



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes

April 1, 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
Tom McEwen	Director	Clubhouse & Social	250-768-3439	tommcstrata@gmail.com
Murray Reiter	Director	Landscaping & Finance	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 David Reid @ 9:05 a.m.

Attendance

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

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

- a) **Waste collection**
- b) **Foundation Concrete Spalling**

**Motion: The agenda to be approved as amended.
 Moved by Lloyd Searcy. Seconded by Malcolm Metcalfe. Carried**

2) Approval of:

a) Board Minutes of February 4, 2021
Motion: The Minutes of the Board Meeting of February 4, 2021 be approved.
Moved by Lloyd Searcy. Seconded by Malcolm Metcalfe. Carried

b) Special Board meeting March 14, 2021
The Minutes of the Special Board Meeting of March 14, 2021 be approved.
Moved by Malcolm Metcalfe. Seconded by Gary Sears. Carried

3) **Presentation by John Cole, Chair, Westbank First Nations Advisory Council**
There was no presentation.

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 over the past two months.

Motion: The Community Services Coordinator Report be approved.
Moved by Lloyd Searcy. Seconded Malcolm Metcalfe. Carried

5) **Correspondence**

The was no correspondence

6) **Adoption of Committee Reports as Circulated**

- a) **Management Report:** The AGM package and annual report was emailed or delivered to homeowners on or before March 25, 2021.
- b) **Clubhouse Committee:** The health officer has extended the closure of the Clubhouse for gatherings. Tom McEwen, Director, and chair of Clubhouse Committee is not seeking re-election to the SP Board after 10 years. The Board acknowledged and thanked Tom for his years of commitment.
- c) **Communication Committee:** There is a desire to switch over to a new website as the current one is not secure, nor has it been updated. The cost would remain the same. Currently, the website is registered to an individual person not SPHM Ltd. This would be changed to have it registered to SPHM Ltd.
- d) **Finance Committee:** Working towards getting year end completed. The goal is to have some of the reporting functions changed and to simplify the reports. Meeting with Coldwell Banker week of April 5, 2021.
- e) **Insurance Committee:** Homeowners are providing insurance renewal declarations to the administration office. Homes in Sonoma Pines have been selling at record levels and replacement costs are increasing.
- f) **Irrigation Committee (and Annual Irrigation Report):** – An Annual Irrigation Report was provided. The watering bylaws will soon be forwarded to the community.
- g) **Landscaping Committee:** Everything is ready to go with respect to the trees. The edging around the trees along Sonoma Pines Drive is going to be reinstated. Landscaping around clubhouse is being refreshed.

- h) **Maintenance Committee** – see attached. Next meeting Tuesday at 9:00 a.m.
- i) **Safety and Security Committee** - see attached. The committee is seeking a few more volunteers. Danielle Renaud will be taking over the administration of the Sonoma Pines Facebook page.
- j) **Social Committee** – no report – The clubhouse is following BC Health Covid 19 protocol.
- k) **Welcome Committee** – no report.

Motion moved by Lloyd Searcy. Seconded by Charlie Milazzo. Carried

7) Alteration Request Applications

The following alteration requests that have been previously reviewed and approved by the Board prior to the April 1, 2021 Board meeting:

- 3801 Del Mar Lane – Extend ground level patio stones.
- 2135 Madera Court – Install herb garden with a shelf to display 2 planter pots.
- 2153 Madera Court – Extend upper deck, install glass railing.
- 2384 Mesa Vista Court – Install privacy lattice/panels in front garden.
- 2389 Mesa Vista Court – Install awning on upper deck.
- 2310 Pine Vista Place – Install Arbour
- 4143 Solana Place – Install Arbour
- 4148 Solana Place – Resurface concrete driveway, exterior home paint, sealing downstairs patio, replacing vinyl upper deck floor/install new glass railing.
- 3694 Sonoma Pines Drive – Remove shrubs/change sprinkler heads.
- 2147 Talavera Place – Installation of shrubs.
- 2159 Talavera Place – Deck glass replaced with no upper bars.
- 2165 Talavera Place – Replace deck railing, add glass screen, replace deck covering.
- 2228 Terrero Place – Install two retractable awnings of deck.
- 2238 Terrero Place – Install awning over deck.
- 2501 Verona Place – Remove and replace plants and tree, install (2) arbours, extend patio and installed stepping stones down side of house.

Motion moved by Lloyd Searcy to accept the approval of the alterations as noted. Seconded by Murray Reiter. Carried.

Alteration Request Applications for Board Review & Approval

3794 Del Mar Lane – awning and sunscreen.
Application deferred pending further information.

2152 Talavera Place – 4' lattice fence.
Application denied. All in favor.

2107 Verona Lane – adding tree and extending patio.

Motion: The Board approved the alteration application. Seconded and Carried. 1 opposed.

8) New Business

Waste Collection

SPHM has reached agreement with Waste Collection for a seven-year contract. There will be an increase of \$4.03 in monthly household fees. The cost of the new garbage containers increased, and Waste Collection agreed to absorb the increase. The company will deliver the new garbage and recycling containers to homes and pick up old ones for those that want them taken away. The garbage and recycling container conversion will take place late May/early June.

MOTION: Approve the Waste Collection contract as provided which includes the cost of the containers.

Motion moved by Lloyd Searcy. Seconded by Murray Reiter. Carried. One opposed.

Foundation Concrete Spalling

Further discussions have taken place with Rykon. Rykon considers the matter closed. At this point in time, single family owners and the Corporation have little recourse as litigation is restricted by the BC *Limitations Act* which states that legal action must be initiated within two years of becoming aware of a deficiency (this limitation was extended to three years as a result of the pandemic). The Board is still seeking out remedial measures that owners can take and will advise accordingly.

Roof on Garbage Enclosure at Clubhouse

It has been recommended that that roof be sloped and attached to the clubhouse wall with shingles and fascia to match the community. The Board is not in favour of this approach and recommended that we seek other options.

9) In-Camera Session


10) Next Meeting

Thursday, May 6, 2021 at 9:00 a.m.

Adjournment

Recorded by Sheila Herchak-Cole, SPHM Administrator

Date Approved: MAY 5/21

Name: 

Lloyd Searcy

Initials: LS

From: CSC <sonomapinescsc@gmail.com>
Sent: March 29, 2021 3:17 PM
To: sphmboard@gmail.com
Subject: News for Feb - March 2021

Feb – Mar 2021

Happy Spring

Had a problem with slope slipping at 3790 Del Mar Lane by the retention pond. It looks like some of the bank by the driveway is sluffing away towards the pond.

We met with "On the Mark" for the pond issues.

They informed us they will give us a quote on installation of rip rap for 3790 Delmar lane and camera scan the eves just to make sure the down spouts are not causing the problems. This will be done asap.

The snow budget was a little under due to the lack of snow and moisture this year. The dust from the sanding was horrible.

We are looking into next year having the main street sprayed with a liquid that creates a slurry and does not freeze and create ice forming on the road.

We hope to use almost no sand next year on or roadways.

The roads were swept this year by a different company as the previous years. They were able to collect all the product from the streets and dump it into bins they had positioned around the community.

The previous contractor would dump it at the lower gate entrance and the sand would sit for a week or two before being collected.

The contractor had it cleaned in a day and came back later for a couple of spots that were missed.

We are receiving a large amount of alteration requests. I want to remind homeowners to be very thorough and detailed when completing these applications.

Here are the main things you need before your application is reviewed by the board:

Fill out the application with as much detail as you can. Use another document if you need to explain what you are doing. Take digital photos of the area you would like to alter. Most cameras have an edit option that can be used to enhance your photos.

All alterations need the neighbor consent form completed by each neighbor on either side. It creates a positive way to get to know your neighbors.

We also need to know who is doing the work. We are not concerned what the cost of the project is, we just need the contractor's name and a copy of his liability insurance.

Permits may be required for some projects also.

And lastly a plot plan of where everything is going to be placed. The more detailed the better, The board has fast tracked the way these applications can get approved. If all the information is received and complete it now can be approved within a couple of days.

Team Foundation out to 3835 SP Dr to repair a few cracks in the foundation. One was a large crack from the foundation to the main floor

on the rear of the home. The other was a crack between the two homes. Both were in crawl spaces and were easy to access

Owners are reminded that there is no parking on Sonoma Pines end streets and side streets at any time. Visitor parking is just for visitor parking only.

The are not to be used for vehicle storage or tenant parking. Parking is allowed on one side of Sonoma Pines drive in certain sections but only for 48hrs.

Owners are also reminded now that spring is here to look around your home and clean up all debris that has piled up over the winter.

Old planting pots, building material and old furniture need to be cleaned up and taken away to the dump. Lets keep the community looking clean

Cheers

Blake Elsasser

Community Services Coordinator



Sonoma Pines Homeowners Management Ltd.
3999 Sonoma Pines Drive
West Kelowna, BC V4T 3B8
Ph 778-215-3705 sonomapinescsc@gmail.com

The only way of finding the limits of the possible is by going beyond them into the impossible.

Sonoma Pines Homeowners Management Ltd.

Irrigation & Water Conservation Committee

2020-2021 Annual Report

Committee Chair – Gary Sears

Committee members – Brent Voss, Mike Trenn, Mike Wilding

CSC – Blake Elsasser

IRRIGATION

In 2020, we continued to work within our committee terms of reference. While our emphasis has typically been more administrative – improving our mapping and records, reviewing costs and monitoring invoices with our irrigation contractor, in 2020 we took on some physical field work in an effort to make some low cost improvements to our system. The improvements were done with minimal materials and equipment with minimal labour costs. Our CSC, Blake, provided small tools and materials and some direction when needed. See **Major Improvements** below.

WATER CONSERVATION

Along with our irrigation projects, water conservation is now also within our mandate. The committee acknowledges that until such time as WFN can provide us with our total water consumption numbers, any significant water conservation projects or measures cannot be monetarily justified at this time.

Wherever possible, we will incorporate water saving measures into our plans and projects but we will continue to view water conservation in a more general way, such as the placement of GLENGROW in areas of poor soil, which results in the use of less water.

Also, it is understood that major improvements to the WFN water quality are coming soon (5 years?) and it is likely that water users, especially water overusers*, will face significant increases in their water bills in the future. Our committee is somewhat limited in making recommendations to the Board on water conservation projects without the necessary detailed information about water rates, current consumption, timelines or updates to the WFN water bylaws.

** It is generally accepted that Sonoma Pines will be in the category of overusers. Our community has about 7 acres of common property which is kept very lush and green with watering 6 or 7 days a week in the hot season. Although our consumption has yet to be quantified, (we are currently billed a low flat rate) it is assumed that we will need to significantly adjust our watering schedules or perhaps even our landscaping plan in order for our costs to remain reasonable.*

Major Improvements:

1. New Control wire installed from Main Clock 6 at the clubhouse to Battery Clock locations along Sonoma Pines Drive. A total of 12 battery clocks were taken off line and watering is now controlled at Main Clock 6.
2. New control wire installed from Main Clock 12 on Madera Court to Battery Clock locations on Siringo and Madera Ct. A total of 5 Battery Clocks will be taken off line in the spring of 2021.
3. New controls installed at Main Clock 6 by clubhouse.

4. Applied one truck load of GlenGrow compost on thin topsoil areas on Candalera, around clubhouse and common areas on Sorrento.

Major Repairs:

1. Replaced and repaired irrigation around clubhouse after building foundation repairs.
2. Located and repaired control wire disconnect on Candalera Place.
3. Repairs due to contractor damage at new roundabout.

Financial Status:

The table below shows budgets and expenses for the past 6 years.

Budget Year	Common Actual	Budget	Multi-Family Actual	Budget
2015-2016	\$20,361	\$8,000	\$7,579	\$8,000
2016-2017	\$6,793	\$10,000	\$13,589	\$15,000
2017-2018	\$11,938	\$10,000	\$23,159	\$15,000
2018-2019	\$12,213	\$15,000	\$24,959	\$25,000
2019-2020	\$10,231	\$17,540	\$25,498	\$25,000
2020-2021	\$10,928	\$4,000	\$25,655	\$20,000

2021/Future Plans:

Irrigation

1. We plan to tag all the irrigation infrastructure to facilitate integration with our CAD software for identification, operation, and maintenance purposes.
2. We will investigate the financial cost/benefit of removing additional Battery clocks and continue with these removals as budget allows.
3. We will investigate and scrutinize invoices to help determine options for types of repairs.
4. We will continue to update our files and drawings on the community laptop. This will include our new infrastructure tagging system data.

Water Conservation

1. We recommend placement of GlenGrow compost on more sensitive areas to help with water and fertilizer conservation and landscape problems.
2. We will install non-draining sprinkler heads in specific locations to reduce water use and water surge during start-up.
3. We will provide water conservation advice and information to the residents.
4. We will provide assistance as needed for single family home owners to reset or reprogram their irrigation controls to ensure optimum watering.

SONOMA PINES MONTHLY IRRIGATION EXPENSES AND BUDGET 2020/2021

As of January 31, 2021 - 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.
Jan 2021	\$0.00	Balance	\$6,928.44 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
Dec 2020	\$0.00	Balance	\$5,655.59 over
Jan 2021	\$0.00	Balance	\$5,655.59 over

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Sonoma Pines Home Owners Management Ltd.

Maintenance Meeting March 9th 2021 Meeting Minutes

Date and Time: March 9th 2021 – 9.00am SPHM Ltd. Up Stairs Great Room

In Attendance: David Reid, Bob Nichol, Blake Elsasser, Vern Sarver,

Absent: Vern Valan, Ken Smith, Terry Cross

Old Business Review - Update

Roof Inspections – Roof Doctors Proposal -

- 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.

Update – we have used one home as a test case and installed a larger intersection piece at the down spout connection, it appears that this is allowing more water to escape, and creating less back up of leaves and crud. We will be expanding this experiment to a few more homes in the near future, the results to date look promising.

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.
- Blake to touch base with Cascade.

Update – Cascade Pressure wash has been contacted and will be on site the week of March 24th t

House Painting – Progress

- The homes not completed last year will be first ones on the schedule for this spring.
- New Era to be contacted for continuance of painting of homes not completed last year, and requirements for this year.



2.

Update - New Era very interested in completing last year's non completed work, at a reduced rate. New list of required homes required.

- 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.

In discussion with our landscaping committee for suggestions.

Update - this work will be Contracted to Genes Landscaping, with a target completion end of April.

Window Issues

We have a handful of windows in the community with an assortment of issues such as excessive vibration, leakage, windows not closing, and loss of seals.

Blake to arrange a review by a widow contractor.

Update - Newtown Contracting was on site and reviewed and has made recommendations for repairs of each of the issues. Recommendations are under review.

Maintenance Calendar Review

- The Maintenance Calendar has been updated and was reviewed.
- We have completed or will have completed all of Januarys, Februarys, and Marchs, tasks, and are focusing on RFQ, s for our annual maintenance requirements performed by outside contractors.
- Up dated Calendar attached.

New Business

2021 – 2022 Budget

- 2021/22 budget requirements are completed and turned over to the board.
- These budgets are inclusive of our Community budget approvals in upcoming AGM

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3.

Community Fencing

- There is new fencing proposed in our upcoming AGM. The majority of this fencing is adjacent to the new Gate being installed at our upper entrance.
- There needs to be a thorough review of the status of the remainder of our community fencing and expected repairs and replacement in the next few years.
- The maintenance committee has researched in the past and will be developing a proposal for the boards review.

Eavestroughs

- There are many eavestroughs in the community that are leaking and in need of repair. A contractor is being considered for these repairs that need to start immediately.

Bank Sloughing

It was identified that we had some sloughing of the bank adjacent to the last home on Delmar Lane.

We have quote to repair this bank and the work should commence soon.

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Round Table Discussion

Cedar vs Rough Sawn Fir

- It was discussed and agreed with the Maintenance committee and then the Board, that due to the incredible increase in cost of cedar this year, that the materials required for Pergolas and Privacy Screens in the community shall include the option of Rough Sawn Fir. This wood is equally long lasting and stains almost identical to the cedar that has been installed in our community.

Next Scheduled Meeting - Tuesday April 6th – 9.00 am upstairs great room.

Safety and Security Committee

February 9 /2021 @ 11:00 am

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.

Speeding in Sonoma Pines:

This continues to be an issue. The committee has looked at several solutions and recommends to the Board that four traffic-calming devices be installed on Sonoma Pines drive at various locations to maintain a slower speed. The recommended device is an asphalt hump about a 4-inch lift and a 4-foot run. These are used in many public and private communities to maintain a lower traffic speed.

Blake to re-install speed sign once streets have been cleaned.

Towing:

A discussion was that we don't need to set up a towing process at this time.

Asahi:

Blake will be working with Asahi to set up secure parking areas for the safety of Asahi employees.

The next Safety and Security meeting will be on April 12, 2021, at 10:00am in the 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.