

**Sonoma Pines Homeowners Management Ltd**  
**Special Meeting of the Board of Directors**  
**October 9<sup>th</sup> , 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.