



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes

September 8, 2021

NAME	PORTFOLIO	REPORT TO BOARD	PHONE	EMAIL
Lloyd Searcy	Board Chairman	Managing Director-WFN, Rykon, Governance, Legal, Insurance	(250) 718-3060	ldsearcy@gmail.com
Gary Sears	Vice Chairman	Irrigation Committee	(306) 717-7820	gsears@telus.net
Malcolm Metcalfe	Secretary	Communication	(250)707-3031	metcalfe@metcalfe.org
Murray Reiter	Treasurer	Finance, Landscaping Committee & RV Lots	(250) 863-1283	reiterm@shaw.ca
Bob Scruton	Director	Safety and Security Committee	(250) 707-4677	b_scruton@telus.net
Don Porter	Director	Clubhouse & Social Committee	(778) 215-3034	donporter2168@outlook.com
Walter Rendell	Director	Maintenance Committee	(250) 707-3888	waltrendell@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 6:32 pm

All Board members were in attendance.

Ex-Officio was not in attendance.

1) Finalize agenda

Motion: The agenda to be approved as amended.

Moved: Lloyd Searcy Seconded by: Malcolm Metcalfe. All in favor.

2) Approval of

- a) Board Minutes of June 30, 2021 – attached

MOTION: BE IT RESOLVED that the Board accepts the minutes of June 30, 2021.

Motion carried. All in favour.

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

There was no report from Mr. Cole.

4) Community Services Coordinator Report – report attached



The new form of report indicates Alteration Requests approved between Board meeting dates, denied, outstanding, and pending Alteration Requests.

5) Correspondence

There was no correspondence.

6) Adoption of Committee Reports as Circulated

a) Management Report – report attached

There have been a few things going on since the last Board meeting. The attached report provides details on the following topics: fence replacement, install of upper gates, district development (23 acres empty field on the left side of Sonoma Pines as you exit the top gate), office staff, insurance, multi-family house painting and deck replacement, lower RV lot, and residents' complaints

b) Clubhouse Committee – report attached

The issue arose concerning residents not complying to the terms of the Clubhouse Rental Agreement. Under Article 27.6 of the Articles of Incorporation, the Board is allowed to pass a bylaw at any time.

After discussion, the following motion was presented and passed by the Board:

BE IT RESOLVED that the SPHM Board will put in place an addendum to the Clubhouse Rental Agreement that anyone not complying with the terms of the Clubhouse Rental Agreement is subject to an immediate shutdown of the event, will lose the right to use the clubhouse for an event, and will be fined \$500.

Moved: Don Porter. Seconded: Gary Sears. All in favour.

Several complaints have been received by clubhouse user groups and those attending the gym that sports and music channels are no longer available. The television service in the clubhouse is being provided by TELUS. At one time, the TELUS service was provided free of charge. That free service was no longer available when the SPHM Board of the day denied TELUS a house-to-house campaign, and the channels being provided at that time were discontinued. This all happened during the middle of the Covid pandemic. After discussion, it was decided that the Stingray music channels at \$20/month, and TSN and Sportsnet channel(s) at \$28/month be added to the Sonoma Pines Clubhouse television package.

The phone in the clubhouse great room costs \$335/year and is very rarely used with people using their own cell phones to make calls. After discussion, the Board agreed that the phone in the great room would be removed. The chair of the Clubhouse Committee will investigate a possible bundle for phone, Internet, and television with both TELUS and Shaw and report back to the Board.

c) Finance Committee – July 2021 financial statements posted on SP website.

The financial statements for July indicate a deficit due to the amount of landscaping and irrigation work required over the summer months. This will correct itself over the next couple of months.

RV Lot Report

Three additional lots have been added to the lower RV lot. The fence around the lower RV lot has been improved, and just about every lot has been rented. The administration office is just waiting to hear back from a couple of people who were on the waitlist.

d) Communications

The SP website has now been moved to Stargate Communications Inc.

e) Insurance Committee – report attached

Please see attached report for details.

f) Irrigation Committee – report and minutes attached (also budget sheet)

As earlier indicated, expenditures were high with work being contracted out all summer. Going forward hopefully next spring there will be someone in place. The irrigation system will be down at the end of September, as we do not want to get into the situation that we were in this year with lines freezing due to early cold weather. The lines will be blown out shortly after the end of September. There are several irrigation driplines exposed throughout the community, that are coming up through the landscaping rocks. Work will soon commence to cover these exposed irrigation lines.

g) Landscaping Committee

There was not a lot done this year with respect to landscaping due to water restrictions. There is an agreement with Broadstreet to install some trees near the upper entrance of SP. New grass was installed at the upper entrance. Asahi Contracting Ltd.'s contract expires this year. SP is looking at either renewing the contract with Asahi or initiating a new contract with another provider.

h) Maintenance Committee

There were quite a few requests for alterations this year. The foundation for the railing between Alvarado Trail and Siringo Lane has been poured and the railing is currently being built and should be installed by the end of September. House painting and deck replacements will be proceeding in the multi-family development.

i) Safety and Security Committee – minutes attached

Please see attached minutes for details. An issue of concern is the shrubs on the corner of Alvarado Trail and Sonoma Pines Drives as they obscure the vision of drivers. Pedestrians cross the street at that corner. After discussion, the Board decided that the



rose bush on the corner of Alvarado Trail would be removed and the Mugo pines will be cut back.

MOTION: BE IT RESOLVED that the Committee Reports be accepted as presented. Moved: Don Porter. Seconded: Malcolm Metcalfe. All in favour.

7) Community Reports

a) Social Committee

Nothing to report other than the September 11, 2021, community garage sale was cancelled due to Covid restrictions preventing the Social Committee from selling hotdogs.

b) Welcome Committee – report attached

8) Alteration Request Applications

a) The following alteration requests that have been previously reviewed and approved by the Board prior to the September 8, 2021, Board meeting:

1	2164	Alvarado Tr	Multi	Deck resurfacing and covering change
2	2154	Alvarado Tr	Multi	Solar Tubes - Flowers & Bushes
3	2098	Candelara Pl	Multi	Solar Tube
4	2407	Mesa Vista	Single	Golf Shed and new pavers to extend deck
5	2387	Mesa Vista	Single	Golf Shed and new pavers to extend deck
6	2377	Mesa Vista	Single	Replace damaged duradeck and replace picket railings with glass
7	2301	Pine Vista Pl	Single	Install Awning
8	2311	Pine Vista Pl	Single	Solar Tube
9	2312	Pine Vista Pl	Single	Removal of trees
10	3836	Pine Vista Pl	Single	Install upper deck awing
11	3836	Siringo Ln	Multi	Install upper deck awing
12	3707	Sonoma Pine	Multi	Plug & Play Hot Tub
13	2206	Terrero Pl	Single	Replace shrubs in front and install patio & Privacy Screens
14	2141	Talavera Pl		Awning and side privacy screen

MOTION: BE IT RESOLVED that the above noted Alteration Applications be approved as presented.

Moved: Murray Reiter. Seconded: Gary Sears. All in favour.

b) The following alteration requests that have been previously reviewed and denied by the Board prior to the September 8, 2021, Board meeting:

None

c) The following alteration request(s) required Board approval:

1	2312	Pine Vista Pl	Single	Replace retaining wall
2	2163	Serrento Ln	Multi	Solar Panels

2312 Pine Vista Place - Approved with the repair or replacement of the existing retaining wall with the matching material to the current wall.

Motion: BE IT RESOLVED that the alteration request to repair the retaining wall at 2312 Pine Vista be approved using existing materials.

Moved: Walter Rendell. Seconded: Murray Reiter. All in favour.

2163 Serrento Lane - Denied due to concerns about roof structure and appearance.

Motion: BE IT RESOLVED that the alteration request to install solar panels in the roof of 2163 Serrento Lane is denied.

Moved: Walter Rendell. Seconded: Murray Reiter. All in favour.

9) New Business

a) Calisto Networks

Discussion ensued with respect to the provision of IT support services to the SP Administration Office. Under this contract the computers will be networked, have commercial grade antivirus software installed and all files will be saved on One Drive and backed up to the Cloud each evening. Calisto will also provide remote or onsite technical assistance as required for an additional hourly fee.

BE IT MOVED by the Board of SPHM Ltd. that it enter into a service agreement for the Corporation's IT structure and computer support with Calisto Networks for an estimated amount of \$1,000 annually.

Moved: Malcolm Metcalfe. Seconded: Lloyd Searcy. All in favour.

b) Replacement of Toro Workman

The 2009 used Toro Workman utility vehicle was purchased in 2016 for \$8,000.00 and has been requiring increasing amount of maintenance and repairs over the past number of months. In May, the reverse switch was repaired at a cost of \$800.00. At that time, we were advised that the rear end needed repair at an estimated cost of \$5,600.00. In the past few weeks, the charger ceased to function, and Oak Creek (who services the vehicle) quoted a cost of \$2,200.00 to replace the charger. We were successful in repairing the charger for \$120.00 with no warranty. The unit currently has 12,130 hours on it.

A utility vehicle is essential for the continuing operation of the SP community as it is used to transport irrigations parts, remove shrubs, and fence posts, and other daily activities that cannot be successfully accomplished without a vehicle.

After considerable research the Board has identified a used 2020 John Deere Gator TX with 35 hours on it. The cost of the used unit is \$12,500.00 plus GST some additional modifications will be required prior to putting the unit in service. There is limited availability of these units due to Covid, and the wait time on new units varies from several weeks to many months. Replacing the unit now is essential to the Corporation. The cost of the unit will be funded from the Common Operating Budget. The current unit will be sold to Carts Plus for \$2,000.00, with those proceeds applied against the purchase price.

BE IT MOVED by the Board of SPHM Ltd. that, due to increasing maintenance and repair costs, the current Toro Truckster utility vehicle be replaced with a used John Deere Gator TX at a cost of \$12,500, and that the current unit be sold to Carts Plus for \$2,000.00, with the proceeds applied against the purchase price with the funds to be charged to the Common Operating account.

Moved: Bob Scruton. Seconded: Murray Reiter. All in favour.

c) Approval of SP Crosswalk

The installation of the crosswalk at Sonoma Pines Drive and Solana Place has been previously discussed at length at the Safety and Security meetings as well as at the June 30, 2021, Board meeting. The Board continues to receive many complaints about speeding and the installation of traffic calming devices, which were turned down at the SPHM AGM in April 2021. It was the unanimous belief of the Board that something needed to be done due to safety concerns.

BE IT MOVED by the Board of SPHM Ltd. that a crosswalk be installed at Sonoma Pines Drive and Solana Place at a cost of \$1,260.00.

Moved: Bob Scruton. Seconded: Malcolm Metcalfe. All in favor

d) Painting - Multi-Family Homes

The Maintenance Committee has recommended that a number of multi-family homes be painted, as the stucco is badly faded. We received two quotes from paint companies and had each company paint a home in order that the Board could access the quality of the work. The homes were sprayed as homes that were previously painted with rollers left streaks that were unsatisfactory. The Board recommends that the contract be awarded to the lowest bidder.

BE IT MOVED by the Board of SPHM Ltd. enter into an agreement with One Man Crew for the painting of nine multi-family homes at an estimated cost of \$29,000.

Moved: Walter Rendell. Seconded: Murray Reiter. All in favour.

e) Replacing Decks – Multi-Family Homes

The Maintenance Committee has recommended that, as part of on-going maintenance and repair, that certain decks within the multi-family development be replaced. The Board received quotes from Project 19 and Lakeside Deck and Railing with Lakeside Deck and Railing being the lower bidder by a significant amount. Prior to awarding the contract, the Board had Lakeside replace a deck on Alvarado Trail so that we could ensure that the quality of the material and workmanship was acceptable.

BE IT MOVED by the Board of SPHM Ltd. enter into an agreement with Lakeside Decks and Railings for the replacement of up to eight decks at an estimated cost of \$20,000.

Moved: Walter Rendell. Seconded: Don Porter. All in favour.

f) Award Contract re Fencing Lower and Upper Gates

The Board was successful in obtaining \$17,000.00 from Broadstreet in cost sharing for fencing near the Carrington Road entrance. As part of this agreement, the 42" wood fence in front of the Broadstreet rental office is to be replaced. The Board also believed that it made sense to replace a portion of the four-foot chain link fence at the lower

entrance. We are fortunate to be able to do this additional fencing, as it was unexpected. The total net cost to the Corporation will not exceed \$100,000.00 approved at the SPHM AGM in April 2021 for the replacement of fencing.

BE IT MOVED by the Board of SPHM Ltd. approve the replacement of approximately forty-seven (47) feet of wood fencing along the Broadstreet Property at an estimated cost of \$3,500.00 with the cost paid for from the funds received from Broadstreet for cost sharing the fencing.

Moved: Lloyd Searcy. Seconded: Malcolm Metcalfe. All in favour.

BE IT MOVED by the Board of SPHM Ltd. approve the replacement of approximately one hundred and ninety-three (193) feet of wood and chain link fencing with six-foot ornamental fencing at the north side of Sonoma Pines Drive as you leave the community at the lower gate, at an estimated cost of \$14,000 to be paid for from the funds received from Broadstreet for cost sharing the fencing.

Moved: Lloyd Searcy. Seconded: Bob Scruton. All in favour.

g) Approval of Corporate Credit Card

To ensure the continued operation of the SP community, we often require tools, drill bits, gravel, software, irrigation supplies, and office supplies that need to be purchased from suppliers that will not invoice the Corporation. To date, Board members have been purchasing these items using their personal credit cards. A corporate credit card will ease the purchase of these items. Procedures will be established to ensure that, before the credit card bill is paid, it will be approved by two Board members who do not have access to the card.

BE IT RESOLVED that the Board of SPHM Ltd. Directs the Chair and Managing Director to obtain a credit card through Valley First credit Union with a limit of \$7,500 for the purposes of conducting the affairs of the Corporation.

Moved: Bob Scruton. Seconded: Malcolm Metcalfe. All in favour.

h) Approval Pushor Mitchell Invoice

As part of the purchase of the lower RV lot, SPHM incurred legal fees with Pushor Mitchell for researching and transferring the titles. During this process, the Board became aware that, if it leases were cancelled and combined with the lease for the common property, the Corporation would not be required to pay property taxes on that lot. This resulted in a slightly higher legal bill than what was expected. The legal costs were budgeted as part of the \$10,000.00 additional costs approved for the purchase of the lower RV lot.

BE IT MOVED by the Board of SPHM Ltd. that an invoice in the amount of \$4,849.70 from Pushor Mitchell respecting the purchase of the lower RV Lot be approved for payment.

Moved: Lloyd Searcy. Seconded: Malcolm Metcalfe. All in favour.

i) Insurance Renewal of Policies

BE IT MOVED by the Board of SPHM Ltd. That the common policy for the Corporation be placed with the Cooperators at an annual cost of \$71,887.00 payable in monthly installments of \$5,990.58, and that the Directors and Officers insurance and Cyber Insurance coverage be placed through Lloyd Sadd with



Trisura, CFC Underwriting and Coalition Insurance in the amount of \$12,997.00 payable in a single installment.

Moved: Lloyd Searcy. Seconded: Malcolm Metcalfe. All in favour.

10) In-Camera Session

During the in-camera session, Board member Malcolm Metcalfe submitted his resignation from the SPHM Board, advising the Board that the resignation is due to an increasing personal workload. The SPHM Board would like to thank Malcolm for his dedicated service to the community and wish him the best in his future endeavors.

11) Next Meeting – October 6, 2021

12) Adjournment – 8:45 pm

Report of the Managing Director

July 1 – August 31, 2021

Fence Replacement

The planned replacement of the fencing behind Sonoma Pines Drive, along side, Mesa Vista Court, along side the entrance at Carrington Road and on the right side of the lower gate as you exit was completed during this period. The “man gate” at the lower entrance will be relocated to the East (towards Boucherie) to improve security. The Board was successful in convincing Broadstreet to cost share the fence at the upper entrance and did receive just over \$17,000 as Broadstreet’s contribution. Those funds will be spent to replace approximately 50 feet of wood fence that remains on the right side of Sonoma Pines Drive just outside the gate by the Broadstreet rental office with four foot ornamental fencing. The remaining funds will be utilized to replaced 193 feet of four feet chain link and wood fencing on the left side of Sonoma Pines Drive as you exit the lower gate. This will provide a more balanced entrance with ornamental fencing on both sides of the road as you approach the lower gate from Boucherie Road.

Gates

The installation of the gates has moved slower than expected than we had hoped as we firstly had to obtain a building permit from the WFN and then the gates had to be custom ordered. The electrical for the gates and intercom at both entrances was completed by mid-August. Pedastels and bollards for the intercom systems are still on order at the time of writing.

District Development

District Developments is the company that plans to develop- the 23 acre empty field on the left side of Sonoma Pines as you exit the top gate. The development is planned for a mix of townhomes, three and six story apartment buildings with a total of 705 units. Gary Sears, Malcolm Metcalfe and I met with representatives of the company and their planners to raise the following issues:

- Parking – we expressed concerns that the number of parking stalls for Broadstreet were insufficient. The company advised that their plan is more parking per unit (1.3 stalls per unit) than the Broadstreet development.
- Access to Sonoma Pines Drive – we are advised that the existing driveway on the left side of Sonoma Pines Drive as you exit our property will be for emergency vehicles only with collapsible bollards blocking the way. Normal traffic will not be permitted to leave using this driveway.
- Building Configuration – we asked that the townhouses behind the homes on Sonoma Pines Drive not exceed two stories
- Landscaping – we requested that the existing trees and fencing on the left of Sonoma Pines Drive as you exit the property remain. We advised that we would consider allowing the replacement of the fencing if it was consistent with the new fencing that has been installed
- Pedestrians – we expressed concern about the potential increased pedestrian traffic within our community and requested that they install a walkway around their property rather than expecting that their residents would walk in our community

- Cedars/Ewes – we requested that, in lieu of a contribution to the fencing, that they install cedars or ewes along the fence line bordering their property which would provide a more “green” environment for their development and privacy for our homeowners

All in all, we felt that it was a positive meeting but there were no commitments

Office Staff

The Board terminated Blake Ellasser’s contract as of August 6th and recruited Sue Dixon as the Community Services Manager. Sue has a background in strata management and, so far, has proven to be a great addition to the team. The Board is still seeking an individual to undertake seasonable irrigation repairs but we are fortunate to have Vern and Chris that address many of the other maintenance issues around the community. Gail McFadden left us at the end of August and the Board hired Linda Lutz of Acacia Lane as her replacement joining Sheila Cole and Ida Seib who have been going a great job.

Insurance

Coverage has been renewed with the Co-operators and Lloyd Sadd at the same level as last year. Renewal confirmations continue to come into the Board Office.

Multifamily House Painting and Deck Replacement

Work is moving forward on the painting of some faded housing in the multifamily area to keep our community looking fresh. The Board will also be replacing the vinyl covering on 7 decks over the next number of weeks.

Lower RV Lot

The additional fencing around the lower RV Lot is now complete and the additional spaces have been developed which should produce additional revenue as planned to repay the Contingency Reserve Fund.

Complaints

The Board continues to receive a large of complaints, some legitimate, some frivolous that take up a great deal of time of Board members, with Gary Sears, Murray Reiter and myself spending an inordinate amount of time addressing them. I try to respond to each and every complaint but they result in a very large number of emails per month and many, many of telephone calls as well as answering questions on Facebook. I personally spend between 20 and 30 hours per week on Corporation business and following up on complaints adds many, many hours to the job of the Board. Complaints should be directed to the Board Office and not to individual Board member who will sort out what needs to be followed up on.

Complaints for Bylaw violations need to be submitted in accordance with Bylaw 11.



Clubhouse Committee

After a long Covid closure the Clubhouse is finally fully open and available for functions. However, Covid regulations are still in place and must be adhered to when using the facility. If you're unsure of the Clubhouse Covid requirements and have yet to read the postings on the entrance you can contact the office or myself. The Board has put an additional requirement in place that you must be FULLY VACCINATED to enter the Clubhouse facility.

Repairs to the woodpecker damaged front entrance wood pillars has been completed and the pillars will be stained in the next week.

Repairs have been made to the commercial dishwasher and the ice machine as the 18 months of inactivity had created some problems.

Although there is no Social Committee report, they have decided to cancel the scheduled September 11 Garage Sale. This decision was made due to the increasing number of Covid cases in the Central Interior area.

Welcoming Committee report is attached.

Regards

Don Porter
Clubhouse Director
778-215-3034



INSURANCE COMMITTEE REPORT

AUGUST 31, 2021

Members:
Lloyd Searcy, Chair
Malcolm Metcalfe
Linda Metcvalfe
Gail McFadden
Mike Trenn
Ernie Verkade
Sheryl Mattice

A revised insurance appraisal was revised from Kent McPherson that placed the value of the common assets at \$13,550,000 rather than \$15,100,000. The common policy was placed with this amount as the base with the common assets insured to 90-% of that value. The Co-operator's agreed to provide full replacement coverage as required under the Headlease. The Common Liability coverage remains at \$20,000,000.

The Director's and Officers Insurance was renewed with Lloyd SADD which placed the coverage with Trisura, CFC and Coalition for the cyber coverage.

The following table shows the comparison from last year to this year:

<i>Company</i>	<i>Coverage</i>	<i>2020 Premium</i>	<i>2021 Premium</i>
Co-operators			
Commercial General Liability	\$20,000,000		
Common Property	\$15,100,000	\$77,778	\$71,887.00
Trisura	\$5,000,000	\$5,470	\$6,520.00
CFC Underwriting¹	\$5,000,000	\$3,850	\$5,000.00
Cyber Insurance (Coalition 2021)	\$1,000,000	\$1,800	\$1,477.00
		\$88,898	\$84,884.00
Cost			

Note 1:
\$5 million in excess liability with a \$5 million deductible

Had we left the coverage on the common assets the same as last year, the premium would have been an additional \$8,652.00 and would have provided no more coverage than we have today.

[SPHM Ltd. \(Sonoma Pines Homeowners Management Ltd.\)
Irrigation & Water Conservation Committee](#)



MEETING MINUTES

Date: August 23, 2021

Time 9:00 am

Location: Sonoma Pines Clubhouse - 3999 Sonoma Pines Drive

Agenda

1. Call to Order: 9:01 am
2. Additions to agenda see 8 b, c, d, and e.
3. Adoption of June 2021 minutes M/S/C
4. Financial Report
 - a. As of end of June we are over \$1,140 on common and \$5,400 over on multifamily
 - b. A lot of outside contracting has resulted in some of these overages.
5. CSC Report – no report submitted
6. Old Business
 - a. Field infrastructure tagging system
 - i. All irrigation boxes are installed at the top so we can now schedule this work.
 - b. High pressure issues at various connection points.
 - i. We added one new pressure reducing valve at Serrento #2 and at the top gate connections. These two new installations allow us to test the pressure at the PRV and make adjustments when necessary. We will make an effort to check all PRV's and change out as necessary to allow us to pressure test the system.
7. Water Conservation
 - a. Tips document was completed and circulated to the residents via email and is currently on the webpage.
 - b. We are in stage 2 WFN water restrictions. Sonoma Pines has had discussions on our watering procedures with WFN and will continue to liaise with WFN.
8. New Business
 - a. Mike W. provided 2021 repair analyses on a spreadsheet for the committee to review.
 - (a) Jammed Rotors. There were quite a number of these. Mike will do a further break down into more specific reasons for the failures. We should try to retrieve the rotors that were replaced from Asahi.
 - (b) Swing arms damage discussed – no action.
 - (c) Drip lines – it was decided by the committee that a small amount of drip line fittings could be placed into storage room at the clubhouse for committee members to do some very minor repair work on drip lines when needed.
 - (d) Main line repairs – Mike will review the invoices again to try and determine how much repair work was undertaken on the main 1" and 2" lines. Committee complemented Mike on his work on reviewing the invoices. Gary will make a brief report to the Board about some of the costs incurred.
 - (e) Many repairs were caused by homeowners damaging the system and should have been billed back to the homeowners.

- b. New CSC – Sue Dixon will do the administrative side of CSC – and will work half days. On the field side of CSC work, the Board will be hiring someone in the spring.
 - c. Committee members update – Doug Kell has withdrawn his name from the committee. The committee thanks Doug for his time on the committee. We will be seeking some help in 2022.
 - d. Irrigation shut down – end of September 30th. Gary will follow up with Asahi.
 - e. Asahi contract ends at end of the season. As a committee we should review the irrigation portion of the contract. Gary to forward information to Mike and Brent for review and/or comment.
9. Correspondence – none
10. Next Meeting – September 28th at 9:am
11. Adjournment – 10.20 am



SONOMA PINES MONTHLY IRRIGATION EXPENSES AND BUDGET 2021/2022

As of March 31, 2021 - Note: all the monthly details are on the monthly financial report.

COMMON: Irrigation repairs and maintenance budget for 2021/2022 is \$10,000.00

Date	Month To Date	Balance	Comments
April 2021	\$2,163	\$7,837	
May 2021	\$5,837	\$4,163	
June 2021	\$11,140	\$1,140 over	
July 2021			
August 2021			
September 2021			
October 2021			
November 2021			
December 2021			
January 2022			
February 2022			
March 2022			

MULTI-FAMILY Irrigation repairs and maintenance budget for 2021/2022 is \$20,000.00

Date	Month To Date	Balance	Comments
April 2021	\$847	\$19,153	
May 2021	\$15,727	\$4,273	
June 2021	\$25,400	\$5,400 over	
July 2021			
August 2021			
September 2021			
October 2021			
November 2021			
December 2021			
January 2022			
February 2022			
March 2022			



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

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive
Date & Time: July 5, 2021 at 10:00

Attending: Darrel Bellamy, Paul Kaiser, Chair Bob Scruton and Lloyd Searcy (later on)
Absent: Greg Marshall and Larry Presta

Old Business

1. Chair advised those present an email went out to all owners regarding no parking areas (overnight, hammerheads, etc.). Each infraction is being addressed to those responsible. Two warning letters were mailed out in the past month.

Business Arising

1. As options to reduce speeding along Sonoma Pines Drive have been minimized (Traffic Calming Resolution failed; rumble strips are too noisy; illuminated speed signs costly, reducing the speed limit won't slow speeders down).

The Board has recommended Crosswalks. Several signs have been received though we need the opposing ones to complete along with quotes on posts, installation and painting the roadway. Discussion with feedback on crosswalks possibly putting pedestrians at risk, not slowing drivers down, not being the best means of reducing speed.

The Committee feels an additional one or two 'middle of the road' speed signs like the upper end of Sonoma Pines Drive may be a better option with location discussed.

Lloyd advised we should still put in at least one crosswalk. A good location being Sonoma Pines Drive and Solano Place. Chair to continue working on quotes.

2. Email out regarding marmots and it will be the homeowners responsibility though a number of options were provided. Board buying four traps for owners use - Lender Form developed and Directions for Use to be developed before lending traps out.

3. Walkway between Siringo and Alvarado Trail has been modified. Handrails still required.

4. Bob followed up with Orkin on rat traps and poisoning. Orkin rep. advised the poison is first kill only (rodent taking the bait succumbs though any animal eating the rodent won't). Chair also advised vets may differ in opinion.

5. Block Watch training for three new folks (two Captains and Chair) took place June 22. Advisory out to all Captains requesting they update their street lists due to new folks moving in. Plan on having a **community information session**, hopefully in conjunction with Welcome Committee once Covid restrictions reduced.

6. Reserved parking in overflow parking to Board though not under consideration at this time.

New Business

1. Request from an owner on Alvarado Trail to install stop signs at cut on Alvarado, Siringo, Madeira and Talavera. His concern is folks proceeding through the intersections without looking or slowing down.

This would require six signs and installation. Discussion on no incidents being reported to date (except this general one) and more signage is not the answer. Taken under advisement.

2. Request from an owner on Del Mar Ct for a No Entry sign due to people driving in the turn around and speeding out. Discussion on having the lower gate as the primary likely reducing this concern and to wait for completion of the upper gate to see if this remedies the concern. Chair to follow-up with individual.

3. Upper gate options for responders brought forward with Committee suggesting Yelp activation be included on both entrance and exits of upper and lower gates. Currently it is only found on lower gate entry. Lloyd Searcy advised we'd look at this as the best option.

4. a. Darrel asked if Yelp sign on Solano Place upper gate can be replaced with one that's readable since the current one is too small (4"x5")? Chair to follow-up when additional signs ordered for upper gates and lower exit gate.

b. Darrel also asked if there's a problem with the Fire Department lock box at Solano Place lower gate since responders had to turn around during an incident last week. Chair to follow up with the Fire Department.

5. Lloyd asked if Chair had connected with retired RCMP member Dawn Trask who had expressed an interest in joining the Committee. First Chair had heard of it so Lloyd to pass on contact information.

Next Meeting August 30 at 10:00 in the Clubhouse.

Adjournment 10:50

Recorded By

RE Scruton, CTR
Chair Safety & Security Committee
SPHM Ltd.



Sonoma Pines Homeowners Management Ltd.

Safety & Security Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: August 30, 2021 at 10:00

Welcome Members and call to order at 10:00 by Chair Bob Scruton who introduced new member Dawn Trask to members Paul Kaiser, Darrel Bellamy, Greg Marshall and Larry Presda with everyone giving a brief history of who they are. Lloyd Searcy (ex-officio) joined us immediately afterwards.

Old Business Chair reviewed the following:

1. Crosswalk SPD and Solana Place completed August 23 with several owners commenting or questioning it.
2. Marmot Control and trap usage – two traps out though unsure how many marmots caught. As they're now in hibernation they shouldn't be a problem until next May/June.
3. Walkway between Siringo and Alvarado to have handrails installed by mid-September confirmed by Lloyd.
4. Block Watch community information session, hopefully in conjunction with Welcome Committee once Covid restrictions reduced.
5. 2nd Flex speed sign received and waiting for Vern to come back in early October for installation on SPD near steps from Terrero in No Parking areas.
6. Block Watch requires several Captains/Co-Captains one or two each for Sonoma Pines Dr (2 or 3); Siringo (one or two) and Serrento (one or two) so if anyone knows of someone who could help please let Chair know.

Business Arising

1. Request from an owner on Alvarado Trail to install stop signs at cut on Alvarado, Siringo, Madera and Talavera taken under advisement.
2. Request from an owner on Del Mar Ct who has requested a No Entry sign due to people driving through. Will see what happens with new upper gates and owner apprised of Committee decision.
3. Upper gate options for responders to incorporate Yelp feature in egress and exit. Signs received and awaiting gate installation for installation of "Yelp" signs.
Lloyd updated Committee on upper gates in for powder coating then installation and lower man gate to be relocated in September to end of ornamental iron fence.
4. Chair emailed WKFR re: Solana lock box and didn't hear back. Have installed a large Yelp sign on Solana upper gate.

New Business

1. a. Possible parking issues after Glenrosa evacuation from Mt. Law Wildfire to owners requesting consideration. Discussion on trailer parked near lower gate on SPD being allowed for the time being.
b. Concern brought forward of pick-up and a trailer being parked on Sonoma Pines near Serrento on a continuous basis. Greg moved and Dawn seconded No Parking signs be installed along that stretch of Sonoma Pines Drive. Discussion with request to speak to vehicle

owner and advise of issue and to find somewhere else for his truck and trailer. Motion withdrawn by both mover and seconder as agreed to have CSC speak with vehicle owner.

2. Evacuation Alert information on Mt. Law Wildfire out via BW Captains and Alvarado Trail BW the Sunday the fire started.

3. Several shrubs/bushes at the corner of Alvarado and SPD have been impeding vision for traffic and pedestrians. Request has been submitted to remove the ones on the corner with discussion on lowering them to improve visibility or remove them if that doesn't work. Chair to forward concerns to the Landscape Committee and bring forward to the Board at next weeks meeting.

Chair asked if there was any additional business:

4. Dawn brought up speeding and nearly being struck a couple times walking and driving. Discussion back to what's been denied by owners (speed bumps, traffic calmers, etc.); reducing the speed limit; rumble strips; illuminated speed signs, etc.

Liability issue and ICBC coverage on WFN lands; limited options as RCMP or Community Policing won't set-up radar as private community; seeing if things change once upper gates installed; etc.

5. Lloyd brought forward the issue of upper gates and what does Committee see as appropriate? Lloyd also advised one timed exit loop sensor to be installed at either the upper or lower gate. Discussion on keeping both gates closed; wear and tear on lower gate mechanics and cost to repair/replace; keeping lower gate open during the day and closed at night allowing for couriers; having a 3 or 6 month trial to see what works best and change as needed; garbage and letter carrier to get a key fob; etc.

6. Lloyd also advised of a bollard to be installed at the upper gate to protect the intercom control and another at the lower gate to protect its' control mechanism. Asked how we thought they should be secured – shear-off or solid? Looking to secure in concrete.

7. Darrell suggested traffic calmers be revisited if speeding continues, especially towards lower gate. Calmers can be driven over at speeds less than 40kph versus speed bumps at <10kph.

8. a. Lloyd advised funds from Broadstreet covering 50% of the common fence between us will be used to install @40' of 4' section of ornamental iron outside our upper gate to Broadstreet rental office replacing the existing 4' wooden fence.

b. also includes replacing @150' of the 4' chain link with 6' ornamental iron along Sonoma Pines from the bottom gate down (across from the new ornamental fence).

9. Lloyd advised there's approximately 80' of open area behind the first house on Terrero that will need @80' of 8' chain link fence to cover. This will need to be addressed in 2022 along with additional fencing requests.

10. Discussion on parking in the currently vacant lot across from Broadstreet. Lloyd advised Broadstreet only allowed 1.1 vehicles per unit for parking whereas the new development (>700 units) has allowed 1.3 vehicles per unit for parking. Access and egress will be from Carrington and "No Parking" signs will be installed at the existing couplet once the new development goes in which should be started in the next several months.

Chair asked if there was anything else and as nothing asked for meeting to be adjourned.

Darrell moved with Greg seconding the meeting be adjourned.

Chair adjourned the meeting at 11:04.

Recorded by: RE Scruton, CTR, Chair Safety & Security Committee

SPHM Ltd.



Welcome Committee Report – September 2021

1. We are still having difficulty obtaining new homeowner information.

At this time, we are missing the following new owner information for:

- 2179 Madera
- 2192 Alvarado
- 3800 DeIMar
- 2211 Terrerro
- 3818 Siringo

2. We are continuing to hand out New Homeowner packages. I try to do this in person with some welcome dialogue to enhance the package contents. At this time there have been no in person Welcome Sessions held in the Clubhouse.
3. In light of the ongoing pandemic, and to be able to acknowledge all volunteers over the past year, the Welcome committee has decided to hold the Volunteer Appreciation event just prior to the AGM.