

**Sonoma Pines Homeowners Management Ltd.**  
**ANNUAL GENERAL MEETING by Restricted proxy**  
Sonoma Pines Clubhouse, West Kelowna, BC  
April 15, 2021 @ 11:00AM

**MINUTES**

The meeting was conducted by restricted proxy due to the Covid 19 health restrictions.

In Attendance: Malcolm Metcalfe, Lloyd Searcy, Gary Sears,  
Ex-Officio: Bob Bassett, Charlie Milazzo  
Recorder: Sheila Herchak-Cole

1. Certify Restricted Proxies and establish a quorum.  
There were 290 restricted proxies of which 27 were spoiled, leaving 263 valid proxies. For the Ballots, there were 279 restricted proxies of which 10 were spoiled, leaving 269 valid ballots. Under section 11.3 of the Articles of Incorporation, we had a quorum of more than 10% of shareholders present by restricted proxy.
2. Call the meeting to order.  
The meeting was called to order at 11:02 a.m.
3. Confirm that the Chairperson, Vice-Chair or individual elected from the floor will chair the meeting.  
Lloyd Searcy, Vice-chair, acted as chairperson.
4. Present proof of Meeting Notice  
Notice of AGM was issued by email and/or post on or before March 25, 2021.
5. Approval of the Agenda

**Majority Vote Resolution SGM-2021 A**

*Be it moved by a 50% vote of the shareholders of SPHM Ltd. that the Agenda of 2021 Annual General Meeting be approved as presented.*

**Motion Carried**

6. Approval of the Minutes from the Special General Meeting of January 28, 2021  
**Majority Vote Resolution SGM-2021– B**  
*Be it moved by a 50% vote of the shareholders of SPHM Ltd. that the minutes of the January 28, 2021 Special General Meeting be approved as presented.*

**Motion Carried**

7. Unfinished Business - none

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8. Report on Insurance Coverage  
Document provided in AGM package.
9. New Business:

**Fence Replacement Preamble:**

Due to the high cost of maintenance of the existing fencing, the Board is proposing the replacement of portions of the existing 42-inch-high wood fence at the front entrance and along Mesa Vista Drive with six-foot ornamental metal fencing. Some ornamental metal fencing will also be installed adjacent to the entrance.

The Board has spent between \$35,000 and \$40,000 in the past two years on fence painting and repairs and expected to spend another \$17,000 in 2021.

The plan is to replace sections of the fencing over the next four

years. The 2021 program with the following:

1. Replace the fence from the gates on the south side of the road to the corner of 3689 Sonoma Pines Drive with six-foot ornamental metal fencing.
2. Replace the existing fence along the side of 3689 Sonoma Pines Drive to the rear of the home with six-foot ornamental metal fencing.
3. Replace the fence behind the homes on Sonoma Pines Drive extending from the rear of 3689 Sonoma Pines Drive to the rear of 3811 Sonoma Pines Drive with six-foot chain link fencing with black plastic coating.
4. Install new six-foot ornamental metal fence behind the Sonoma Pines sign on the north side of the road as you exit the community from the gates to the fence line.
5. Replace the fence on the north side of the entrance from the Sonoma Pines sign to the corner of Mesa Vista Drive, extending to 2392 Mesa Vista Drive with six-foot ornamental metal fencing.
6. The cost of these replacements will be up to One Hundred Thousand Dollars (\$100,000) including taxes and the removal and disposal of the existing fencing.

**a) Three Quarter Vote Resolution AGM 2021– C**

**BE IT RESOLVED** by a 3/4 vote of the shareholders of SPHM Ltd. authorize the Corporation to expend up to One Hundred Thousand Dollars on fence replacement from the Common Contingency Reserve Fund.

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**Restricted proxy votes: 441 in favour, 74 opposed**  
**Motion carried by 3/4 vote (85.6% in favour)**

**Traffic Calming Device Preamble:**

The Board has received many complaints respecting speeding on Sonoma Pines Drive and believes that the installation of traffic calming devices (speed bumps) will address the issue. The devices are made of asphalt and are installed on each side of the road. They have a gradual rise and are approximately four feet wide.

While slowing traffic, these permanent devices do not impede the cleaning of the streets in winter months.

- b) Three Quarter Vote Resolution AGM 2021– D**  
**BE IT RESOLVED** by a 3/4 vote of the shareholders of SPHM Ltd. authorize the Corporation to expend up to Four Thousand Eight Hundred Dollars (plus applicable taxes) to have four traffic calming devices (speed bumps) installed on Sonoma Pines Drive.

**Restricted proxy votes: 209 in favour, 316 opposed**  
**Motion defeated. (39.8% in favour)**

**Office Equipment**

The administrative office requires an additional laptop to improve office efficiency as well as a four-drawer lateral filing cabinet for files.

- c) Three Quarter Vote Resolution AGM 2021– E**  
**BE IT RESOLVED** by a 3/4 vote of the shareholders of SPHM Ltd. authorize the Corporation to expend up to One Thousand Five Hundred Dollars (plus applicable taxes) for a laptop and filing cabinet for the administrative office.

**Restricted proxy votes: 506 in favour, 12 opposed**  
**Motion carried by 3/4 vote (97.6% in favour)**

10. Review of the financial statements  
Financial statements to the end of January and projections to the end of the fiscal year were presented in AGM package.
11. Approval of the 2021/2022 Operating Budget

**Operating Budget Preamble:**

The proposed budget reflects a significant increase in garbage disposal costs

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with the monthly fee per home rising from \$10.50 per month to \$14.50 per month. This will result in an increase of \$24,000 annually for disposal costs but will include the introduction of tots which will allow for the automatic lifting of containers into the disposal truck.

Waste Connections has indicated that their clients will be required to migrate tots over the next number of years. The Board has negotiated a seven-year contract which includes the tots and a 2% annual escalator clause beginning in 2021 at \$14.00 per month. This contract will allow the Board to stabilize disposal costs over the long term.

The general garbage will have to be placed in bags in the can while the recycling will have to be placed loose in the recycling container to allow easy removal.

While adjusting certain other budget lines the Board requests a monthly fee increase of Four Dollars and Three Cents (\$4.03) per home (multifamily and single family) commencing on May 1<sup>st</sup>, 2021, there will be no retroactive collection of the Four Dollar increase for the month of April.

- a) **Majority Vote Resolution AGM 2021– F**  
**BE IT RESOLVED** by a majority vote of the shareholders of SPHM Ltd.  
*Approve an annual Operating Budget in the amount of \$1,282,081.39.*

**Restricted proxy votes: 498 in favour, 12 opposed**  
**Motion carried by majority vote (97.6 % in favour)**

12. Election of Directors

<u>Nominee</u>	<u>Votes</u>
Malcolm Metcalfe	424
Don Porter	327
Murray Reiter	425
Walter Rendell	397
Bob Scruton	318
Lloyd Searcy	478
Gary Sears	502
Ian Watson	292

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The following seven nominees were elected:

Malcolm Metcalfe  
Don Porter  
Murray Reiter  
Walter Rendell  
Bob Scruton  
Lloyd Searcy  
Gary Sears

13. Adjournment  
Meeting adjourned at 11:11 a.m.

Note: Related documents are contained in the AGM package for future reference and can be found on the website.

*Recorded by Sheila Cole, SPHM Administrator*

Date Approved: April 12, 2022