

#### Speed Signs

The consensus is that the one on the corner top of SPD has had some effect, but there is still an issue lower down with cars and speeding bikes. The committee will look into traffic calming devices or hump to be installed between Alvarado and Madera. We will get input from the snow removal company on what they can work with. The cost will be added to the 2021 /2022 budget year.

#### Upper Gate

The committee review it's finding on an upper gate. It was suggested we wait until we see what issues arise before we look at closing the front. The committee does see moving the main entrance to the east end of SP would be a solution.

#### Speeding Bike

A committee member observed a bike travelling at a high speed estimated 50Kms/hr +, which almost collided with a car. As the rider was not a resident, we have no recourse.

#### Membership

The committee is a group of 6, and at this time, recruiting more is not required, but new volunteers are always accepted.

Next meeting November 2020