



Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
December 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	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 9:00 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:

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

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

MOTION: The agenda to be approved as amended.

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

Under New Business:

- January Special General Meeting
- Parking on Sonoma Pines Drive Couplet
- Construction Vibration Issues

2) Approval of the Board Minutes of November 5, 2020

MOTION: The minutes for the Board Meeting of November 5, 2020 be approved as amended.

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

3) Approval of Special Board Minutes of November 19, 2020

MOTION: The minutes for the Special Board Meeting of November 19, 2020 be approved as amended.

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

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.

MOTION: The Board accepts the Community Services Coordinator Report.

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

5) Presentation by John Cole, Chair of the Council and Prairie District, WFN: John Cole gave a short presentation to the Board talking about what his position is with WFN and what he will bring to the table and how he will represent his district. John Cole also will give monthly updates on projects that will be happening with Westbank First Nations and he will also be attending monthly Board meetings.

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

7) Adoption of Committee Reports as Circulated

- a) **Management Report:** During the past month Lloyd has been in touch with Marsh Canada and Corix regarding insuring the gas and electrical services in the ground and they did confirm it is their responsibility. Once they advise as to the value of the services, Kent MacPherson will be contacted to revise the most recent appraisal for our community so that our insurance policy can be adjusted which should result in a savings to the owners.
- b) **Clubhouse Committee:** Tom McEwan gave a verbal report to the Board about the clubhouse being closed until 12:00am, December 7, 2020 due to the Covid-19 pandemic. More information to follow after the December 7.
- c) **Communication Committee:** There was nothing new to report from the Communication Committee.
- d) **Finance Committee:** Terry Cross gave a verbal report to the Board on what is happening with the financials in Sonoma Pines.

Malcolm Metcalfe left the meeting at 9:27am

- e) **Insurance Committee:** A written report is attached.
- f) **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 insurance policies due in December have been notified by email that their policies are due for renewal.
- g) **Irrigation Committee:** A written report is attached.
- h) **Landscape Committee:** A written report is attached.
- i) **Maintenance Committee:** A written report is attached.
- j) **Safety & Security Committee:** There was nothing new to report from the Safety & Security Committee. The Safety & Security Committee is scheduled to meet in December.
- k) **Social Committee:** The Board would like to thank the Social Committee for decorating the inside and outside of the clubhouse for Christmas.
- l) **Welcome Committee:** A written report is attached.

MOTION: The Board accepts the above submitted Committee Reports in number 7 above.

Moved by Lloyd Searcy, Seconded by Murray Reiter, 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 Lloyd Searcy, Seconded by Tom McEwan, and Carried (Unanimous)

- a) **4120 Solana Place** - Installation of a retractable sun shade
- b) **3841 Sonoma Pines Drive** - Installation of a solar tube
- c) **4114 Solana Place** - Installation of two solar tubes
- d) **3847 Sonoma Pines Drive** - Insert window panel into front exterior door
- e) **2159 Serrento Lane** - Installation of an awning

9) **Alteration Agreements** - There were no alteration agreements for this meeting.

10) **Old Business:**

- a) **Efflorescence Issue:** There is a residence review scheduled for Monday Dec 7th by members of the board and a few of the home owners to evaluate the current situation. Comments to follow.
- b) **Lower RV Lot:** Owners will have a chance to vote at the January Special General Meeting on whether they want the lower RV lot.
- c) **Lot 347 Couplet:** The Roundabout is substantially complete, and in full use. There are some seasonal deficiency's such as final paving and landscaping to be completed in the spring. There will be no parking allowed on the couplet area, either by construction workers or SP Residents.

Malcolm Metcalfe returned to the meeting at 9:50am

MOTION: The Board accepts the Pusher Mitchell invoice of 6,891.15.

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

11) New Business:

- a) **January Special General Meeting:** The Special General Meeting is scheduled for 11:00am January 28, 2021 and it will be by restricted proxy. The information package will be sent out the first week of January.

MOTION: The Board agrees that a Special General Meeting by Restricted Proxy will be set for 11:00am January 28, 2021.

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

- b) **Parking on Sonoma Pines Drive Couplet:** David Reid spoke with the construction workers that they are not to park their vehicles on Sonoma Pines Drive.
- c) **Construction Vibration Issues:** We currently have six homes that have reported either dry wall cracking, rattling windows, and or basement floor cracking to their homes caused by the process of construction of the condos and town homes by Broadstreet Properties. The Board has been in contact with Broadstreet and have confirmation from them that they will be getting their Insurance company involved to review and hopefully resolve these issues.

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

13) Termination

The meeting was terminated at 10:09am

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 **January 7th, 2021**.

Sonoma Pines Homeowners Management Ltd
Special Meeting of the Board of Directors
November 19th, 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
Bob Bassett, *Ex-Officio*
Charlie Milazzo, *Ex-Officio*

Two key items for the RV Lots were discussed. The first involves the payment of GST. As we have now passed the annual revenue threshold of \$30,000, we are required to charge and remit GST payments on all revenues from the upper RV location. The lower lot remains under the management of an outside contractor and will be unchanged from current status.

Be it MOVED that **the GST shall be applied to the Upper RV Lot charges effective January 1, 2021.**

Moved by Murray Reiter, seconded by Lloyd Searcy, Carried (Unanimous)

Regarding the RV Lot

There is another opportunity to purchase the lower RV lot, at a reduced price. Rykon will either sell the RV lot to us or will build 4 new homes on the property. There was considerable discussion on the two options, and a motion to allow owners to vote on any decision was made. The Board believes that there can be an additional 5 stalls created in the Lower RV Lot for an investment of \$10,000. This would reduce the payback time to the Contingency Reserve Fund.

Be it MOVED that **the Board proceed with a plan to purchase the lower RV lot at a cost of \$250,000 plus GST and an additional \$10,000 for site improvements subject to a 75% vote of approval of the shareholders at an SGM to be held in January 2021.**

Motion by Murray Reiter, seconded by Lloyd Searcy, Carried(Unanimous)

Meeting adjourned 11:00 AM

Community Services Coordinator Report for November

- 1) At the beginning of the month all single family and Multi-family irrigation blow outs were complete. The early snow brought some challenges indeed. The lower temperature had us worried with single family homes having external lines still filled with water. Evergreen made sure single - family homes were done before the lowered temp of -10 overnight. The temps then rose back up to + 10 in the next week and multi-family homes were then completed. The last section to be completed was clock one that was up by the construction area. With so much of our irrigation being removed from that area Evergreen had a huge problem blowing out the lines from this area. It occurred an additional cost for blow outs of \$1600.00. David Reid will speak to the developer about restitution for this amount. Blow outs will be moved week earlier due to the early winter arrival.
- 2) House painting this year did have it challenges. The contractor had problems with staffing and weather issues. He completed all but 3915 & 3917 Sonoma Pines Drive, 2200 & 2202 Alvarado Trail and 2113 & 2115 Talavera Place. With winter closing in these units will be finished in the spring
- 3) Asahi Landscaping has been pushing hard to complete their task of completing the trimming of everything in the community. They have struggled a little with the pandemic with staffing and the weather conditions have not been favorable for doing anything outside. Asahi Landscaping also asked counsels permission to work weekends to finish what he had left to do. That was followed up with yes reply from all. The last thing they had to deal with is power cords and light displays all littered on the lawn. It makes their job a little tougher but keeps them in the festive feeling.
- 4) The alarm in the Upper RV Park went off a few more times over the month. Found a trailer in a spot was backed way too far against the fence blocking the beam that circles the perimeter. Call placed to the owner and had him move his trailer ahead a few feet. All the protocols set out for the alarm worked perfectly.
- 5) Roof Doctor called to inspect roofs on Acacia lane. Had a continuing problem at 3819 Sonoma Pines Drive. Water is seeping into the window frame and dripping on the sill. One problem identified was the small plastic screens used to attach the downspouts on are clogging with very minimal debris in the gutter. I have a company that are cutting the screens off and replacing them with a whisk type filter that will let the debris pile up but will still allow water to flow out of the gutter. Another problem that was identified was a screen that was left on a dryer roof vent since construction. It was removed along with a good amount of dryer debris.

At this time I wish everyone a Merry Christmas and a Happy New Year

Blake Elsasser
Community Services Coordinator



INSURANCE COMMITTEE REPORT

December 1, 2020

It has been confirmed by Corix Utilities that they do insure their underground services. Since 2004 the Corporation has also insured those services which amounts to duplicate coverage. Corix has been asked to provide a replacement cost for those underground services which has the potential following impacts:

1. Kent MacPherson, the company that provides our insurance appraisal will be asked to revise the January 2020 insurance appraisal.
2. Once the Kent MacPherson insurance appraisal is revised, we can reduce the coverage under our common insurance policy. The savings are unknown at this time.

Similar questions are being asked of Telus and Shaw who provide underground services for telephone, internet and cable services.

Kent MacPherson also produces our Depreciation Report every three years and has included the replacement cost of the underground electrical and natural gas services in their projection, resulting in an over contribution to the Common Contingency Reserve Fund for those services.

Irrigation & Water Conservation Committee

MONTHLY MEETING MINUTES

Date: November 23rd, 2020

Time 9:00

Location: Sonoma Pines Clubhouse - 3999 Sonoma Pines Drive

PRESENT: Gary Sears - Chair, Brent Voss, Mike Wilding, Mike Trenn.

Agenda

1. Call to Order: 9:00
2. Additions to agenda – none.
3. Adoption of October 2020 minutes m/s/c
4. Financial Report – monthly financials not available until later this week. Gary will update report before the board meeting.
5. CSC Report – no report tabled
6. Old Business
 - a. Battery clock removal – no change from last report.
 - b. Computer purchase – no change from last report.
 - c. Software purchases – still need to purchase software this year.
 - d. Field infrastructure tagging system. Need to purchase brass or stainless steel tags, rivet gun and rivets – approx. \$500.
 - e. Year end annual report – to finalize before January
7. Water Conservation
 - a. Water Conservation Tips – still a work in progress.
8. New Business
 - a. 2021 capital projects.
 - b. GlenGrow compost application – to be submitted for 2021 budget.
 - c. Have Blake get MF Irrigation digital file from Asahi to incorporate tag identification.
 - d. Battery Clock Removal – review financial cost/benefit for remaining battery clocks.
 - e. Drawing updates – Get files from Vern and update laptop this winter.
 - f. Annual historical expenses – examine trends, opportunities, and direction.
 - g. Discussion on how to identify the types of irrigation repairs made by Evergreen and Asahi. We will invite Kevin (Asahi) to discuss coding system on invoices.
10. Correspondence. None.
11. Next Meeting January 4th, 2021 at 9 am.
12. Adjournment at 10:20 am.

SONOMA PINES MONTHLY IRRIGATION BUDGET 2020/2021

As of October 31, 2020 - 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	\$3,563.32 over
Sept 2020	\$786.56	Balance	\$4,349.88 over
Oct 2020	\$436.35	Balance	\$4,786.33 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
Oct 2020	\$789.29	Balance	\$4,315.98 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
Landscaping Report
November 5, 2020
Dec

Expenditures year to date

Prune 60 Oak and Linden trees along Sonoma Pines Drive	5,520.00
Clear grass around Oak trees/ install mulch for better aeration	<u>4,451.00</u>
Total spent to date	<u>9,971.00</u>

There have been no requests for Landscape alterations year to date.
Have had several requests for assistance with Asahi regarding mowing, pruning etc that have been looked after.
Have received several requests for clarification on changing plants, etc.

Will be setting up a meeting with committee to discuss remaining trees, replanting trees, removing dead grasses, and to establish a priority list.

After the freak snow storm we had several trees with broken limbs that have been attended to by Blake and Vern.

Murray Reiter



Sonoma Pines Home Owners Management Ltd.

Maintenance Meeting Nov 24th, 2020 Agenda

Date and Time: Nov 24th – 9.00am SPHM Ltd. Up Stairs Great Room

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

Absent:

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.

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

- Up Date Required

Fence Repairs, Replacements and Painting

- Update Require
- - 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.

New Business

- CSC Report
- Irrigation update



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

Round Table Discussion

Next Meeting -

Welcome Committee Minutes

1. With the opening of the clubhouse, with pandemic protocol being adhered to, the Welcome Committee held three orientation/information sessions: November 5th, 12th and 19th.
2. There were a total of 21 homes that were in attendance over the three sessions.
There are 7 homes that have not responded to invitations. I will send (email) them my session notes for their review.
3. There will be 5 new homes to be orientated after their move in date of December 1st, 2020. The date is tentatively December 17th but will depend on COVID restrictions in place at that time.

Cheers
Merry Christmas

Kim Reid
Welcome Committee Chair