



Sonoma Pines Homeowners Management Ltd.

Board Meeting

**MINUTES
May 5, 2021**

NAME	PORTFOLIO	REPORT TO BOARD FOR:	PHONE	EMAIL
Lloyd Searcy	Board Chairman	Managing Director-WFN, Rykon, Governance, Legal, Insurance	(250) 718-3060	lsearcy@gmail.com
Gary Sears	Vice Chairman	Irrigation Committee	(306) 717-7820	gsears@telus.net
Malcolm Metcalfe	Secretary	Communications Committee & Investments	(250) 707-3031	malcolm@metcalfe.org
Murray Reiter	Treasurer	Finance, Landscaping Committee & RV Lots	(250) 863-1283	reiterm@shaw.ca
Don Porter	Director	Clubhouse & Social Committee	(778) 215-3034	donporter2168@outlook.com
Walter Rendell	Director	Maintenance Committee	(250) 707-3888	conwalt@telus.net
Bob Scruton	Director	Safety and Security Committee	(250) 707-4677	b_scruton@telus.net
Charlie Milazzo	Ex-Officio		(604) 671-3389	charlie.milazzo@gmail.com
Bob Bassett	Ex-Officio	Legal Assistance		bobbassett@okanaganlaw.com

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Password "sonomapines"

Location: Clubhouse, 3999 Sonoma Pines Drive, Westbank, B.C.

The meeting was called to order by Lloyd Searcy at 6:30 pm

All Board members and Ex-Officio were in attendance.

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

- 8a) Revisited Alteration Request Applications
- 9a) Appointment of Directors and Officers
- 9b) Fence Update
- 9c) Call for Volunteers on Committees
- 9d) Gate Update
- 9e) New Garbage and Recycling Bins

Motion: The agenda to be approved as amended.

Motion moved by Lloyd Searcy, Seconded by Malcolm Metcalfe. Carried.

2) Appointment of Officers and Directors:

MOTION: BE IT RESOLVED that:

- Lloyd Searcy has been appointed as Board Chair and Managing Director responsible for the day-to-day activities of the Corporation, the Insurance Committee, the relationship with Westbank First Nations, as the Corporation's primary contact with Pushor Mitchell and Rykon.
- Gary Sears be appointed Vice Chair and the Director responsible for the Irrigation Committee.
- Murray Reiter be appointed the Treasurer and the Director responsible for the Landscaping Committee, and the RV Lots
- Malcolm Metcalfe be appointed the Corporate Secretary and the Director responsible for investments and the Communications Committee.
- Walter Rendell be appointed as the Director responsible for Maintenance.
- Don Porter be appointed the Director responsible for the Clubhouse.
- Bob Scruton be appointed the Director responsible for Safety and Security.
- Bob Bassett be appointed as an Ex Officio Officer and legal advisor.
- Charlie Milazzo be appointed as an Ex Officio Officer for IT.

MOTION: BE IT RESOLVED that the appointment of the Officers and Directors for Sonoma Pines Homeowners Management Ltd be approved. All in favour. Motion carried.

3) Approval of

- a) Board Minutes of April 1, 2021

MOTION: BE IT RESOLVED that the Board accepts the minutes of April 1, 2021. All in favour. Motion carried.

4) Presentation by John Cole, Chair, Westbank First Nations Advisory Council

No presentation.

5) Community Services Coordinator Report

There was no report from the CSC this month.

6) Correspondence

The Chair has received a couple of letters from homeowners regarding speeding and speed bumps. These have been passed along to Bob Scruton, Director in charge of the Safety and Security Committee.

7) Adoption of Committee Reports as Circulated

a) Management Report - attached

The report covers off activity done last month on the fencing, gates, pathway between Alvarado Trail and Siringo Lane, and various administrative duties.

b) Clubhouse Committee

Don Porter introduced himself as a new Board member. The clubhouse continues to follow the Covid guidelines. There will be repair work taking place on some pieces of equipment in the gym, and the lights are being repaired outside of the clubhouse. Work is also underway at the front of the clubhouse to prevent the woodpeckers from damaging the wood.

c) Communication Committee – attached

Sonoma Pines is moving to a new website beginning May 14, 2021.

d) Finance Committee

The treasure, Murray Reiter, is working with Coldwell Banker to put together the financial statements for year-end so they are easier to understand.

e) Insurance Committee

Discussions are underway with Corix to sort out the duplication insurance issue.

f) Irrigation Committee – attached

Last meeting was on April 27. The meeting was mostly about spring startup which has some major issues. Costs were fairly high for spring startup. Irrigation Committee is looking for volunteers.

g) Landscaping Committee

Just finished pruning trees and shrubbery. The Committee is looking at options regarding what to replace the dead tress with. Looking at trees and shrubbery for along Mesa Vista.

h) Maintenance Committee

Walter Rendell introduced himself as a new board member. Fencing is coming down at the upper entrance of Sonoma Pines. We have found someone to take it away for us.

i) Safety and Security Committee - attached

Bob Scruton introduced himself as a new board member.

Meeting held on May 4. The speeding issue was addressed. The issue with the marmots is being addressed. Conversations have taken place with the Two Eagles Golf Course and private contractors. We are looking into pest control. The concerns regarding parking are set out in the SP Bylaws. The committee is also looking at reinstating Block Watch.

j) Social Committee – no report

k) Welcome Committee – no report

MOTION: BE IT RESOLVED that the Committee Reports be accepted as presented. Motion carried by Bob Scruton. Seconded by Don Porter. All in favour.

8) Alteration Request Applications

a) The following alteration requests have been previously reviewed and approved by the Board prior to the May 6, 2021, Board meeting:

2156 Alvarado Trail – Install roll-up screen – upper deck
2185 Alvarado Trail – Extend existing backyard stone patio
2066 Candalera Place – Install gas fireplace
2087 Candalera Place – Extend patio stones
3803 Del Mar Lane – Replace dead tree
2143 Madera Court – Remove rocks/shrubs by front entrance and replace with paving stones
2387 Mesa Vista Court – Upper deck and lower patio extension
3839 Sonoma Pines Drive – Install awning over rear patio
2121 Talavera Place – Add tree in back between 2121 & 2119 residences
2169 Talavera Place – Deck extension
2107 Verona Lane – Install privacy lattice
2108 Verona Lane – Install awning over patio
2110 Verona Lane – Install awning in front of house over front patio

MOTION: BE IT RESOLVED that the above noted Alteration Applications be accepted as presented. Motion carried by Malcolm Metcalfe. Seconded by Don Porter. All in favour.

b) The following alteration requests that have been previously reviewed and denied by the Board prior to the May 6, 2021 Board meeting:

2139 Madera Court – Install hot tub on lower deck
MOTION: BE IT RESOLVED that Alteration Application previously submitted be deferred. Motion carried by Malcolm Metcalfe. Seconded by Bob Scruton. All in favour.

c) The following alteration requests were revisited:

2149 Madera Court – Install privacy glass on upper deck.
MOTION: BE IT RESOLVED that the Alteration Application previously submitted by 2149 Madera Court be approved. Motion carried by Malcolm Metcalfe. Seconded by Bob Scruton. All in favour.

2167 Alvarado Trail – Remove and replace window in patio man-door. This application is being deferred until the Board receives further information. The Board has indicated that the blind being installed in between the window panes needs to be white.

MOTION: BE IT RESOLVED that the Alteration Application previously submitted by 2167 Alvarado Trail be approved. Motion carried by Malcolm Metcalfe. Seconded by Bob Scruton. All in favour.

3845 Sonoma Pines Drive – Replace all grass/irrigation from back and replace with concrete patio – The owners have revised the alteration request and it is consistent with guidelines.

MOTION: BE IT RESOLVED that the Alteration Application previously submitted by 3845 Sonoma Pines Drive be approved as revised. Motion carried by Malcolm Metcalfe. Seconded by Bob Scruton. All in favour.

2152 Talavera Place – Extend pergola to end of patio – The owner of this home appeared in front of the Board to further discuss the alteration request. This alteration is improving the safety of the property.

MOTION: BE IT RESOLVED that the Alteration Application previously submitted by 2152 Talavera Place be approved as revised. Motion carried by Malcolm Metcalfe. Seconded by Bob Scruton. All in favour.

9) **New Business**

a) **New Signing Officers for Investment Account**

At this time, no one has signing authority on the investment accounts.

MOTION: BE IT RESOLVED that Malcolm Metcalfe, Murray Reiter, Gary Sears and Lloyd Searcy be appointed as signing officers for the Corporation's investment accounts at Interior Savings and Valley First and that two signatures be required for any transaction.

Motion moved by Lloyd Searcy. Seconded by Don Porter. All in favour.

b) **Fence Update**

The fencing is currently being removed on both sides of the gates. Broadstreet is not interested in cost sharing the price of the fence. Project 19 will be contracted to remove the fencing. Currently, the project is under budget. It will take approximately one month for the work to be completed.

MOTION: BE IT RESOLVED that the contract to remove the fencing be awarded to Project Nineteen at an estimated cost of \$10,750.00.

Motion moved by Lloyd Searcy. Seconded by Don Porter. All in favour

MOTION: BE IT RESOLVED that the contract for the ornamental metal and chain link fencing be awarded to Tri-West Fencing at an estimated cost of \$86,000.00.

Motion moved by Lloyd Searcy. Seconded by Don Porter. All in favour

c) **Call for Volunteers**

There is a general call out for volunteers on committees. The irrigation committee is especially in need.

d) **Gate Update**

The gate is an integral part of the fencing. Building permit was issued last week and work can now proceed. The upper gate will come with an intercom system. Visitors will be able to contact homeowners by using the intercom system. There will be an exit loop allowing visitors to leave after hours. The upper gate will be closed at all times and the upper walking gate will require a FOB. The lower gates will be on a timer and will be opened for a certain period of time during the day, and the lower walking gate will require FOB.

e) New Garbage and Recycling Bins

We have been advised by Waste Connections that the new garbage and recycling bins are on backorder and are expected mid-June.

10) In-Camera Session

11) Next Board Meeting

July 7, 2021 @ 6:30 PM

The remainder of 2021 Board meeting dates are as follows:

September 1, 2021

October 6, 2021

December 1, 2021

A list of the first two 2022 Board meeting dates are as follows:

February 2, 2022

April 6, 2022

Management meetings will be scheduled as required.

MOTION: BE IT RESOLVED that the Board meetings will be held on the first Wednesday of specified months commencing at 6:30 PM and the schedule for the meetings in the current year shall be a meeting in July, September, October, December, February, March and April as well as Management Meetings as required.

Motion moved by Lloyd Searcy. Seconded by Don Porter. All in favour

12) Adjournment

Meeting adjourned at 7:25 PM.

Report of the Managing Director
April 2021

Carrington Road Gates

As part of obtaining a building permit from the WFN related to the Carrington Road gates we were required to obtain a traffic study from a qualified traffic engineer. The Board engaged CTS, an engineering firm specializing in traffic control at a cost of \$1,753.50. After going back and forth many times we were successful in obtaining a detailed report that assisted us in obtaining a building permit. The WFN issued the building permit on April 29, 2021 and have the go ahead to proceed. Door Systems, formerly Assa Abohy, the principal contractor has been advised to proceed and things will now move ahead. We do not have a firm commitment on the completion date as of this writing.

In addition to dealing with CYS and the WFN regarding the building permit, I met with Betts Electrical to obtain quotes on building power to the gates.

Fencing

Work continues on the fencing project with the Board refining quotes on the ornamental metal and chain link fencing. The Board was successful in obtaining quotes of \$53.00 per lineal foot for the ornamental metal fence and \$23.00 per lineal foot for the chain link fence.

The Board has arranged for Project 19, a local contractor, to remove the existing fencing.

During the month, the Board became aware that the existing fencing along the Broadstreet development including that which is behind the homes on Mesa Vista is, in fact, not on our property. We have arranged for a surveyor to confirm our property lines before the new fence is installed.

Pathway between Alvarado and Siringo

Concerns have been raised about the safety of the rock stairs on the pathway between Alvarado and Siringo. To address this issue, the Board will be reworking the pathway in an effort to make it safer. Work will begin on Monday, May 3rd.

General Administrative Work

Gail and Sheila have been working diligently to get our records in shape as well as dealing with day-to-day business. With the AGM in April, the month was much busier than usual, but things are progressing well but still have a ways to go. Thanks to Gale and Sheila for their good work.

In addition to the regular administrative work, I dealt with homeowner's complaints, inquiries from suppliers and numerous Alterations Requests.

Garbage Contract

A considerable amount of time was required to negotiate the final Waste Connections contract. The final contract is for a seven-year period with a 2% inflation factor as well as any increases in dumping fees at the land fill. As part of the contract, Waste Connections will provide two garbage containers that are delivered to each home and they will remove the old containers if the homeowner wishes that to happen. As of this writing, the transition should take place some time in the middle of June as the containers are backordered.

Annual General Meeting

The AGM was held on Thursday April 15th via Restricted Proxy. Once again far more owners voted by Restricted Proxy than in previous in person meetings. The large number of votes took three people four-and one-half hours to count. Many thanks to Debbie Cooke, Susan Hutton, and Bev Murdock in this regard.

Submitted by Lloyd Searcy
Managing Director

Communications Committee Report
Malcolm Metcalfe, Secretary SPHM Ltd.
May 1, 2021

SPHM Website Information Updates and Website Host Transfer

1. Information Updates -

- Our new board members need to provide a photo and a short bio for our website.
- The updated contact information for our Board Members, as well as their responsibility, and committee chairs will be made available on the website.

2. Website Transfer

- As previously approved by the Board, our website will be moved this month to Stargate Communications in Burnaby. All Stargate servers are located in Canada.

Malcolm Metcalfe, Secretary,
Communications and Investments

MONTHLY MEETING MINUTES

Date: April 27, 2021

Time 9:00 am

Location: Sonoma Pines Clubhouse - 3999 Sonoma Pines Drive

Present: Gary Sears, Brent Voss, and Blake Elsasser

Agenda

1. Call to Order: 9:13 am
2. Additions to agenda – Mike Trenn departure – committee members
3. Adoption of March 2021 minutes M/S/C
4. Financial Report
 - a. No report from Coldwell Banker this month to report.
 - b. Many issues with startup –Major components replaced this spring could impact budget.
5. CSC Report
 - a. All invoices have been sent for payment.
 - b. Evergreen are currently short staffed.
 - c. Startup is complete. Complaints are coming in and being dealt with through Asahi or Evergreen.
 - d. Clubhouse irrigation is operational around new landscaping.
 - e. The upper irrigation still not operational due to construction and we are not sure when the connection will be completed. Dave Reid is the liaison for SPHM and Broadstreet.
6. Old Business
 - a. Battery clock removal - all Battery Clocks associated with our new control wire install last year have been connected to main clocks and are operational. There are 15 battery clocks remaining for our removal and replacement consideration.
 - b. Field infrastructure tagging system. Vern and Gary are updating the maps. Once we have the maps produced, we will start field identification to determine preliminary numbers.
7. Water Conservation
 - a. Water Conservation Tips – WFN watering regulations have been sent out to single family owners and the notice is posted on our web page.
8. New Business
 - a. Mike Trenn has stepped down on the committee and the committee acknowledges and thanks him for his contribution. Gary will put together a notice asking for volunteers to assist in our committee.

New Business (con't)

- b. New fence installation at the upper entrance may impact our irrigation system – to be monitored and repaired as necessary. (by SPHM)
 - c. Fall shut down could be monitored by committee to ensure proper decommissioning.
9. Correspondence - none
10. Next Meeting – May 25th, Tuesday at 9 am
11. Adjournment – 10:00 am.



**Sonoma Pines Homeowners Management Ltd.
Safety & Security Committee Meeting Minutes**

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: May 4, 2021 at 10:00

Attendance Present: Chair Bob Scruton, Ex-Officio Charlie Milazzo, Paul Kaiser, Darrell Bellamy, Larry Presta

Absent: Greg Marshall

Minutes Prepared By: Bob Scruton

Meeting to Order: Chair brought the meeting to order at 10:00 and welcomed those attending.

Old Business

1. Speeding in Sonoma Pines is still a concern for a number of residents with options to reduce speeding discussed. Traffic calming Resolution failed; lowering speed limit unlikely to work or be supported; installing a narrow median near the curve at the top of SP Dr. and possibly another closer to the bottom would not accommodate larger vehicles (movers, trailers, etc.).

Additional middle of the road signage may be prudent spaced along SP Dr.; or rumble strips installed at the curve at the top end and again down at the lower end. The Chair will look into costs for rumble strips.

Business Arising Out of the Minutes

N/A

New Business

1. Yellow Bellied Marmots area concern within our community. Chair advised they are protected under "Schedule B" under the BC Ministry of Environment "though may be captured or killed only for specific purpose of protecting property". CSC obtained a cost of setting live traps and removal though cost prohibitive for the four months a year they are of concern. The last time we last had someone in was several years ago and they made multiple visits, minimal results, were costly and had poor billing practices. Chair to follow-up with golf course to see how they manage or what they do.

2. Charlie asked about Orkin and rat removal? Discussed concerns of poisoning rodents and other animals being poisoned as well. Charlie to follow-up with office on billing and frequency of Orkin visits.

3. Walkway between Siringo and Alvarado Trail is a safety and liability concern. Some members of the Board and CSC viewed and plan to take care of removing the steps and creating a safe walkable trail between Siringo and Alvarado.

4. Concerns of parking addressed by updated Bylaws. Discussion on those with additional vehicles and consideration given to "leasing out" some of the additional parking slots in designated Visitor Parking. These slots would be signed "Reserved". If approved this would generate some additional income though violators automatically towed.

On a related parking issue, has thought been given to those without RV parking and using their driveway, to expedite having an RV spot assigned?

5. Block Watch remains in effect using the Block Captains with Roy Morgan as the contact. Though there are several streets without a Block Captain this should be requested via SP Facebook and on the website.

Also encourage residents to leave their front door and back door/patio/outdoor garage lights on during dark as it does discourage vandals.

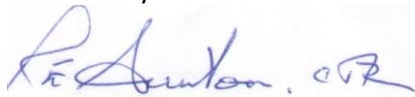
6. Paul asked when work was starting on the upper gates? Chair and Charlie advised a building permit was required after a traffic study completed and the permit was provided April 29. The gate and fence contracts have been signed though the fence lines require surveying.

7. Chair advised our next meeting would be in early July with a date to follow.

Adjournment

Chair adjourned the meeting at 11:55am

Recorded by

A handwritten signature in blue ink, appearing to read "RE Scruton, CTR".

RE Scruton, CTR

Director

Chair S&SC