

**Board Meeting Minutes
October 6, 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
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 6:30 pm

**All Board members were in attendance.
Ex-Officio was not in attendance.**

Call to Order at 6:30 pm

1) Finalize agenda

The following items were added to the agenda:

- Landscape Contract Renewal
- Snow Clearing Contract
- Railing between Alvarado Trail and Siringo
- Tracking of Bylaw Amendments
- Organic Bin
- Red Ribbon Program

**Motion: The agenda to be approved as amended.
Moved: Lloyd Searcy Seconded by: Gary Sears. All in favor.**

2) Approval of Minutes

a) Board Minutes of September 8, 2021

**MOTION: BE IT RESOLVED that the Board accepts the minutes of September 8, 2021.
Moved: Bob Scruton. Seconded: Murray Reiter. All in favor.**

- 3) **Presentation by John Cole, Chair, Westbank First Nations Advisory Council**
A brief update was provided. It has been a very hectic summer for WFN with smoke, fires, and changes in administration. This has delayed the normal process of reporting. The next WFN Advisory Council meeting is on October 13/21 to discuss financials and other outstanding information and projects.
- 4) **Community Services Coordinator Report - report provided**
Repairs completed, and in progress report provided. It was suggested that the report include day enquiry received and completed, and the contractor hired to track the progress of work.
- 5) **Correspondence**
No correspondence
- 6) **Adoption of Committee Reports as Circulated**
 - a) Management Report – see attached report
 - b) Clubhouse Committee – no written report
Working on things that were brought forward from last month and town halls.
 - c) Communication Committee – no report
 - d) Finance Committee – no written report. Financials attached
The August financials were distributed. The corporation is on track to come in on budget at year end. There is now a much stronger internal control of the finances with respect to how invoices are paid.
 - e) Insurance Committee – no written report
Community insurance has been renewed. The SP administration office is still following up on multi-family homeowner insurance renewals. All multi-family homeowners were reminded to please provide a copy insurance declaration page to the administration office.
 - f) Irrigation Committee – no written report
The financials for irrigation were over by approximately \$5k for the common area, and \$15K for the multi- family. Next year the irrigation will be done by Chris Christiansen a resident of the community.
 - g) Landscaping Committee – no written report
Trees were installed on Mesa Vista Court. The fence panels that were sold for \$1300 contributed to the installation of the Mesa Vista trees.
To the right of the Broadstreet fence two magnolias have been planted. Some decorative rock will be placed. Now that the irrigation is operating, the trees that were snipped are already coming back.

RV Parking – There were some issues with non-registered vehicles in the lower lot, but this has been resolved. There is one small lot (17') in the upper lot, and a small (15") and 30' in the lower lot available. The rest of the spots are rented. Lower lot changes created three more lots which increased revenue \$205/month.
 - h) Maintenance Committee – no written report
If the weather holds, 2 - 3 more homes will be painted. Decks that needed repair will be completed this week. There have been several issues with leaking gutters this fall - work is underway.

- i) Safety and Security Committee – no written report
The community still requires Block Watch Captains for Siringo Lane, Sonoma Pines Drive, and Verona Lane. There is now a captain for Sorrento Lane. Next Safety & Security Committee meeting is on Nov 29 @ 1:00pm. Budget will be reviewed for next year.

MOTION: BE IT RESOLVED that the Board accepts the Committee Reports as presented.

Moved: Don Porter. Seconded: Bob Scruton. All in favor.

7) Community Reports

- a) Social Committee – no written report
Hoping to get social events going at the end of October

- b) Welcome Committee – no report

8) Alteration Request Applications

- a) **The following alteration requests that have been previously reviewed and approved by the Board between September 8 and September 27, 2021:**

1	2194-2196	Alvarado Trail	Multi	Installation of 4 steps between houses	Documents completed – pre-approved
2	3861	Sonoma Pines Dr	Multi	Install electrical inlet box	Documents completed – pre-approved
3	2237	Terrero Pl	Single	Build/extend privacy arbor/dead cedar removal	Documents completed – pre-approved
4	2243	Terrero Pl	Single	Solar Tubes -Installation of 3 solar tubes	Documents completed – pre-approved

MOTION: BE IT RESOLVED that the Board accepts the above noted Alteration Request Applications.

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

- b) **The following alteration requests that have been previously reviewed and denied by the Board between September 8 and September 27, 2021:**

There were none to review.

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

There were none to review.

9) Old Business

No old business

10) New Business

- a) **Townhall Meetings**

Approximately 20 - 25 residents attended the September 16 and September 19 Townhalls. The following topics were discussed: clubhouse usage and needs; 2022 fence replacement and priorities; replacement of the Toro Workman; crosswalk; gate; and speeding. Also discussed was the District Development and their proposal; budgeting and how things are completed; the need for several more Block Watch Captains (Siringo Lane, Sonoma Pines Drive, Verona Lane, and Sorrento Lane); and the

Asahi Landscaping Contract which is up this year so will be looking at other providers in addition to Asahi.

The Board asked the Clubhouse committee to explore options for covering the existing patio, and to install bocce ball courts and horseshoe pits.

b) Operation of the Gates – Gate Protocol attached

The Board discussed the operation of the gates and approval the attached Gate Protocol on the understanding the different options may be considered as we gain more experience with gates at the upper and lower entrances.

c) Schedule E – Bylaws 1, 7, and 20

Presently there is no provision in Schedule E to require an owner to be in good standing with their homeowners' fees to vote at an AGM or SGM. Article 27.6 grants the Board the power to pass a Bylaw, Rule or Regulation at any time.

BE IT RESOLVED by the Board of SPHM Ltd that Bylaw 1 of Schedule E be amended to include the following:

Bylaw 1

(3) Any homeowner that is not current with their homeowners' fees shall be prohibited from voting at any Annual General Meeting or Special General Meeting. Motion carried unanimously.

Bylaw 7

The issue of fencing was raised at the recent Townhall meetings and had further discussion at the Board meeting. The owners on Sonoma Pines Drive that had the 6-foot chain link fencing installed at the rear of their property have indicated that they are quite satisfied with the look and privacy of the fence with the privacy slats. To provide future direction on the replacement of the perimeter fencing the Board made the following resolution:

BE IT RESOLVED by the Board of SPHM Ltd that Bylaw 7 of Schedule E be amended to include the following:

Bylaw 7

(11) The perimeter fence of the community shall be six-foot, black chain link with privacy slates where appropriate. Motion carried unanimously.

Bylaw 20

In September, a homeowner raised the issue of whether homes that were rented were properly insured. The Board investigated this issue and was advised that, if a homeowner does not declare that the home is rented to the insurance company, the coverage would be invalidated. The Board believes that it is prudent to pass a bylaw requiring homeowners that rent their homes to provide proof that their insurance company is aware of the use of the property.

BE IT RESOLVED by the Board of SPHM Ltd that Bylaw 20 of Schedule E be amended to include the following:

Bylaw 20

(6) All homeowners shall provide the Corporation proof of all risk, full replacement insurance coverage on their home upon the placement of a new policy, a change in material coverage or the renewal of an existing policy. Homeowners that rent their property shall be required to provide confirmation from their insurance

company that the insurer is aware that the home is rented and has coverage that reflects that use. Motion carried unanimously.

d) Landscape Contract Renewal

The contract with Asahi expires at the end of November 2021. Sue Dixon was asked to explore other options for the contract including dividing the community into three and seeking three separate contractors to provide services. No companies were interested in bidding on the contract in that form. Without that option the Board Executive met with Kevin Stringer of Asahi to negotiate a contract. Mr. Stringer proposed a three-year contract with an increase for the entire period of approximately 4%. After further discussion, the Executive requested a quote for an additional two years. Mr. Stringer responded that the increase for the single family and common areas would be approximately 1.5% for the additional two-year period, and .08% for the multi-family development for the same period.

Some Board members felt that we should seek out a quote from United who has provided services in the past. A poll on Facebook of the owners indicated that a vast majority of owners would not consider a quote from United.

After considerable discussion, the Board agreed that a five-year contract with a minimal increase in the fourth and fifth years was a good business decision.

BE IT RESOLVED by the Board of SPHM Ltd that a landscaping contract be awarded to Asahi Landscaping for the five-year period commencing March 1, 2022, expiring on November 30, 2027, at an estimated total cost of \$2,410,775.58. Motion carried unanimously.

e) Snow Clearing Contract

There was discussion about the snow clearing plan. Prior to last year, the plan was that Sonoma Pines Drive, Hill Street, Mesa Vista Court, Pine Vista Place, and a portion of Candelera were cleared the day of the snow fall and the remaining streets were cleared several days later. The Board felt that this plan did not work well and during last winter the plan was changed so that all streets were cleared on the same day. Different equipment was also used on the small side streets such as parts of Sonoma Pines Drive, Acacia Lane, Verona Lane, and Del Mar.

Some concerns were expressed about the amount of sand spread on the streets. Interior Snow Clearing has been directed to utilize brine on Sonoma Pines Drive (and the sidewalks, if possible) prior to each snow fall. All the streets will be cleared if more than 3 cm of snow falls. The Board will meet with the company to reaffirm this plan which will be monitored over the winter.

BE IT RESOLVED that the Board of SPHM Ltd award the annual snow clearing contract to Interior Snow and Ice Control at an estimated cost of \$45,000. Motion carried unanimously

f) Railing Alvarado Trail and Siringo Lane

A custom railing was installed on the walkway between Alvarado Trail and Siringo Lane at a cost of \$5,275.03. Prior to ordering the railing, the Managing Director contacted two other companies for quotes who declined to quote on the project. There was discussion about the style of railing as the railing at the clubhouse has a single center bar. None of the companies recommended that style of railing as they deemed it unsafe for small children. The railing that was constructed meets the National Building Code for railings in that the spindles are no greater than 100 mm or 4 inches apart. Board member Don Porter felt that the railing with the single center bar was sufficient.

BE IT RESOLVED that the Board of SPHM Ltd a contract be awarded to Six West for the fabrication of a custom safety railing on the walking path between Alvarado trail and Siringo Lane at a cost of \$5,275.03 to be paid for from the Common Contingency Reserve Fund.

Motion For – L. Searcy, G. Sears, M. Reiter, W. Rendell, R. Scruton.

Motion Against – D. Porter

Motion Carried

g) Tracking of bylaw amendments

Bylaws will be revised on the website as amendments are made.

h) Organic Bin

The Board agreed to have a collection bin placed in front of the clubhouse from October 14 – 30 solely for the purpose of disposing of yard clipping and soil – NO GARBAGE OR PLASTIC CONTAINERS are to be placed in the bin.

i) Red Ribbon Program

Asahi has also agreed to modify the red stake program to allow owners not to have certain plants trimmed as part of the spring and fall cleanup. Owners are to tie a red ribbon to any plant they do not wish to be trimmed.

11) **In-Camera Session** – There was a short in-camera after the meeting.

12) **Next Meeting**

Next SPHM Ltd Board meeting is on Wednesday, December 1, 2021, at 6:30pm.

13) **Adjournment**

Meeting adjourned at 7:57pm

REPORT OF THE MANAGING DIRECTOR

September 30, 2021

Gates

Work continues on the gate installation with progress made in finding a company to pour the concrete pads at the top and lower entrance. The pads are required to mount the intercom system as well as bollards to protect them.

Fencing

Approximately 50' of 42" wood fencing and 193 feet of 4' chain link fencing was removed at the lower entrance and replaced with 6' ornamental fencing. Approximately 55' of 42" wood fencing on the right side of the road just outside of the entrance beside the Broadstreet rental office was replaced with 4' ornamental fencing. All this fencing was paid for from Broadstreet's contribution to the fencing project. The lower man gate will be moved by the gate company in the next few weeks. The existing fence was removed by our staff assisted by Board members and volunteers.

Toro Workman

The charger on the Toro Workman failed and was repaired at Central Electric. A new replacement charger was quoted at \$2,200; the unit also required work on the rear end estimated at \$5,600. A 2020 John Deere Gator TX gas driven unit with 26.5 hours on the clock was purchased for \$12,500 including taxes to replace the Toro which was sold for \$2,000. Expected delivery of the John Deere is early in October.

Multifamily Maintenance

Several multifamily homes were painted during the month and 8 vinyl decks within the multifamily development were replaced by Lakeside Deck and Railing.

IT Support

Calisto Networks was engaged to provide IT support to the office. The main computer was set up as the server with a hardwire to the modem. Antivirus software was installed on the machines as well as Cloud back-up every evening.

Town Hall Meetings

Town Hall meetings were held on September 16th and 19th. Discussion topics included the District Development, next year's fencing plan, potential development in and around the Clubhouse, a gate update, the crosswalk, and speeding issues along Sonoma Pines Drive.

Fencing Along Mesa Vista

Trees and junipers were installed along the west side of Mesa Vista to provide a degree of privacy. The sprinkler heads were moved to provide irrigation to the trees.

Lower RV Lot

The perimeter fence around the lower RV Lot was extended to allow for additional stalls. A total of five stalls have now been added to the lot.

Water Main Break

A 12" water main failed at the intersection of Carrington Road and Sonoma Pines Drive impacting water service to the community. Although it was repaired quickly, additional repairs to the adjacent roadways will be required at some point in the future. The water main was owned by the WFN, and they are responsible for all repairs.

GATE PROTOCOL

Intercom System Non-Functional

When the intercom system is non-functional the gates settings shall be the following:

1. Upper gates will always remain closed.
The “exit loop” will be operational from 6PM to 6AM each day.
The garage door openers will operate the entrance and exit gates at all times.
2. Lower gates will remain open from 6AM to 10PM daily (including weekends).
The “exit loop” will remain inactive and turned off at all times.
3. Both entrance and exit gates shall be outfitted with YELP technology.

Conclusion:

This configuration will allow vehicles to enter the lower gates, but they must also exit the same way during the day. This configuration prevents flow through traffic. The upper exit gates will allow visitors exiting after 6PM.

Intercom System Functional

When the intercom system is functional the gates settings shall be the following:

1. Upper gates shall always remain closed.
The “exit loop” will be operational from 6PM to 6AM daily.
Garage door openers will operate the entrance and exit gates at all times.
2. Lower gates will always remain closed.
The “exit loop” will be operational from 6AM to 6PM daily allowing delivery vehicles to exit through the lower gates.
3. Both entrance and exit gates shall be outfitted with YELP technology.
4. The following will be granted an access code to open the gates without a garage door opener:
 - a. Waste Connections
 - b. Canada Post
 - c. Landscape contractor
 - d. Snow removal contractor
 - e. Corix meter readers
 - f. Daily Courier
 - g. Globe and Mail
 - h. WFN meter readers

Conclusion:

This configuration will allow vehicles to enter either of the gates, but visitors will be required to access the intercom system. The intercom system will transfer the call to the programmed telephone number and the homeowner will be able to open the gate remotely from anywhere in the world.

Visitors must exit through the lower gate from 6AM to 6PM daily and through the upper gate from 6PM to 6AM daily.

This configuration will restrict follow through traffic.