



Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
February 4, 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@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

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 Lloyd Searcy 9:05 a.m.

Attendance

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

Guest: John Cole, Chair, WFN Advisory Council

Recorder: Sheila Cole

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

- a) Water sewage charges for WFN residents
- b) Waste collection
- c) Administration office space
- d) Clubhouse COVID-19 Protocol
- e) Upper Entrance Gate
- f) Purchase of new laptop
- g) Bi-Monthly Board meetings

**Motion: The agenda to be approved as amended.
Moved by Lloyd Searcy, Seconded by Terry Cross and Carried**

2) Approval of the Board Minutes of January 7, 2021

**Motion: The Minutes of the Board Meeting of January 7, 2021 be approved as amended.
Moved by Malcolm Metcalfe, Seconded by Murray Reiter and Carried.**

3) Presentation by John Cole, Chair of the Westbank First Nations Advisory Council:

John Cole provided an update of the projects and/or developments of WFN. WFN is in the preliminary process of budgeting. Once that is finalized he will provide the Board with higher level detail. If the Board would like to have a more detailed discussion on WFN developments, with the Board's permissions, John will ask a WFN representative to attend a Board meeting. There was one enquiry from a Sonoma Pines resident regarding the road from the lower Sonoma Pines gate and Boucherie Road southbound. That road is in significant disrepair. The road is under MOT and there will be further discussion as to when the repairs are going to be completed. At this time, WFN does not have any further information.

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 Community Services Coordinator Report be approved.
Moved by Lloyd Searcy, Seconded by Terry Cross, and Carried.**

5) Correspondence:

There was no correspondence.

6) Adoption of Committee Reports as Circulated

- a) **Management Report:** Report attached
- b) **Clubhouse Committee:** No report
- c) **Communication Committee:** Report attached
- d) **Finance Committee:** Report attached. Terry Cross is resigning from the Board as they are moving from Sonoma Pines. Murray Reiter has joined the Finance Committee to take on Terry's responsibilities. A thank you went out to Terry for all of his service to the Board.
- e) **Insurance Committee:** No report
- f) **Irrigation Committee:** Report attached
- g) **Landscape Committee:** No report
- h) **Maintenance Committee:** No report
- i) **Safety & Security Committee:** Next Meeting Tuesday, February 8, 2021
- j) **Social Committee:** No report
- k) **Welcome Committee:** No report

**Motion: The Committee Reports be approved as presented.
Moved by Murray Reiter, Seconded by Gary Sears, and Carried.**

7) Alteration Agreements

There were no alteration requests presented at this meeting.

There was one application that was pre-approved for 2147 Talavera Place to replace shrubs removed by previous owners.

8) New Business

a) **Foundation Concrete Spalling:**

Everything that can be done with respect to the spalling has been done, however, the spalling continues. With the Board's approval, Lloyd Searcy will have further discussions with Rykon.

b) **Lower RV Lot:**

At the Special Meeting of January 28, 2012, homeowners approved the purchase the lower RV lots (Lot 346-151 and Lot 346-164). The funds to purchase the lots will come from the Common Contingency Fund. Current lot numbers are "grandfathered" provided renters are Sonoma Pines homeowners, and lots must be kept free of garbage and debris.

Motion: Be it Moved that the Board of SPHM Ltd. complete the purchase of Lot 346-151 and Lot 346-164, commonly referred to as the "lower RV lot" from 1074366 B.C. Ltd., for Two Hundred and Fifty Thousand Dollars (\$250,000.00) plus the Goods and Services Tax with a closing date of February 28, 2021.

Moved by Lloyd Searcy, Seconded by Murray Reiter, Carried.

c) **Lot 347 Couplet:**

Over the course of the month of January, the lawsuit against WFN was dismissed. Dave Reid will approach representatives of Broadstreet Properties as the original development proposal indicated that the developer would share costs. SPHM Ltd., is currently managing the maintenance of the road portion.

9) New Business:

a) **Water and sewer charges for WFN residents**

WFN members living in Sonoma Pines do not pay for water and sewer charges. SPHM Ltd., pays the amount in bulk and charges homeowners within the monthly fees. A request has gone to WFN to provide SPHM Ltd., with a method that provides WFN with the savings. There should be a "zero" line item on the bills for those WFN members living in Sonoma Pines. Gary Sears will review bill and provide update.

b) **Waste collection**

The contract for waste collection is coming up for renewal on March 1, 2021. Three RFPs have been sent to different companies. There was discussion regarding auto can pick-up and, even though, homeowners rejected the larger sized bins, smaller bins could be a consideration. Bi-weekly garbage pick-up during the winter months was also discussed with weekly pick-up resuming in the summer. Once quotes have been received all suggestions will be re-addressed.

c) **Administration office space**

There was some discussion with respect to doing some renovations in the administration office space to make the existing office larger. Further discussions will take place once the new Administrators have had a chance to provide their input in the upcoming months.

d) Clubhouse COVID-19 Protocol

Homeowners were reminded that they should sign in when entering the clubhouse and downstairs administration office, and that masks are mandatory.

e) Upper Entrance Gate

At the Special Meeting of January 28, 2021, homeowners approved to award contracts for the installation of the upper gates.

Motion: Be it Moved that the Board of SPHM Ltd. award a contract to AVS in an amount estimated at \$13,322.40 including GST for the installation of a Kantech 3000 intercom system, security cameras and pedestals at the upper and lower gates and an electronic lock on the upper gate and related electrical and training as described in quote 210201-02 provided by the company.

Moved by Lloyd Searcy, Seconded by Charlie Milazzo, Carried.

Motion: Be it Moved that the Board of SPHM Ltd., award a contract to Assa Abloy/Door Systems in an amount estimated by \$35,165.00 including GST for the installation of two sets of double swing gates, motors, and controls and a “man gate” at the upper entrance and an exit loop at the lower entrance as described in quote 1169-CG.

Moved by Lloyd Searcy, Seconded by Charlie Milazzo, Carried.

f) Purchase of new laptop

It has been determined that a new laptop will be purchased for finance and administration in the range of \$1,000.

g) Bi-Monthly Board meetings (every second month)

Lloyd Searcy suggested that the Board meetings take place every second month, with the next Board meeting being April 1, 2021. With budget time quickly approaching, time will either be allocated during the Board meeting(s), or a separate meeting will be called.

Motion: Be it Resolved that the SPHM Ltd, Board meetings will take place every second month commencing in April 2021, and that additional meetings will be called on an “as needed” basis.

Moved by Lloyd Searcy, Seconded by Malcolm Metcalfe, Carried.

10) In Camera:

There was an in-camera discussion of the Board.

11) Next Board Meeting

Board meetings are held on the first Thursday of every second month commencing at 9:00 a.m., or as required. Owners are welcome to attend these meetings as observers. Homeowners wishing to address the Board should submit a request to Gail McFadden or Sheila Cole in the administration office 2 weeks in advance of the meeting in order that it be added to the agenda.

The next Board meeting will be **April 1, 2021**.

12) Adjournment:

The meeting was adjourned at 11:45 a.m.

Community Services Coordinator Report for January

Happy New Year All

- 1) 3873 Sonoma Pines Drive started the year off flooding a small section basement because of the snow melting with 7-degree temps. The rear yard drain was frozen, and water backed up to a dryer vent and found its way into the crawl space. David Reid saved the day by pumping out the water out from the drain. Pump was left on a timer, so it kept the water away from the building. The water had dissipated after a couple of days.
- 2) The Cad computer is almost ready to be rolled out. Vern Valon, resident of Sonoma Pines has worked tirelessly mapping and documenting all sections of the community on his own computer. Many hours adding information into this huge data base. He generously supplied us with the data he has put in from the previous years. It will be uploaded to our new system. Vern has agreed to assist with the addition of any more mapping that we may require. Thanks again Vern, your volunteer work is much appreciated.
- 3) I had a few alarms activated this month during the windstorm on the evening of January 13, 2021 in the upper RV lot. Tarps and wheel covers were found littering the upper RV lot. Everything was re secured and alarm reset.
- 4) A fence down along the property at 3811 Sonoma Pines Drive. Looks like a line of about 50 feet of post needs to be replaced. The wind along with rotten posts were the cause. Vern has re-enforced the fence and it will be repaired in the spring.
- 5) We have purchased a" Yelp" automatic gate opener for the Solana Place main gate. This is a unit that is installed at the main entrance to allow emergency vehicles to use their "Yelp" call to access and open the gate. I have installed it on the main entrance and we are just waiting to get it wired up.

Blake Elsasser
Community Services Coordinator



REPORT OF THE MANAGING DIRECTOR

January 31, 2021

January 2021 will be a transitional month for Sonoma Pines Homeowners Management Limited as the Special General Meeting Package was sent out on January 7, 2021 seeking approval to install the gates at the Carrington Road Entrance, acquire the lower RV Lot from Rykon, restructure the Articles of Incorporation and Schedule E. Sending out the SGM package on January 7, 2021 was the culmination of months of work to prepare the resolutions and supporting documents for consideration by the owners.

At the January 28th Special General Meeting the Resolution respecting the gates was approved by 91.1% of the owners voting (2/3 required to pass); the acquisition of the lower RV lot was approved by 88.6% of the owners voting (3/4 required to pass); the revisions to the Articles of Incorporation were approved by 94.9% of the owners voting (3/4 required to pass) and the changes to Schedule E were approved by 90.4% of the owners voting (3/4m required to pass).

The Board will proceed with the necessary work to have contracts awarded for the gates; finalize the purchase of the lower RV lot; and file the new Articles of Incorporation and Schedule E with our lawyer at Pushor Mitchell.

As part of this reworking, I sourced out additional service providers for the gate project to ensure the widest options were available prior to their purchase and installation.

In addition to the work around the Special General Meeting I contacted Starline Windows in an effort to get them to resolve some long out standing issues with the windows in a limited number of homes.

I have continued to press the issue of foundation spalling with Ryan Siemens of Rykon Construction but as yet do not have a satisfactory resolution to the issue.

Over the past month, the Board has monitored the current method of snow removal and has made changes so that, after Sonoma Pines Drive is cleared, all streets will receive the same attention, on the same day.

In conjunction with the Board, Dave Reid and I held discussions with Coldwell Banker to finalization changes to our working relationship. As of February 1st, Coldwell Banker will provide financial services, collecting our fees and paying our bills, paying our employees and responding to emergency calls as well a number of more limited duties. The contract will be reduced from \$7,000 per month plus the GST to \$4,000 per month plus the GST.

As part of this transition, Katelyn Peters will be leaving us and the Board has hired Shelia Herchak-Cole and Gail McFadden as our part time Administrative Assistants as well as Leanne McKenna as a casual Administrative Assistant. Katelyn's last day was January 29th.

The office will be open Monday to Friday, 9AM to Noon. Blake Elsasser's roles will transition over time to focus on the management of our community in the mornings while he will continue to do minor repairs in the afternoons.

Lloyd Searcy

Managing Director

SPHM Ltd - Board of Directors Meeting – Feb 4, 2021

Communications Report

I am recommending that several actions be initiated beginning in the near future. The changes are:

1. Move our website to a Canadian Host
2. Establish email addresses for board members and office staff, hosted with the website – to be used for ALL communications with owners.
3. Establish a formal privacy policy that will be published on the website, and at the same time provide an established process for handling complaints.
4. Review carefully the use of any web-based storage systems for storing any personal information that we are required to have. Select sites that are either in Canada or have a policy that ensures that our privacy requirements are achieved.
5. Ensure that our board, our employees and our contractors are aware of the privacy requirements and agree to comply with them.

While these targets will need to be achieved, we need to take steps quickly that demonstrate an intent to achieve compliance, but there can be a timed approach that will allow for orderly transition.

Following is background on this topic that has resulted in the above.

The BC Personal Information Protection Act (PIPA) provides a regulatory structure that SPHM Ltd is required to comply with. Detailed information on PIPA in BC can be found at

<https://www.oipc.bc.ca/guidance-documents/1438>

SPHM will need some personal information, and appropriate steps are required to ensure that we comply with the PIPA objectives.

- We need to be able to describe well, what our needs are, and why we need the information.
- We need a privacy policy that ensures protection of personal information as well as a defined process to address complaints.
- Our staff and contractors that have access to any private information must be aware of our policies and ensure that our policies are adhered to.
- Our policy with a complaint process needs to be available on our website.

What does this mean for SPHM Ltd??

There are several key issues that need to be examined.

I am recommending the following changes:

1. Arrange to move the existing website to Stargate Communications, a Burnaby firm that provides web services to medium sized companies.
2. Contract for email addresses, using our domain name for Board Members, Office Staff and Contractors that require access to SPHM owners personal information (Coldwell Bankers)
3. Establish and publish a privacy policy as required.
4. Review any and all foreign services that may handle our private information. (I do NOT recommend the use of Gmail by any representative of SPHM. The users that use Gmail have already agreed to the Google terms for their own email address.

I have attached a copy of a quotation from Stargate to move and set up our website, as well as to provide email addresses. The cost of the server, once set up is \$30 monthly for 500 MB of storage and \$40 monthly for up to 2 GB of storage. The existing website is based on WordPress software, which is badly out of date. Stargate does host WordPress sites and they maintain their software at current update status.

Hi Malcolm. We've put together some estimates for the work you

requested: On Tue, 05 Jan 2021, metcalfe.malcolm@gmail.com wrote:

1. *Would it be possible to initially just move the existing site from where it is currently hosted – to Stargate – and how much that might cost to do.*

There are three steps for moving the site, each with associated charges:

1A. Migrate the Domain Name Hosting

- With access to the DNS settings for "sonomapines.info", we can perform the DNS transfer and setup for \$120

1B. Website Hosting Setup

- One-Time Setup Fee is \$160

1C. Migration of WordPress Site to Stargate

- Ideally this is done by the original developer of the site, but we also offer "best effort" service to transfer the site for you. Sometimes transferring a WordPress site is straightforward, but sometimes it's complicated by unusual themes, plugins or server modules. Our hourly rate of \$160 would apply, which would be the minimum if all works well. Otherwise, we'll alert you if we encounter problems before going farther.

1. *What would we need to pay in monthly hosting fees to Stargate – to host this site in future*

This depends on the size of the site, but WordPress usually fits into one of our first two packages unless the site is really large:

- Web Level 1 - \$30/month for 500 MB disk space
- Web Level 2 - \$40/month for 2 GB disk space

We'll be able to confirm once we get access to the site. This may require a different set of credentials than the DNS access, although some providers provide DNS and website hosting through one account. (i.e. There could potentially be three different accounts for DNS hosting, website hosting, and WordPress administration.)

Maintenance of the WordPress site by my department would be billed hourly at \$160/hr with a minimum 1/2 hour per request/project and in 1/4 hour increments thereafter.

1. *What would be the added monthly cost of up to 10 email addresses attached to that domain?*

Barry and Tyson have recommended using Microsoft 365 for email, which has these costs:

- Setup: \$160
- \$6.40/user/month per e-mail account



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SONOMA PINES

Sonoma Pines Homeowners Management Ltd.

Finance Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date and Time: January 26, 2021

Attendance: Terry Cross, Roy Evans and Murray Reiter. Missing, Brian Diemert and Bill Dartnell.

Minutes Prepared by: Terry Cross

1. Murray and Roy were introduced and discussed mutual CPA work backgrounds.
2. The December financials and bank statements were reviewed. Most of the November adjustments required were completed in December. One CRF expenditure for Common and one for MF are to be recorded in the January statement. The committee has accepted the statements.
3. The GIC investments were reviewed, with nothing maturing until June 1st 2021. The balance of the current Multi-family CRF account at December 31st is \$680,413.42 Some consideration should be given, to invest some of the excess balance.
4. It was discussed that the Sonoma Pines signing officers at Valley First Credit Union and Valley First Credential and Coast Capital Credit Union should be updated.
5. The GL codes and how they are accumulated on the Cash Flow, Income statement were reviewed. Improvements are needed in this process.
6. The start of the 2021/2022 budget planning was discussed. The budget planning process has begun for the maintenance committee and the clubhouse committee.

MONTHLY MEETING MINUTES

Date: January 25, 2021

Time 9:00 am

Location: Sonoma Pines Clubhouse - 3999 Sonoma Pines Drive

PRESENT: Gary Sears - Chair, Mike Wilding, Blake Elsasser – Guest Kevin Stringer (Asahi Landscaping)

Agenda

1. Call to Order: 9:00
2. Additions to agenda – none.
3. Adoption of November 2020 minutes m/s/c
4. Discussions with Asahi
 - No major issues from last season
 - Kevin recommending to use OgoGrow compost instead of GlenGrow – heavier and more nutrients
 - Closing street sections where crews park – Kevin and Blake to test in spring
 - New Work Order system – Blake to create work orders and invoices to include work order number
 - Incidents with homeowners – Kevin said worst year – Gary will discuss with the board.
 - Changes for next season – removing 5 battery clocks – shut system down earlier in the fall
 - Possibility of installing address numbers on back of houses for easier operation and reporting issues.
 - Committee will be tagging all in-ground boxes for easier operation and maintenance.
5. Financial Report – Report presented and attached
6. CSC Report – nothing to report
7. Old Business
 - a. Battery clock removal – no change from last report.
 - b. Computer purchase – wide format printer purchased.
 - c. Software purchase – software purchased and installed on new laptop.
 - d. Field infrastructure tagging system. Need to purchase tags, rivet gun and rivets – approx. \$500.
 - e. Year end annual report – to finalize before March
8. Water Conservation
 - a. Water Conservation Tips – still a work in progress.
9. New Business
 - a. OgoGrow compost application – to be submitted for 2021 budget.
 - b. Drawing update – files from Vern installed on new laptop.
 - c. Work Order – committee to work with Blake to finalize Work Order format.
 - d. Spring Notice to homeowners to include information on OgoGrow application, possible street closure during landscaping work days, verbal abuse of workers, and schedule.
10. Correspondence. None.
11. Next Meeting February 22, 2021 at 9 am.
12. Adjournment at 10:30 am.

SONOMA PINES MONTHLY IRRIGATION EXPENSES AND BUDGET 2020/2021

As of December 31, 2020 - Note: all the monthly details are on the monthly financial report.

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-scanner	\$841.56	Balance	\$508.41
Wide format printer	\$467.40	Balance	\$41.01 – purchased in January 2021

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
Dec 2020	\$1,659.00	Balance	\$6,928.44 over - Evergreen work to blowout system at couplet after contractor damage.

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
Dec 2020	\$0.00	Balance	\$5,655.59 over