



Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
November 5, 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	Managing Director-WFN, Rykon, Governance, Legal, Insurance	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
Bob Bassett	Ex- Officio	Legal Assistance		bobbassett@okanaganlaw.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 Password "sonomapines"

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

Call to Order

The meeting was called to order by David Reid at 9:01 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Management Ltd.:

Present: Terry Cross, Tom McEwen, Malcolm Metcalfe, David Reid, Murray Reiter, Lloyd Searcy, Gary Sears
 Charlie Milazzo, Bob Bassett

Absent: None

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

1) Approve the Agenda: The following items were added to the agenda below.

MOTION: The agenda to be approved as amended.

Moved by David Reid, Seconded by Malcolm Metcalfe, Carried (Unanimous)

Under New Business:

- Lower Gates
- Management Report

2) Approval of the Board Minutes of October 1, 2020

MOTION: The minutes for the Board Meeting of October 1, 2020 be approved as amended.

Moved by Malcolm Metcalfe, Seconded by David Reid, and Carried (Unanimous)

3) Approval of Special Board Minutes of October 9, 2020

MOTION: The Board approves the Special Meeting Minutes from the Management Meeting of October 9, 2020.

Moved by Malcolm Metcalfe, Seconded by Lloyd Searcy, and Carried (Unanimous)

4) Approval of Special Board Minutes of October 23, 2020

MOTION: The Board approves the Special Meeting Minutes from the Management Meeting of October 23, 2020.

Moved by Malcolm Metcalfe, Seconded by Terry Cross, and Carried (Unanimous)

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.

MOTION: The Board accepts the Community Services Coordinator Report.

Seconded and CARRIED with all in favor.

6) Correspondence: There was no correspondence items added to the agenda.

7) Adoption of Committee Reports as Circulated

- a) **Clubhouse Committee:** A written report is attached.
- b) **Communication Committee:** A written report is attached. A communication brief entitled "Communications Tidbits" will be emailed periodically to homeowners informing them of what is happening in Sonoma Pines.
- c) **Finance Committee:** A written report is attached.
- d) **Insurance Committee:** The Insurance Committee Chairperson gave a short verbal report informing the Board that Corix Utilities will be insuring all underground services in Sonoma Pines. Homeowners who need to renew or purchase their homeowner's insurance policy are encouraged to use either Co-Operators or Valley First as insurers.

- e) **Insurance Status Report:** Katelyn Peters gave a short verbal report to the Board regarding the homeowners that have submitted their insurance policies. Homeowners who have homeowner insurance policies due in November have been notified that their policies are soon due for renewal.
- f) **Irrigation Committee:** A written report is attached.
- g) **Landscape Committee:** There was nothing new to report from the Landscaping Committee.
- h) **Maintenance Committee:** A written report is attached.

9:34am: Tom McEwen arrived at the meeting.

- i) **Safety & Security Committee:** There was nothing new to report from the Safety & Security Committee. The next Safety & Security meeting will be December 1st.
- j) **Social Committee:** There was nothing new to report from the Social Committee.
- k) **Welcome Committee:** A written report is attached.

MOTION: The Board accepts the above submitted Committee reports.

Moved by David Reid, Seconded by Lloyd Searcy, and Carried (Unanimous)

8) Alteration Agreements - (Previously Reviewed)

MOTION: The Board approves the following alteration agreements that have been previously reviewed and by the Board prior to this month's Board meeting.

Moved by David Reid, Seconded by Lloyd Searcy, and Carried (Unanimous)

- a) **3827 Acacia Lane** - Installation of an awning
- b) **2066 Candalera Place** - Installation of a hot tub

9) Alteration Agreements

MOTION: The Board approves the following new alteration application.

Moved by David Reid, Seconded by Lloyd Searcy, Carried (Unanimous)

- a) **3835 Sonoma Pines Drive** - Installation of interior fireplace & exterior fireplace vent

MOTION: The Board has passed the interior fireplace & exterior fireplace vent alteration application.

The motion PASSED by David Reid, Seconded by Lloyd Searcy, and Carried (Unanimous)

10) Old Business

- a) **Efflorescence Issue:** The Board is still dealing with the ongoing efflorescence issue and more information to follow at a later date.
- b) **Lower RV Lot:** Lloyd Searcy gave an update to the Board regarding the lower RV lot. The Board is considering the purchase of the lower RV lot from the Rykon Group.

MOTION: Be it MOVED that the Board of Sonoma Pines Homeowners Management Limited has agreed to negotiate for the purchase of the lower RV Lot from the Rykon Group subject to the approval of the shareholders by a ¾ vote at a Special General Meeting or Annual General Meeting

The motion PASSED with 5 in favor Lloyd Searcy, Malcolm Metcalfe, Terry Cross, Tom McEwan, Gary Sears, and David Reid abstained

c) **Lot 347 Couplet:** A written report is attached from David Reid.

11) New Business:

a) **Upper Gates:** Lloyd Searcy spoke to the Board about the installation of an upper gate at the entrance of Sonoma Pines. Homeowners are in favor of the gate being installed as soon as possible due to security concerns. An email will be sent to the homeowners informing owners that 85% are in favor of the gate being installed. If you have not voted please do so before the end of November.

10:27am: Murray Reiter arrived at the meeting.

b) **Video Surveillance Bylaw:** The Board discussed the use of the Clubhouse and was concerned about contact tracing in the event of an exposure. The Board agreed to activate the Video Security Monitoring System to ensure the safety and security of everyone using the Clubhouse. The following motion was passed:

MOTION: Be it MOVED that the Video Security Monitoring Bylaw be approved as attached.

The motion PASSED with 7 all in favor

- c) **Lower Gates:** The lower gates are going to be reprogrammed to be open from 6:00am - 10:00pm and will be open every day while the front entrance to Sonoma Pines is closed due to construction.
- d) **Management Report:** The monthly strata fees have been corrected as of November 1st, although there are some problems still with the variant amounts. The property manager will be contacting affected owners shortly.

12) **In Camera:** There were no in camera discussions for this meeting.

13) Termination

The meeting was terminated at 10:58am

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 **December 3rd, 2020.**

Sonoma Pines Homeowners Management Ltd
Special Meeting of the Board of Directors
October 9th , 2020 9:00 AM
Sonoma Pines Clubhouse

In Attendance:

Lloyd Searcy, Acting Chair
Malcolm Metcalfe, Secretary
Terry Cross, Treasurer
Tom McEwen
Gary Sears
Charlie Milazzo Ex Officio
David Reid – by Zoom

Discussion on the potential opening of the clubhouse for meetings and groups

Motion: Moved by Tom McEwen, Seconded Lloyd Searcy **THAT the clubhouse be opened, with specific attention to Interior Health protocols.**

Discussion:

- Can security camera equipment in the foyer area be used to ensure that the protocols are being followed.
- Charlie and Lloyd agreed to work with Tom to address the privacy issues that may be addressed.
- A copy of the protocols required for the operation are attached.

Motion passed unanimously.

After further discussion, the meeting was adjourned at 10:30 AM.

Clubhouse Protocols as Follows:

1. **Sick or self- isolating DO NOT ENTER.** Posters to be posted on front and rear exit doors of Clubhouse and downstairs entry door.
2. **Hand Hygiene:** Posters will be placed in all washrooms, kitchen, and downstairs coffee bar.
3. **Physical Distancing:** Physical distance Posters will be placed in the ballroom, upstairs washrooms, ballroom, hallways, library and foyer. It was discussed and agreed if physical distance cannot be maintained, proper masks will be worn. Masks will be provided as a courtesy by the Clubhouse operational budget.
4. **Cleaning Disinfectants for public settings:**
 - a. Posters will be placed in upstairs and downstairs utility rooms. Discussion about cleaning and disinfectants took place and was decided that our current disinfectant is more than adequate **AS A NO RINSE SANITIZER.**
 - b. MSDS is provided with Savall information sheets.
 - c. Savall application is by, spray bottle
 - d. Current product used is Savall, used in hospitals, food processing establishments, diaries, restaurants, and bars. Canadian DIN# 02240870
5. It was discussed and agreed to limit occupancy to 24, utilizing 6 tables. A journal will be place at the entrance door for all user groups to sign in, provide date, time, name and phone # to provide, if required, health authorities information to assist in social tracking.
6. A check list will be created to as a guide on what needs to be sanitized before and after user groups are finished with their activities.
7. Discussed the re-opening of the games room. All agreed this is not the time to reopen and that locks be installed on the doors going in and out of the games room. Charlie to follow up.

Sonoma Pines Homeowners Management Ltd
Special Meeting of the Board of Directors
October 23rd , 2020 10:00 AM
Sonoma Pines Clubhouse

In Attendance:

David Reid (Chair)
Terry Cross (Treasurer)
Malcolm Metcalfe (Secretary)
Lloyd Searcy (Managing Director)
Tom McEwen
Murray Reiter
Gary Sears
Murray Reiter
Bob Bassett, *Ex-Officio*

Absent: Charlie Milazzo, *Ex-Officio*

Be it moved **that Bob Bassett be appointed an ex-officio member of the Board of Directors of SPHM Ltd with full rights to participate in all Directors meetings, but without the right to vote.**

Moved by Lloyd Searcy, Seconded by Terry Cross, Carried (Unanimous)

Be it moved **that SPHM Ltd shall appoint Pushor Mitchell as the law firm of record and that all necessary files shall be transferred from Miles, Montgomery and Stone effective immediately."**

Moved by Lloyd Searcy, Seconded by David Reid, Carried (Unanimous)

Be it moved **that Lloyd Searcy shall be appointed as the Managing Director for SPHM Ltd. with responsibilities for Governance, WFN, Legal and Insurance and with shared responsibilities for Coldwell Banker and Rykon with the Board Chair.**

Moved by Malcolm Metcalfe, Seconded by Tom McEwen, Carried (Unanimous)

Meeting adjourned 11:20 AM

Community Services Coordinator Report for October

- 1) Cascade power wash was out and cleaned some rear pillars on Talavera Place and home front on Candalera Place that is believed to have water staining on the exterior stucco. The acid solution that was applied worked well on removing the staining on the stucco. We will try these on more problematic homes next year before we paint. Roof moss was also removed at this time from the roof on 2157 Alvarado Trail.
- 2) All pergolas and accented boards in Delmar Court have been stained by Projects 19. Great job done by Ken Murray and his crew. The vinyl deck repairs for 3889 - 3917 Sonoma Pines Drive were also completed by Projects 19. The only overage was the deck at 3901 Sonoma Pines Drive that needed two extra sheets of plywood because of a questionable surface.
- 3) Madera Court sign has now been installed. This should assist in helping navigate the roadway to Madera Court
- 4) Fence Painting has been stalled till the weather improves or till next year. Fence that has been pressure washed and painted is the rail fence from 4122 Solana Place to 3980 Sonoma Pines Drive, then from 2166 Serrento to 2109 Candalera. Rail fence at the end of Mesa Vista was also painted. The entire fence from 2139 Pine Vista Place to 4147 Solana Place was completely painted also. We then proceeded to paint the Inside of the upper RV Park that was left unpainted since the fence was installed. We are almost finished to the entrance gate but was stopped by the snowy weather. Next on our list is the back of 3689 – 3811 Sonoma Pines Drive weather permitting.
- 5) Had a bit of a guizer at the end of Serrento Lane by the visitor parking. A 2" irrigation line blew off a connection and sent water 20' in the air. This was a good test of the emergency response protocol. Within the initial phone call, the proper people were advised, and the water was contained. It will be repaired in the spring so it can be thoroughly tested before starting up next year
- 6) The snow was a surprise for everyone. Interior Ice and snow was again selected to do the snow removal this year in the community and promptly dealt with the snow. This delayed some roof inspections and blowout of the irrigation. Evergreen pushed forward and completed the single-family homes. They are scheduled to complete the multi families the first week of Nov. Roof inspections and gutter cleaning will be the final outdoor project this year

Blake Elsasser
Community Services Coordinator



Meeting Minutes of Sonoma Pines Community Clubhouse User Groups Chairpersons October 5, 2020

Time: 6:30 Pm

Where: Clubhouse Ballroom

Attendees: Meeting Chairman, Tom McEwen, Hazel Wolski,(Canasta Club) Lorna Wright,(Clubhouse Social Committee) Kate Fawcett,(Quilting Club) Jean Scheidl, (Clubhouse Social Committee) Kathy Hovorka, Shari Bouzane,(Library) Kim Reid, (Welcome Committee,) Charlie Milazzo (Safety & Security).

Covid-19 was discussed and all participants agreed the Ballroom could re-opened to user groups adhering to co-vid 19 protocols listed on line *from BC Centre for Disease control and BC Ministry of Health.*

Protocols as Follows:

1. **Sick or self- isolating DO NOT ENTER.** Posters to be posted on front and rear exit doors of Clubhouse and down stairs entry door.
2. **Hand Hygiene:** Posters will be placed in all washrooms, kitchen and downstairs coffee bar.
3. **Physical Distancing:** Physical distance Posters will be placed in the ballroom, upstairs washrooms, ballroom, hallways, library and foyer. It was discussed and agreed if physical distance cannot be maintained, proper masks will be worn. Masks will be provided as a courtesy by the Clubhouse operational budget.
4. **Cleaning Disinfectants for public settings:**
Posters will be placed in upstairs and downstairs utility rooms. Discussion about cleaning and disinfectants took place and was decided that our current disinfectant is more than adequate **AS A NO RINSE SANITIZER.**

MSDS is provided with Savall information sheets.

Savall application is by, spray bottle

Current product used is Savall, used in hospitals, food processing establishments, dairies, restaurants and bars. Canadian DIN# 02240870

5. It was discussed and agreed to limit occupancy to 24, utilizing 6 tables. A journal will be placed at the entrance door for all user groups to sign in, provide date, time, name and phone # to provide, if required, health authorities information to assist in social tracking.
6. A check list will be created to act as a guide on what needs to be sanitized before and after user groups are finished with their activities.
7. Discussed the re-opening of the games room. All agreed this is not the time to reopen and that locks be installed on the doors going in and out of the games room. Charlie to follow up.

If required we will layout **2 m. physical distance markers** throughout the clubhouse.

At this time all user groups with the exception of the Social Committee (which cannot meet or adhere to the protocols,) other groups can and will follow the protocols set forth.

We look forward to the Boards review and decision.

If agreed to open, were looking to get everything in place as required and reopen by early Nov. 2020

Also it was discussed to whom can use the Clubhouse, and as per Clubhouse Rules, rev July 9 2019 Sec4.(d) Clubhouse Use Requirements

Meeting Adjourned :8:15

As follow –up to our meeting the board passed a motion to re-open the ballroom for user groups following co-vid protocols which will be posted throughout the Clubhouse. And Committee Chairpersons are encouraged to bring a guest or

guests to enjoy games, art, quilting etc. under their supervision. The games room will remain closed until further notice

Tom McEwen

Chairman/Director

Sonoma Pines Community Clubhouse

250.768.3439



SONOMA PINES

Sonoma Pines Homeowners Management Ltd.

Finance Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date and Time: November 02, 2020

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

Minutes Prepared by: Terry Cross

1. The September Financials and bank statements were reviewed and accepted by the Finance Committee. A number of maintenance expenses are to be moved from operating expenses to CRF and the required changes were given to Mike. We will move that the Board accept the statements.
2. The insurance refund was reviewed and discussed regarding where the funds would be used. It is noted that the common insurance expense was taken for the BFL prepaid of \$7,480.59 and the first Co-Operators payment of \$6,481.43 and the multi-family Sept expense of \$58,177.25 was entered.
3. Our committee reviewed the new articles regarding CRF investments.
4. The SP 6 month accrued interest to September 30,2020 for all our CRF GIC investments was received from the Credit Unions and is as follows:
Common \$17,015.97 Multi-family \$7,999.42
5. The committee will meet with Todd of Valley First Credential to review the SP investment strategies with the ever lower interest rates

Irrigation & Water Conservation Committee

MONTHLY MEETING MINUTES

Date: November 2 , 2020

Time 9:00 am

Location: Sonoma Pines Clubhouse - 3999 Sonoma Pines Drive

PRESENT: Gary Sears, Chair, Blake Elsasser CSC, Brent Voss, Mike Wilding, Mike Trenn.

Agenda

1. Call to Order: 9:03
2. Additions to agenda – none.
3. Adoption of September 2020 minutes m/s/c
4. Financial Report – Current budget presented We are over our budget for 2020. Gary will report this amount to the Board and have discussions on the over budget amounts and to discuss budget numbers for 2021. Gary to obtain the last 3 years budget numbers for reference when talking to the Board.

Q. How does the Depreciation Report affect the annual irrigation budget?
5. CSC Report
 - a. Single family irrigation blowouts were completed on October 24 before our snowfall. Multi-family and Common areas will be finished up this week (Nov 2 to Nov 6).
 - b. Reports of overwatering in the single family areas needs to be addressed. Grass is too soggy in many locations to affect good mowing results. On spring start up we will take more time to help the single family owners set up their irrigation systems to assist with appropriate watering.
6. Old Business
 - a. Battery clock removal - The control wire installation completed on Siringo/Madera. The wiring has not been connected up by our contractor – this will be done in the spring.
 - b. Computer and software purchases - We have \$2,500.37 remaining. We can purchase the software over the winter and get some updates to our mapping.
 - c. Field infrastructure tagging system – this inventorying project will be started up over the winter with implementation to start in 2021.
 - d. Year-end report – to accompany our financial plan for 2021.
7. Water Conservation
 - a. Water Conservation Tips – still a work in progress.

- b. Draining sprinklers - 2021
- c. More Glenmore Grow application to be proposed for 2021 to be put in the budget. Blake will provide a list of locations that might be appropriate for consideration.

9. New Business

- a. Fall blowout schedule – Committee proposes that in the future the irrigation to be shut off October 1st and blowouts to be completed by Oct 15th. This will save water, repair costs, and possibly less fall grass cutting.
- b. 2021 capital projects. Tagging system, Glenmore Grow. Battery Clocks program could continue.

10. Correspondence – WFN contacted us regarding replacement of 50 residential water meters. We sent out a letter to the residences on behalf of WFN asking for cooperation. Some of the meters have malfunctioned and some are reading backwards and they need to be serviced. WFN to make the service call at no cost to the owners.

11. Next Meeting – Monday November 23rd at 9 am.

12. Adjournment – 10:48.

SONOMA PINES MONTHLY IRRIGATION BUDGET 2020/2021

Note: all the monthly detail is on the monthly financial detail

Common:

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

Laptop \$1,031.29 Balance \$2,968.71

Monitor & Mouse \$468.34 Balance \$2,500.37

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

April 2020 \$2,254.85 Balance \$1,745.15

May 2020 \$0.00 Balance \$1,745.15

June 2020 \$26.25 Balance \$1,718.90

July 2020 \$1,629.03 Balance \$89.87

Aug 2020 \$3,653.19 Balance \$3563.32 over

Sept 2020 \$786.56 Balance \$4,349.88 over

Multi-Family

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

April 2020 \$6,476.24 Balance \$13,523.76

May 2020 \$1,627.66 Balance \$11,896.10

June 2020 \$713.52 Balance \$11,182.58

July 2020 \$5,374.72 Balance \$5,807.86

Aug 2020 \$4,802.10 Balance \$1,005.76

Sept 2020 \$4,532.47 Balance \$3,526.71 over

Costs for extra work on irrigation system included in the above expenses

Parts and labour for battery clock removal approx \$1500

Costs to repair area around clubhouse approx \$1600



Sonoma Pines Home Owners Management Ltd.

Maintenance Meeting October 26th, 2020 Minutes

Date and Time: October 26th – 9.00am SPHM Ltd. Boardroom

In Attendance: David Reid, Bob Nichol, Blake Elsasser, Ken Smith, Vern Sarver, Terry Cross

Absent: Vern Valan

Old Business Review - Update

Roof Inspections – Roof Doctors Proposal - Safety Concerns?

- It was discussed and agreed that we would engage the Roof Doctor to perform the annual roof inspections this fall. Pacific Roof Inspections who we have used in the past is unavailable due to illness. We will also be asking the roof doctor to review the condition of the Eave troughs of each home he inspects.
- The Roof Inspections got delayed due to the Snow build up on the roofs. Will start Monday November 2nd.

Multi Family Deck Surface Replacement

- The 10 Deck surface replacements have been completed, thank you to Ken Murry and his crew from Projects 19, for a job well done.

Stucco Cleaning / Repairs

- Stucco repairs have been completed as required. Cascade Pressure Wash was on site and managed to clean the calcium deposits off of several homes.

House Painting – Progress

- House Painting was ongoing well in September, then our contractor had issues with Weather and manpower, keeping crews coordinated due to the Covid 19 Virus was difficult. It appeared that some of his crew preferred sitting at home than painting, so he got way behind in his commitments.
- The homes not completed this year will be first ones on the schedule for next spring.



2.

Fence Repairs, Replacements and Painting

- Fence Repairs and Painting is nearing completion for the season. The team made great progress this season and will be completely caught up on the maintenance of our community wood Fences by years end.

New Business

- CSC Report

- No report available for this meeting.

- Snow Removal

- Interior Snow has once again been selected as our contractor for snow plowing this season. Fortunately they were able to but a crew together to assist after the unusual dump of snow we had last week, as typical they are not on call till November 1st.

- Clubhouse Landscaping Completion

- It was discussed and agreed that the remaining Landscaping work around the clubhouse will be contracted out. This work needs to be completed in the very near future.
- we are still looking for a contractor for this work.

Couplet Update

- The re-location of the Electrical and Water surfaces required for the construction of the new development on Carrington Rd. will be happening over the next few weeks.
- The power outage to facilitate the relocation of the main Transformer is now schedule for October 29.
- No word yet regarding the final water outages for the relocation of our Pressure Reducing Valves.

Eaves Trough Cleaning

- A Contractor has not as yet been selected for this year's eaves cleaning. The scope of work to be tendered will be reliant on information received from our Roof Inspections as noted earlier in tis report.

Maintenance Calendar Review

- The Maintenance Calendar was reviewed, most items have been completed for the year with some noted changes and or deferrals.



3.

Round Table Discussion

- It was noted that lately several home owners have planting shrubs to close to the Community fences.
These fences need to be accessed for painting and repairs form now and then, and as these plants grow, they inhibit access.
- Also, any new plants and or shrubs need an approved alteration request in place before residents proceed to install these plants.

Meeting Adjourned 10.30 am.

Next Meeting - November 24th 2020, 9.00am Clubhouse Boardroom.

Welcome Committee Minutes

1. There has been an uptick in home sales in Sonoma Pines over the last several months. All new homeowners to date have had Welcome packages delivered. There will be 4 more delivered after November 1st.
2. With the opening up of the Clubhouse, the Welcome Committee has booked 3 dates (5th, 12th, 19th) to hold Welcome Information sessions in the month of November. We have invited all new homeowners from December on and informed them that space will be limited (max 6 households per session), sanitizer will be available and they have been asked to bring masks as well.
3. Twelve new owners have responded, with one declining due to be immunocompromised. I have emailed my talk outline to them. Seven owners have yet to respond and I will be reaching out to them this week.
4. The clubhouse is booked the third Thursday afternoon of each month going forward to hold sessions.

Kim Reid

Welcome Committee Chair



Couplet Update

There has been lots of action in and around our Front Entrance otherwise known as the Couplet.

Demolition of The Median and curbs has been ongoing since early October. The removal of all of our trees from the Median was unfortunate, but the intent is to replant trees closer to our upper entrance in the spring, to enhance the entrance to our community.

We have survived a 12 plus hour power outage that was required for the relocation of our power transformer. This relocation was the kick off for the construction of the Traffic Circle.

There will be a day long Water shutdown in the community this Friday November 20th to allow the relocation of the Pressure Regulation Valves that service Sonoma Pines. This should be the last Major Shut down of our Utilities

The traffic circle is proceeding in urness with a projected completion End of November. When the present work is complete the Traffic Circle will be put into service, Sidewalks will be restored and new Pedestrian Cross walks available. There will be some work to compete in the spring such as possible final lift of Pavement and Landscaping.

We are definitely looking forward to the completion of this portion of the transition of our upper entrance to our community, there will be some more growing pains in the Spring when Seymour Pacific start to populate the buildings currently under construction, and will do our best to keep our community informed of the pending challenges.

Thank You,

David Reid
Board Chairman
SPHM Ltd.
250 826 3751

Division 5 - Security and Personal Information

5.1 Key Fobs

- (1) Access to the common areas of the Clubhouse is controlled by use of Key Fobs, which may include the ability to record the time and area accessed by each Key Fob bearer.
- (2) The data recorded by the key fob system may be used alone or in conjunction with audio or video recordings as evidence of rules and regulations infractions, evidence of criminal acts, or may be used as evidence to determine responsibility for injury, damage to property, or other facts at issue in Court, Arbitration or any other hearing or dispute resolution proceedings.
- (3) The recordings will be stored by the digital recording device and may be saved indefinitely, transferred to permanent storage media, or overwritten as new data is stored on the device - all in accordance with the purposes of this bylaw.
- (4) Recorded data must be securely destroyed after 60 days unless:
 - (a) A copy of the recording was provided to a third party, in which case it must be securely retained indefinitely; or
 - (b) The Council decides to preserve data from a specific incident or series of incidents and that decision is recorded in the minutes. Such a decision must record the period of time for which the data will be preserved.
- (5) No owners, third parties or other persons will be entitled to view or receive a copy or access data, except as contemplated by the rules and regulations or required by law.

5.2 Video Security Monitoring

- (1) The common property of the Corporation is subject to video security monitoring for the purpose of recording the activities of the owners, tenants, occupants, guests, and the general public in common areas of the building. No audio recording capability is included or implemented with respect to the monitoring equipment.
- (2) Notices will be posted advising the public of ongoing video recording.
- (3) For the purposes expressed in this bylaw, all common property areas may be subject to video security monitoring.
- (4) The video security monitoring system will operate 24 hours per day, seven days per week and will be used to record all activities in the common areas of the Corporation for security purposes, including without limitation, the purpose of obtaining useable evidence of illegal acts and/or infractions of the bylaws of the Corporation and the cause of any damage to property, or other loss or damages, including verification of identify of persons responsible and potential witnesses, and to deter misconduct.
- (5) The recordings may be used as evidence of bylaw infractions, evidence of criminal acts, or may be used as evidence to determine responsibility for injury, damage to property, or other facts at issue in Court, Arbitration or any other hearings or dispute resolution proceedings.
- (6) The video security monitoring recording system as outfitted from time to time will include a number of cameras and central recording system which will be kept in a secure locked location and will be password protected for access only by current members of the Board.

(7) The recordings will be stored by the digital recording device and may be saved indefinitely, transferred to permanent storage media, or overwritten as new data is stored on the device – all in accordance with the purposes of this bylaw.

(8) Recorded data which is no longer required for any valid purposes must be securely destroyed after 1 year unless:

- (a) A copy of the recording was provided to a third party, in which case it must be retained indefinitely,
- (b) The Board decides to preserve recordings from a specific incident or series of incidents and that decision is recorded in the minutes. Such a decision must record the period of time for which the recordings will be preserved.

(9) No owners, third parties or other person will be entitled to view or receive a copy of the video security monitoring recordings, except as contemplated by the bylaws or required by law.

(10) The Corporation does not guarantee that the system will be in constant use or operation, and operation of the system may be suspended or interrupted for technical reasons, or by direction of the Board.

5.3 Disclosure of Recordings and Access Data

(1) Video recordings and key fob access data collected or recorded pursuant to this division may be viewed or disclosed under the following circumstances:

- (a) Review may be conducted at any time by any current Board member in furtherance of their legitimate duties to the Corporation.
- (b) A copy may be made, retained and used internally with respect to any time period, incident or series of incidents, as directed by majority vote of the Board in furtherance of their legitimate duties to the Corporation as determined in the sole discretion of the Board.
- (c) Disclosure of a copy must be made pursuant to a Court Order, Subpoena, Warrant or equivalent authorization – including any valid demand for inspection or production of relevant documents pursuant to Court Rules, or Rules of Arbitration or equivalent proceedings – in accordance with the terms of the authorizing document, order or rule.
- (d) By any person making a request to review or obtain a copy of that person's own personal information as recorded, provided that the consent of any other individuals recorded contemporaneously are obtained.
- (e) A copy may be made, kept, used and/or disclosed to a third party if the Board determines by majority vote that disclosure is consistent with the purpose of this Division, and is in the best interests of the Corporation or any owner or occupant.
- (f) Without limiting any of the foregoing, information, data, a recording or copy of a recording collected pursuant to this Division may be made, retained, used and/or disclosed if the Board determines by majority vote that the copying, retention, use or disclosure is necessary to preserve the interests of the Corporation or any owner, tenant, or occupant by advancing a criminal or regulatory complaint, a civil claim or an insurance claim.

(2) Recordings or copies of recordings disclosed to a third party pursuant to this bylaw may be used, retained and disclosed by other parties in accordance with their privacy policies.

(3) Any party requesting an appointment to review or copy any data or recording kept pursuant to this Division for any purpose other than a purpose of the Corporation is responsible to pay in advance the reasonable expenses of the Corporation related to that request regardless of whether the review provides the data requested or not. The Corporation is not required to review or copy the data or recordings if the person making the request refuses to pay the costs as outlined above, absent a Warrant, Court Order Subpoena or similar requirement binding upon the Corporation.

(4) A log will be kept by the Corporation to record any person who accesses, reviews or copies any data or recording kept pursuant to this Division, including the date and time of access, the full name of the person accessing the data or recording, the date and time of the data or recording, the purpose of the access and whether or not a copy was obtained.