



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes

January 7, 2021

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.malcolm@gmail.com
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 9:02 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 items were 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 Old Business:

- Efflorescence Issue
- January Special General Meeting

2) Approval of the Board Minutes of December 3, 2020

MOTION: The minutes for the Board Meeting of December 3, 2020 be approved as amended.

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

3) Approval of Special Board Minutes of December 10, 2020

MOTION: The minutes for the Board Meeting of December 10, 2020 be approved as amended.

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

4) Presentation by John Cole, Chair of the Council and Prairie District, WFN: John Cole gave a short presentation to the Board talking about what has been happening in the district that he represents. An information attachment from the West Kelowna Fire Rescue has been attached with these minutes.

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.

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

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

7) Adoption of Committee Reports as Circulated

- a) **Management Report:** A written report is attached.
- b) **Clubhouse Committee:** There was nothing new to report from the Clubhouse Committee. The clubhouse is still closed to all homeowners with exception of the library.
- c) **Communication Committee:** Malcolm Metcalfe did not submit a full report, but did discuss the potential move of the website to a Burnaby Internet Services Provider. Malcolm Metcalfe is awaiting a formal quotation on the cost to complete the move and to host it on an ongoing basis.
- d) **Finance Committee:** Terry Cross gave a verbal report to the Board on what is happening with the financials in Sonoma Pines.
- e) **Insurance Committee:** There was nothing new to report from the Insurance Committee.
- 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 January have been notified by email that their policies are due for renewal.
- g) **Irrigation Committee:** A written report is attached
- h) **Landscape Committee:** There was nothing new to report from the Landscape Committee.
- i) **Maintenance Committee:** A written report is attached
- j) **Safety & Security Committee:** A written report is attached
- k) **Social Committee:** There was nothing new to report from the Social Committee.

I) **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 Malcolm Metcalfe, 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 an interior gas fireplace

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

10) Old Business:

- a) **Lower RV Lot:** There is no new information to report on the lower RV lot. There will be more information to follow after the January 28, 2021 Special General Meeting.
- b) **Lot 347 Couplet:** Lloyd Searcy reported that the final documents respecting the court case related to Lot 347 had been filed and the law suit has been dismissed. No further action is required in that regard.
- c) **Spalling Issue:** Lloyd Searcy had written Rykon regarding the issue of spalling and has received an email indicating that Rykon believes that there is nothing further to do with this issue. The Board requested that Lloyd Searcy contact Rykon again to press the issue as, from the Board's perspective, this issue has not been resolved.
- d) **January Special General Meeting:** The Board approved the Special General Meeting package that has been emailed to all homeowners. The Special General Meeting will be broadcast live via Zoom. The Special General Meeting is scheduled for 11:00am Thursday, January 28, 2021.

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

12) In Camera: There were several in camera discussions for this meeting with decisions reached.

13) Termination

The meeting was terminated at 9:45am

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 **February 4th, 2021**.

SPECIAL BOARD MEETING

9AM December 10,2020

Present:

Dave Reid, Lloyd Searcy, Murray Reider, Gary Sears, Tom McEwan and Terry Cross

Absent: Malcolm Metcalfe whose proxy was assigned to Lloyd Searcy

Bob Bassett, Ex Officio

Meeting called to Order at 9:00 AM

Meetings to be held Electronically under certain circumstance

The Board discussed the upcoming Special General Meeting on January 28, 2021 and felt that, due to Covid-19 restrictions, it would be ill advised to have a meeting where large numbers of shareholders would attend. The question of a Zoom meeting was discussed and it was agreed that, since the meeting would be held by Restricted Proxy and no amendments are permitted, that there was limited value in holding the meeting with Zoom.

The Board agreed that it made sense to have informational sessions later this month, possibly by Zoom, that would allow owners to ask questions respecting the upcoming resolutions. The homeowners would also be given the opportunity to submit questions in advance that could be answered at the informational meetings.

BE IT MOVED *that the Board of Sonoma Pines Homeowners Management Limited shall, under exceptional circumstances as defined by the Board at its sole discretion, permit Annual or Special General meetings to be held electronically and that the Corporation may, if it deems it appropriate, restrict or prohibit attendance by shareholders and all voting at such meetings may be conducted by Restricted Proxy.*

Moved by Lloyd Searcy, Seconded Murray Reider, Motion carried

Bylaw Respecting Behaviour

The Board discussed the issue of respectful behaviour in the community and agreed that the following Bylaw should be added to the amendments for the SGM on January 28, 2021.

Homeowners and tenants shall remain respectful at all times and shall not threaten, harass or attempt to intimidate their neighbours, employees of the Corporation, volunteers, Board members or service providers within the community. Violations may be subject to the maximum fine allowable under the Bylaws upon the first offense.

Gate Resolution

The Board discussed the gate resolution for the upcoming Special General Meeting. The Board reviewed the recent survey from the homeowners respecting the gates and of the 271 responses, 83.4% of the owners wanted the gates installed due to safety and security issues. It was agreed

that according the Articles of Incorporation that this resolution would be Special Business and would require a 2/3 vote of the owners.

It was agreed that the resolution should revise the current Common Operating Budget to permit the purchase and installation of the gates and related equipment from within the current total budget; to designate the lower gate as the Main Entrance; and to upgrade the controls on the lower gate to match those of the new upper gates; and to borrow funds from the Multifamily Operating Fund to compete the installation with that loan to be repaid in the 2021/2022 budget.

Br it Moved that the following Special Resolution be placed on the agenda of the Special General Meeting to be held on January 28, 2021.

Moved by Lloyd Searcy, Seconded by Tom McEwan motion carried

BE IT RESOLVED *by a 2/3 vote of the shareholders of SPHM Ltd. that due to concerns related to safety and security, the shareholders direct the Corporation to:*

- 1) Install electronic gates at the Carrington Road entrance to Sonoma Pines at an estimated cost of Forty-five Thousand Dollars (\$45,000) plus applicable taxes;*
- 2) Designate the lower gates as the Main Entrance to Sonoma Pines and;*
- 3) Upgrade the software functionality of the lower gates to the Community with the software and related costs estimated at Seventy-five Hundred Dollars (\$7,500) plus taxes to be funded from the Common Operating Fund.*
- 4) To revise the allocations, as required, within the Common Operating Fund to fund this installation while staying within the total Operating Budget for Sonoma Pines approved at the Special General Meeting on July 31, 2020;*
- 5) If necessary, to borrow any shortfall required for this installation from the Multifamily Operating Fund to be repaid from the Common Operating Budget in 2021/2022;*

Other Bylaw Amendments

The Board reviewed portions of the Alteration Reference Table and agreed that it needed to be updated and that it should be an Appendix to Schedule E but not necessarily be a Bylaw. However, the Bylaws should be amended to include reference to the Alteration Reference Table and that all owners, including single family homeowners, would be required to submit an Alteration Request for any work described in the Alterations Reference Table.

Meeting Adjourned at 10:00AM

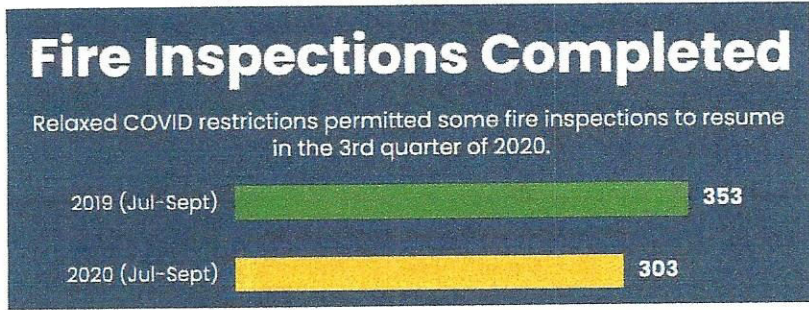
West Kelowna Fire Rescue Q3 - 2020



OVERALL STRENGTH	Career Firefighters	Paid-On Call Firefighters	Admin & Chiefs	Prevention
87.6	40	39	5.6	3

4 Paid-On-Call Firefighters Recruited
They are all NFPA 1000 qualified, shortening their initial training period - lowering cost and hours required to place them into active service

155
 Hours of Service at the Christie Mtn Wildfire



51 FireSmart Grants Provided
 \$51,000 in funds provided. Residents eligible for up to \$500 for mitigation activities on private land

13 High Angle Rescues during the 3rd quarter of 2020

1400+ Visits to the WKFR COVID-19 internal website

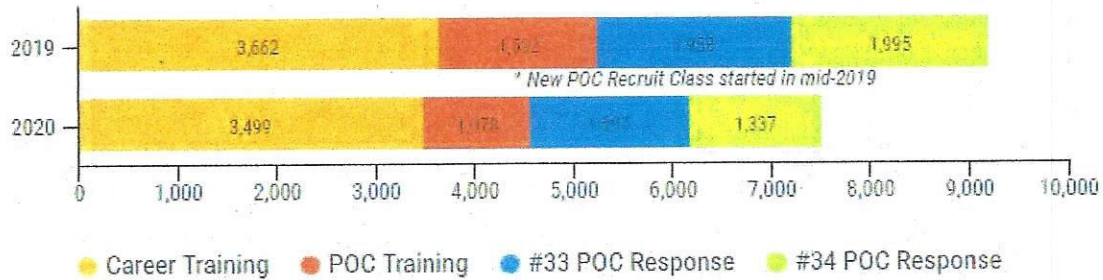
\$\$\$ Lost & Saved



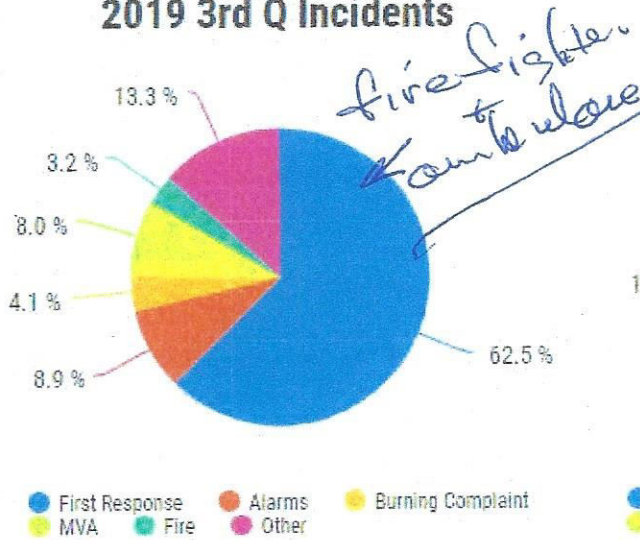
Dollars lost represents the value of property damaged due to fire events, while dollars saved represents the property value undamaged and saved. This metric is useful to evaluate the effectiveness of fire service.

West Kelowna Fire Rescue Q3 - 2020

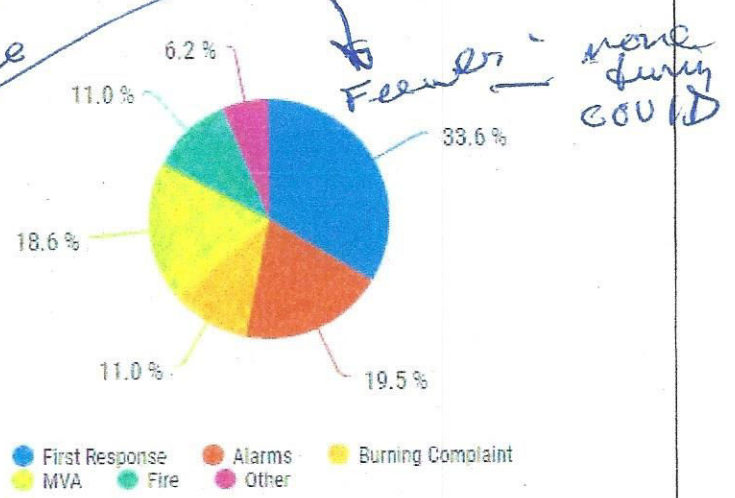
Activity Hours



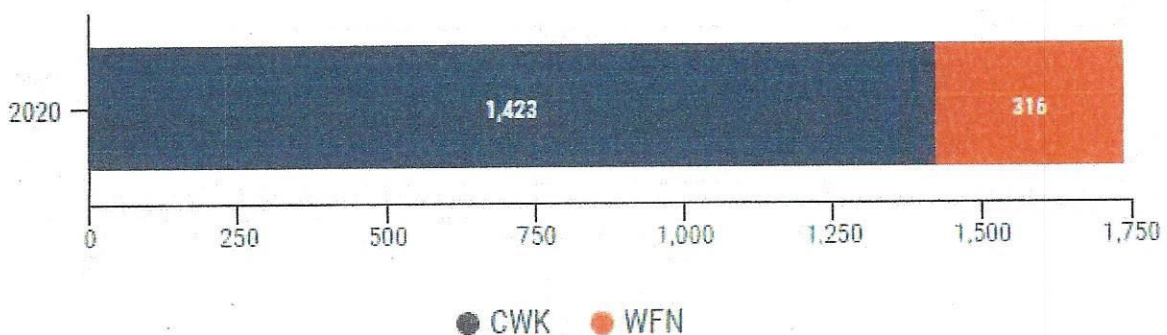
2019 3rd Q Incidents



2020 3rd Q Incidents



Incident Locations (YTD)



West Kelowna Fire Rescue Q3 - 2020

First Medical Responder Program Update

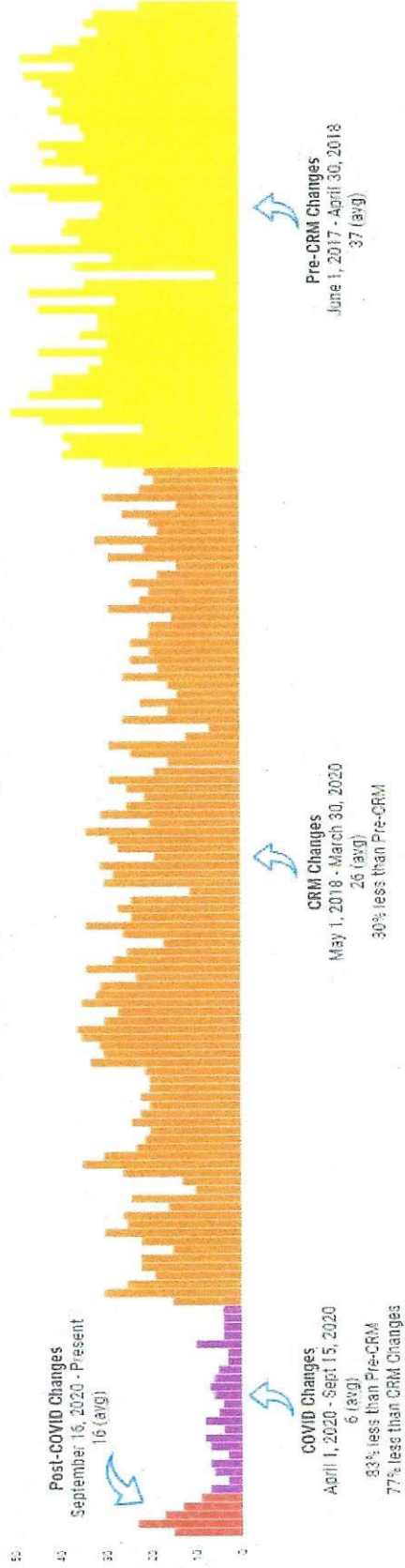
(as of October 2020)

Fire Department First Responders play a critical role in responding to urgent medical calls and their quick arrival can mean the difference between life and death. They also play an important role in supporting paramedics upon their arrival.

Changes to the BC Ambulance "Critical Response Model" (CRM) continue to affect the number and type of medical calls that are attended by WKFR.

- May 2018 - BC Ambulance reduced the types of calls attended to by WKFR, removing some less critical call types (30% reduction)
- April 2020 - BC Ambulance stopped sending WKFR to all calls except cardiac arrest and overdoses (83% reduction) due to COVID
- September 2020 - BC Ambulance resumed sending WKFR to some calls (56% reduction still remains) as COVID/PPE had stabilized

WKFR Weekly First Response Calls (2020-2017)



Community Services Coordinator Report for December

- 1) I received an email from a resident at 3869 Sonoma Pines Drive about Asahi destroying some of their Christmas decorations while doing their final clean up. Decorations were hidden in the grass owner seemed a little disappointed in her email, but Kevin advised me it was the worst verbal assault he had ever had from an owner to date. Informed the owner of this and I have heard nothing back from them.
- 2) Informed by a resident Pack Rat Movers backed into a light standard at 3899 Sonoma Pines Drive. It was bent to 20 degrees. The owner was advised and stated he would investigate it and make it right.
- 3) Garbage count was done, and it turn out there was 475 cans out in the month of December. All information has been sent to the board for review.
- 4) Assa Abloy was out to repair the lower gate. The bottom-clamp broke off the bottom of the gate. The gate was repaired the next day.
- 5) I had a few parking issues to deal with on Sonoma Pines Drive. Most were people having renovation work done on their homes and they needed to park their vehicles on the road to allow workers to complete the work.
- 6) Had a significant snow fall between the last 2 weeks of December. The snow contractor tried to keep up but was a little unprepared to handle the volume of snow that came down as it was very heavy and wet. Sonoma Pines Drive was cleaned but the other branch streets were missed and created icy conditions. A different contractor was brought in to apply salt to the icier side streets to make it easier to walk on. The milder temps also assisted in the breakdown of ice on the roads.
- 7) Crystal glass out to investigate a couple of homes that had deficiencies in the installation of their windows or the thickness of glass. I expect to have reports back and a list of solutions for the first part of the month.

Blake Elsasser
Community Services Coordinator



Report of the Managing Director

January 7, 2021

1. The Board held a Special Board Meeting on December 10, the minutes are appended to the Board agenda. The Board discussed requirements for the upcoming Special General Meeting on January 28.
2. The Managing Director met with the Company lawyer to sign share certificates and other documentation.
3. The Board Chair and Managing Director met with Mike Makin of Coldwell Bankers to discuss potential changes to the contract between the Company and Coldwell Bankers.
4. The Board Chair, Managing Director and Board Secretary reviewed spalling damage to homes on Solana Place.
5. The Managing Director hosted information sessions on the upcoming Special General Meeting on December 17th and 18th.
6. The Managing Director contacted Rykon respecting the issue of spalling and efflorescence on homes in the community with no response as yet.
7. The Board met on December 22 to review changes to the Articles and Schedule E. Redrafts were circulated.
8. The Managing Director contacted Corix regarding insurance coverage on the underground gas and electrical services but has not received a response as yet.
9. The Board Chair and Managing Director met with the Community Services Coordinator respecting changes to his job description.
10. The Managing Director was in contact with Interior Snow Clearing respecting clearing standards within the community.
11. The Managing Director arranged for Interior Snow Clearing to salt the roads on December 29th as Interior Snow Clearing does not have that product available.
12. The Managing Director finalized the SGM package and circulated to the Board for review.

SONOMA PINES MONTHLY IRRIGATION BUDGET 2020/2021

As of November 30, 2020 - Note: all the monthly detail is on the monthly financial detail

Common:

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

Laptop	\$1,031.29	Balance	\$2,968.71
Monitor & Mouse	\$468.34	Balance	\$2,500.37
CAD Software	\$271.01	Balance	\$2,229.36
Tower for office	\$682.28	Balance	\$1,547.08
Office monitor	\$197.11	Balance	\$1349.97
Office Printer	\$841.56	Balance	\$508.41

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
Nov 2020	\$483.11	Balance	\$5,269.44 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 - Costs to repair area around clubhouse approx \$1600
Aug 2020	\$4,802.10	Balance	\$1,005.76
Sept 2020	\$4,532.47	Balance	\$3,526.71 over - Parts and labour for battery clock removal approx \$1500
Oct 2020	\$789.29	Balance	\$4,315.98 over
Nov 2020	\$1,339.61	Balance	\$5,655.59 over



Sonoma Pines Home Owners Management Ltd.

Maintenance Meeting Dec 15th, 2020 Meeting Minutes

Date and Time: Dec 15th – 9.00am SPHM Ltd. Up Stairs Great Room

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 -

- The roof inspections were completed on Acacia Lane. With full use of required PPE.
- It was identified that the major concern on these roofs was the poor drainage of the eavestroughs. It appears that the holes and strainers that drain into the downspouts currently installed in eaves troughs of these homes is too small and restricting the flow of water and causing a backup of leaves and debris. This is causing the premature overflow of the eavestroughs. We are looking at installing larger diverters in these eaves in the near future. There are many other homes in the community that will be retrofitted in this manner if this proves effective.

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.
- This cleaning with a mild acid wash proved to be very efficient, we will be looking at doing more of these power washes on selected homes in the spring, perhaps delaying any painting requirements for a couple of years.
- Left in the minutes as a reminder!

House Painting – Progress

- The homes not completed this year will be first ones on the schedule for next spring.



- Clubhouse Landscaping Completion

-The final landscaping at the Clubhouse did not get completed this fall. Just left it to late and could not find a landscaper that had time in the late fall to commit to the work.
We will finalize the work in the spring, possibly with a community work bee, if COVID-19 lets us.

○

New Business

Window Issues

Blake has contacted Crystal Glass to come and review a few ongoing window issues, they will be on site first week in January.

Maintenance Calendar Review

- The Maintenance Calendar was reviewed and we are basically complete all of our annual maintenance requirements for 2020.
- The remaining actions are related to creating the budget for next year's Calendar

Round Table Discussion

-No new issues identified.

Next Scheduled Meeting - Tuesday January 12th. 9.00am

Safety and Security Committee

December 8, 2020

Attending Lloyd Searcy, Paul Kaiser, Greg Marshall, Darrell Bellamy, Bob Scruton, Blake Elsasser, Charlie Milazzo.

Front Gate:

Lloyd provided the committee with an update on the front gate. A motion will be going to the shareholders in January.

Parking Enforcement:

It is a recommendation to the board that a towing company be awarded a contract to tow from Sonoma Pines and add signs to indicate the contract. With that, several members of the board and Blake be given a PIN number to authorize the towing of a vehicle,

Treatment of Contractors:

Blake was made aware of some contractors being verbally abused. Llyod will be adding a by-law to address this issue.

Speeding on Sonoma Pines Drive

This seems to be an ongoing issue. The committee is waiting for quotations on installing traffic calming devices on Sonoma Pines Drive. Costing will be included in the Safety and Security budget request for 2021/22.

The next meeting will be on February 2 at 10 AM Great Room, Sonoma Pines Clubhouse. We like to see new volunteers for the committee. Please attend if you would like to contribute to this committee.

Welcome Committee Minutes

The Welcome Committee was unable to hold any welcome sessions during December due to the COVID restrictions. However, Welcome Packages were delivered to seven new homes.

We will continue to distribute the welcome packages to any new homeowners. Welcome sessions for homeowners who have not yet attended will recommence when we are able to use the clubhouse again.

Kim Reid
Welcome Committee Chair