



Sonoma Pines Homeowners Management Ltd.

**Board Meeting Minutes
February 2, 2022**

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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
Bob Bassett	Ex-Officio	Legal Assistance		bobbassett@okanaganlaw.com

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

The meeting was called to order by Co-Chair Gary Sears at 6:30 pm.

In attendance: Gary Sears, Don Porter, Bob Scruton, Lloyd Searcy (via Zoom), and Murray Reiter (via Zoom). Bruce Harwick at video feed and one owner.

Regrets: Bob Bassett, ex-officio

1. Finalize agenda

The following items were added to the Agenda under New Business:

- a. New Resolution on the Articles of Incorporation 19.1 add (e)
- b. Confirming date for this year's AGM
- c. Adding a new ex-officio member with Dave Reid for Maintenance Committee
- d. Call for nominations for this year's AGM

2. Approval

- a. Board Minutes of December 2, 2021 (approved minutes on website)

MOTION: BE IT RESOLVED that the Board accepts the minutes of December 1, 2021.

Moved: B. Scruton. Seconded: L. Searcy. All in favor.

3. Correspondence

No correspondence.

4. Adoption of Committee Reports as Circulated

- a. Management Report – highlights provided

- b. Clubhouse Committee – see attached - highlights provided
- c. Communication Committee – nothing to report
- d. Finance Committee – November and December financials posted on website. Treasurer, M. Reiter, advised that Coldwell Banker have had some delays in getting these out.
Questions and Comments:
 - i. Can Coldwell Banker insert the actual annual and month percentage seen on both Common and Multi-Family so SPHM knows what percentage has been spent?
Answer: Coldwell Banker has advised that this cannot be done due to the program it uses.
 - ii. Common - Utilities showing electric only and with recent gas increases this should be separated out (electricity and natural gas).
 - iii. Common – Electric cart indicated on statement needs to be replaced with John Deere.
 - iv. Common - Questioned several lines:
Back Flow Testing over budget. G. Sears advised two valves had to be replaced and was not in the budget.
Office expenses almost double. Purchase of new computer, HP laser cartridges, phone system.
Snow removal line item requires correcting to reflect amount spent in December and November. This was added to Multi-Family Land & Lot instead. Exterior Repairs/Maintenance showing overbudget. M. Reiter advised there is an overage that will cover this.
- e. Insurance Committee –
L. Searcy advised he’s been trying to see if other providers will cover multi-family for a balance with Single. Currently Co-operators, TD, Westland, BCAA provide multi-family coverage while Co-operators covers the Common area. Most others will cover single family. G. Sears suggested SGI, a Saskatchewan Insurer.
- f. Irrigation Committee – nothing to report though Gary advised their next meeting is in March.
- g. Landscaping Committee – nothing to report
- h. Maintenance Committee –
L. Searcy advised several decks and three homes not repaired/painted from 2021 although are scheduled to be done once it warms up (are going to use Lakeside Decks and One-Man Crew for painting). CSC is looking forward to having a Maintenance ex-officio to assist with the Maintenance Committee. G. Sears advised there are several roads that will require crack filling and sealing.
- i. Safety and Security Committee – see attached - highlights
Thanks to Vern and Patti Sarver for clearing the hydrants and Jason from Interior Ice and Snow Removal and his crews for keeping our streets and sidewalks as clear as they could during the January snowfall. Hydrant markers need to be purchased for next year. Mogul Pines at the end of Alvarado Trail and Sonoma Pines Drive block vehicular and pedestrian traffic. G. Sears asked B. Scruton to go out with Asahi in the spring.

**MOTION: BE IT RESOLVED that the Board accepts the Committee Reports as presented.
Moved: L. Searcy. Seconded: D. Porter. All in favor.**

5. Community Services Coordinator (CSC)

- a. December 2021 and January 2022 Repairs.
Report provided to Board by the Community Services Coordinator.
- b. Roof Inspections and Repairs:
Discussion on age of shingles vs life (25 years); damage from the high winds late last year; roof inspections showing several flashings around vents and stack improperly attached. Roof Doctor will be doing inspections and repairs once weather permits.

6. Alteration Request Applications

- a. The following alteration requests that have been previously reviewed and approved by the Board between December 31/21 – January 31/22:

2145 Madera Place – Installation of privacy glass
2132 Sorrento Lane – Installation of deck and awning
4114 Solana Place – Installation of generator outside

**MOTION: Be it Resolved that the SPHM Board approve the following applications:
2145 Madera Place – Installation of privacy glass
2132 Sorrento Lane – Installation of deck and awning
4114 Solana Place – Installation of generator outside
Moved by: L. Searcy. Seconded by G. Sears. All in favor.**

- b. The following alteration requests that have been previously reviewed and denied by the Board between October 6 and November 30, 2021: None
- c. The following alteration request(s) required Board approval: None

7. Westbank First Nations Advisory Council Report - John Cole, Chair

No report.

8. Old Business

- a. Upper Gate:
Update provided in Manager's report. Discussion on having CSC call Telus again and have them attend at upper gate with G. Sears and/or V. Sarver and hear what Telus has to say about taking the service to the vault. L. Searcy suggested going with the plan on the gate operations and adjust as feedback is received once in operation.
- b. 2022 Annual General Meeting (AGM) – documents attached
- i. Approval of Agenda and Budget
Agenda, Resolutions, Contingency Reserve Fund (CRF) requests and Budget. The proposed for the AGM is April 14, however, considering April 14 is just before the Easter long week-end an alternate date is being considered (April 11, 12 or 13). A venue has not yet been secured due to Covid restrictions. AGM packages are required to go out to homeowners 21 days prior to the AGM. The month of May could involve retroactive fees/dues and could increase amounts as now proposed at \$6.00 month per home.

**MOTION: Be it Resolved that the SPHM Board approves the 2022 SPHM AGM Agenda subject to the date and venue being confirmed.
Moved by: L. Searcy. Seconded by: M. Reiter. All in favor.**

9. New Business

- a. Lower Gate Repair Status
The damage to both lower gates will be repaired by Six West at a cost of \$3,000.
- b. Office Renovations and Hours
An expanded administration office has been proposed by the administration staff and an area has been taped out for consideration. It was suggested that the staff stagger the office hours of work so there would be no need for the expansion. There as a discussion amongst the Board re WorkSafe BC requirements, keeping staff happy with their current hours, the cost of the renovation and who would do it, etc.

This item will come back to the Board for further consideration after checking out storage requirements.

- c. Adding a new ex-officio member for Maintenance Committee
G. Sears asked about Dave Reid joining the Board as ex-officio to fill the Maintenance Chair position on the Maintenance Committee.

MOTION: BE RESOLVED that the SPHM Board of SPHM appointed Dave Reid as an ex-officio Board member as Chair of the Maintenance Committee. Moved by: B. Scruton. Seconded by: D. Porter. All in favor.

- d. Call for nominations for this year's AGM
G. Sears advised we need to get nominations out to the community before the AGM. M. Reiter will not be running again. L. Searcy is leaving the community. B. Scruton is uncertain.
G. Sears requested a big "Thank-you" go out to Malcolm Metcalfe, Walter Rendell, and Bob Bassett for their contributions over the past year(s).

- e. New Resolution on the Articles of Incorporation 19.1(e)
B. Scruton recommended a new clause to the Articles of Incorporation 19.1(e) be added with respect to "the power to veto or amend a majority Board approved motion, decision or resolution, unless it comes back to the board for revision."
B. Bassett will provide opinion.

- h. Black Mold
Two quotes (\$978.40 and \$1399.34) were provided to remediate the black mold in the boardroom closet on the lower level of the clubhouse. It was recommended to accept quote by Total Restoration as it is more comprehensive. Discussion ensued.

MOTION: BE RESOLVED that the SPHM Board accepts the Total Restoration quote to provide the remedial work regarding the black mold in the boardroom closet on the lower level of the clubhouse.

Moved by: L. Searcy. Seconded by: M. Reiter. All in favor. Abstained: D. Porter

10. In-Camera Session

11. Next Meeting – To Be Determined

L. Searcy asked if anyone else would like to Chair the next meeting.

12. Adjournment

Meeting declared adjourned at 8:18 pm.

**Recorded By
RE Scruton, CTR
Director SPHM**



Clubhouse Report

Prepared by Don Porter

All facilities at the Clubhouse are once again open under the new Jan.22/22 Covid Regulations. New regulations can be found on the Sonoma Pines web site, Sonoma Pines Face Book, and via the e-mail sent out to all residents by the office.

A service tech was called to repair the furnace in the lower Clubhouse area, at that time the Humidifier filter was also changed, and we had a water leak that should be repaired by this meeting date. I have received two options to replace the Recumbent Bike in the GYM I am waiting on a repair estimate before making any decision.

Social Committee

The committee was able to hold two very successful happy hours prior to being shut down once again do to Covid Regulations. Unfortunately, this cancelled the Orphans Christmas Dinner and any future Happy Hours until we can get back to at least 50% capacity.

Welcome Committee

The committee has delivered five welcome packages to new residents, unfortunately no new owner information sessions have been held do to Covid.



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

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: January 31, 2022 at 10:00 am.

Welcome and regrets from Dawna Trask.

Old Business

Chair reviewed the following:

1. a. Block Watch community information session and Townhalls yet to be scheduled and unsure if any will before the AGM.
b. BW Street Captains still needed for Siringo, Verona (temporarily covered by G. Jabusch from Del Mar Ct) and Sonoma Pines Drive.
2. a. Upper gate waiting for RFID system and internet before operational. Update from Lloyd reviewed with lack of Telus response a primary concern.
b. Older garage door remotes still needed for garage doors though won't work on new upper gates.
c. Once new RFID technology in-service we'll be able to cancel all garage door remotes at the upper gate and have better control of who has access.
d. i. Lower **man** gate concerns (height extended and bar covered) not yet addressed.
ii. Chair advised there appeared to be some damage as one post loose and a report of lock not working. Chair had attended and found loose post though lock worked fine. Vern did attend and tightened up post.
e. Options for upper and lower gate being closed, open, daytime, not confirmed though changes can be made once operational.
f. Bollards need installing at both upper and lower gates to protect intercoms.
g. Fence posts near upper gate damaged by snow clearing, witnessed by an owner.
3. a. Chair emailed WKFR re: Solana knock box for keyed entry and hadn't heard back.
b. Directional Sign on Solana PI lower gate ordered, received and installed.
c. D. Bellamy has requested a Yelp feature for the Solana PI lower gate which has now been installed and functions as required. Yelp sign posted as well.
d. Solana PI. Gate Fund Phase 3 has covered costs for Yelp and signage.
4. a. Flex speed sign to be installed this spring by Vern as Chair has indicated where it's to be installed.
b. No significant speed concerns since last meeting.
c. Traffic Calmer description for Feb. Board Meeting reviewed with discussion on composition (asphalt – permanent or rubber – moveable). Location to be determined once gates operational.
d. Traffic Calmers (from CRF Funding) will need promoting as 75% vote needed at 2022 AGM.
5. Roses at end of Alvarado Trail by mailboxes cut back and Chair has requested Mogul Pines be removed. Discussion on Sonoma Pines Dr. being blocked off Alvarado Trail and entry to Alvarado from upper end of SPD. Photos taken and sent to Landscape Director and Board Co-chair.

Business Arising

Chair reviewed the following:

1. Information was requested of Roy Morgan on crime stats over the past few years within SP though he is unable to provide any current info due to legal restrictions.
2. Accumulation of needles/leaves behind Terrero fence forwarded to Landscaping and Board Co-Chair

New Business

Chair reviewed the following:

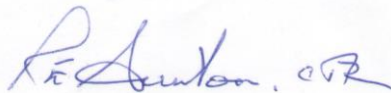
1. Request by a resident of Candalera to amend Bylaws/Rules regarding parking on Candalera as they consider it a hammerhead. Chair advised it's currently designated parking and not a hammerhead though if change is wanted to bring it forward to the Board.
2. Lower entry gate damaged (appears malicious) by prying opener away from gate rail or stomping on it. Photos taken and RCMP (File# 22-2981 Cst. Lund) contacted. Cost to repair @\$1800.00.
3. Lower exit gate damaged @ Christmas time by a vehicle striking it with ICBC claim submitted and a replacement cost between \$4800.00 and \$5700.00.
4. a. During recent snow, hydrant clearances were taken care of by SPHM handyman Vern and his spouse. **Thank-you for their hard work** and to the residents who cleared the ones on their properties
b. Committee and Board are recommending Hydrant markers for future. Cdn Tire/Home Depot @\$15 each for 7' fiberglass rod with reflector. Suggest we obtain a number for 2022/23 as there are 50 hydrants within the community.
5. Some snow removal safety concerns (sidewalk clearing, sanding, hydrant and hydro kiosk snow clearing, etc.) addressed by the Board. **The Committee wanted to Thank-you! to Jason and his crews for the work they did in clearing the snow and sanding our roads. It seemed a lot better than what Westbank and West Kelowna received.**
6. Unfortunately, there was one person injured by slipping on the road prior to Christmas.
7. Bylaw changes pending at AGM; affirming prior Bylaws that require formal approval, as well as Complaint's process, Progressive Discipline.

Chair asked if there was any other new or related business with Greg asking about the ornamental iron fence along Sonoma Pines Drive? I asked what about it and he said it looks like there are sections that are sagging in the middle. I advised I'd have a look as I went out confirming this. Board e-mailed about this for follow-up.

Adjournment: Meeting adjourned at 10:55 hours.

Meeting Dates remain as follows: Apr. 4 and May 6 all at 10:00

Recorded by:



RE Scruton, Chair
Safety & Security Committee
SPHM Board



Sonoma Pines Homeowners Management Ltd.

Annual General Meeting

To be held at Westbank Lions Community Hall 2466 Main Street, West Kelowna, BC Thursday April 14, 2022 @ 6:00pm

Each owner is encouraged to:

- ***read the attached notice package,***
- ***if you choose to vote by proxy, complete your proxy form (1 form per home with 2 votes) with voting instructions and place the proxies in a sealed envelope and deposit them in the drop box at the lower level of the clubhouse no later than Tuesday, April 12, 2022, at 4:00 PM***

OR

- ***scan or take a picture of your proxy and email to sphmboard@gmail.com***

1. **PURPOSE:** The 2022 Annual General Meeting.

2. **QUORUM:** To conduct business at this Annual General Meeting, at least 10% of the persons holding the voting shares must be present in person or by proxy. Since each household is issued 2 voting shares (even if there is only one owner), the actual number of shares issued is 990 and thus the number required for a quorum is 5% of 990 or 46 voting shares. If within one hour from the time appointed for the Annual General Meeting a quorum is not present, then another ½ hour will be allotted for waiting for a quorum to present itself at which time the eligible voters present in person or by proxy constitute a quorum.

3. **VOTING:** Each household is entitled to two (2) votes in person OR (two votes on a single proxy form).

4. **MAJORITY VOTE RESOLUTION: "Majority Vote"** means a vote in favour of a resolution by more than 1/2 of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and who have not abstained from voting:

5. **2/3 VOTE RESOLUTION: "2/3 vote"** means a vote in favour of a resolution by at least 2/3 of the votes cast by eligible voters present in person or by proxy at the time the vote is taken and who have not abstained from voting.

6. **¾ VOTE RESOLUTION: "¾ vote"** means a vote in favour of a resolution by at least ¾ of the votes cast by eligible voters present in person or by proxy at the time the vote is taken and who have not abstained from voting.

7. **PROXIES:** Please see the attached Proxy Form

DELIVERY DATE: On or before 4:00 PM March 24, 2022

**Sonoma Pines Homeowners Management LTD.
ANNUAL GENERAL MEETING**

Thursday, April 14, 2022
DELIVERY DATE: On or before March 24, 2022

Preface:

- A. Certify proxies and corporate representatives and issue voting cards. Proxies and voting ballot are included with the AGM Package.

- B. Confirm that under Article 11.3 of the Sonoma Pines Homeowners Management Ltd. Articles of Incorporation a quorum is present:

Subject to the special rights and restrictions attached to the shares of any class or series of shares, the quorum for the transaction of business at a meeting of shareholders is two persons who are, or who represent by proxy, shareholders who, in the aggregate, hold at least 5% of the issued shares entitled to be voted at the meeting.

AGENDA

1. Certify Proxies and those present in person to establish a quorum.
2. Call the meeting to order
3. Confirm that the Chairperson, Vice-Chair, or individual elected from the floor will chair the meeting
4. Present proof of Meeting Notice
5. Approval of the Agenda
 - Majority Vote Resolution AGM-2022 A**
Be it moved by a 50% vote of the shareholders of SPHM Ltd. that the Agenda of 2022 Annual General Meeting be approved as presented.
6. Approval of the Minutes from the 2021 Annual General Meeting of April 15, 2021
 - Majority Vote Resolution AGM-2022– B**
Be it moved by a 50% vote of the shareholders of SPHM Ltd. that the minutes of the April 15, 2021, Annual General Meeting be approved as presented.
7. Unfinished Business
 - General Ratification of all Board business conducted between March 1, 2020, and April 13, 2022
 - Three Quarter Resolution AGM-2022– C**
***BE IT RESOLVED** by a $\frac{3}{4}$ vote of the shareholders of SPHM Ltd. that the Company does hereby ratify all resolutions or items of business passed at AGMs or SGMs held in the past two years under restricted Proxies due to Covid 19 restrictions.*
8. Report on Insurance Coverage
9. New Business:
 - a) **Amendment to the Articles of Incorporation**
 - Three Quarter Resolution AGM-2022– D**
***BE IT RESOLVED** by a $\frac{3}{4}$ vote of the shareholders of SPHM Ltd. that the Articles of Incorporation as approved at the January 28, 2021, Special General Meeting be amended as follows:*

Article 27.1

 - a) The Class "A" Common Voting Shares shall be issued only to owners of sub-leasehold interests in the Sonoma Pines real estate development at Vintage Hills and shall be entitled to vote at any Annual or Special General Meeting and shall be the only voting shares of the Company. **Amended April 2022**
 - 1.
 2. **Article 27. 2 CLASS "B" COMMON VOTING SHARES**
 - a) Repealed April 2022
 - b) Repealed April 2022
 - c) Repealed April 2022
 - d) Repealed April 2022

Article 27.5.9.b.

vents, stairs, balconies, and other things attached to the exterior of a residential home but specifically excluding water faucets or hose bibs; electrical outlets or light fixture: and air conditioning units. **Amended April 2022**

b) Amendment to Schedule E

Three Quarter Resolution AGM-2022– E

BE IT RESOLVED by a 3/4 vote of the shareholders of SPHM Ltd. that Bylaw 7 of Schedule E as approved at the January 28, 2021, Special General Meeting be amended as follows:

Bylaw 7

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

Three Quarter Resolution AGM-2022– F

BE IT RESOLVED by a 3/4 vote of the shareholders of SPHM Ltd. that Bylaw 11 of Schedule E as approved at the January 28, 2021, Special General Meeting be amended as follows:

Bylaw 11

3) (a) The Company shall establish a Complaints and Discipline Committee to be comprised of One currently sitting Board Member, to act as Chairperson, and at least one volunteer from the Single-family Homeowners and at least one volunteer from the Multi Family Homeowners, to act as members.

(b) Complaints to Company shall be directed to the Complaints and Discipline Committee for adjudication.

(c) Complaints by owners must be received in writing or by email and must identify the name of the complainant, which owner or address the complaint is against, the date that the offense occurred, and which bylaws or clauses of the sublease have been violated. The name of the complainant shall not be released to the offending party.

4) The Complaints and Discipline Committee shall deliver a Notice of Complaint, via mail or email, notifying the offending owner of the complaint and allowing that owner to make a presentation to the Board regarding the offense within two weeks of the date of the Notice of Violation.

5) In considering any disciplinary action the Complaints and Discipline Committee shall utilize the principal of progressive discipline where owners are provided with a single warning. If the contravention continues the Complaints and Discipline Committee may levy fines in accordance with the section below detailing fines.

6) Notwithstanding sub paragraph (5) above, at its sole discretion, where the Complaints and Discipline Committee considers the offense to be egregious, the Committee may levy the maximum fine allowable upon a first offense.

7) A Notice of Decision from the Committee shall be delivered to the alleged offending party, via mail or email, within two weeks after the date of any hearing, and if no hearing is held, then within four weeks of the date of the original Notice of Complaint.

8) The decision of the Committee regarding any disciplinary action is subject to appeal to the Board of Directors of the Company, upon written request made by the offending party within two

weeks of the date of the Committee's Notice of Decision. If no appeal is made to the Board, then the decision of the Committee will be final.

8) Upon receipt of a Notice of Appeal from a decision of the Complaints and Disciplinary Committee, the Board shall offer the Appellant an opportunity to be heard within two weeks of the receipt of the Notice of Appeal.

9) A Final Notice of Decision from the Board shall be delivered to the alleged offending party, via mail or email, within two weeks after the date of any hearing, and if no hearing is held, then within four weeks of the date of the original Notice of Complaint. The decision of the Board regarding the Appeal of any disciplinary action is final and without the right of further appeal.

Three Quarter Resolution AGM-2022– G

BE IT RESOLVED by a 3/4 vote of the shareholders of SPHM Ltd. that Bylaw 20 of Schedule E as approved at the January 28, 2021, Special General Meeting be amended as follows:

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. **New April 2022**

c) Contingency Reserve Fund:

Fence Replacement:

In 2021 the shareholders approved the replacement of large sections of the perimeter wood fence and replaced it with six-foot ornamental fence at the entrance to the community and six-foot chain link fencing with slats at the rear of the homes along Sonoma Pines Drive. In total approximately 2100 feet of fencing was replaced at a cost of approximately \$117,000.

One Hundred Thousand Dollars was approved from the Common Contingency Reserve Fund to be spent on fencing by the shareholders at the 2021. Additionally, Broadstreet contributed slightly more than \$17,000 towards the fencing at the upper gate which was used to replace additional fencing at the lower gate.

After extensive discussions the Board has agreed that when the wooden perimeter fencing is replaced, it shall be replaced with six-foot chain link fencing with slats where appropriate. That said, there are certain sections of the chain link below Alvarado Trail to Talavera Place and behind Talavera Place and Acacia Lane that are already eight-foot chain link that shall remain.

2022/2023 Replacement Plan - \$12,200

Based upon feedback at the Town Hall meetings in September the Board has determined that replacing the perimeter wood fencing should be the future priority. That said, the Board does not recommend the replacement of any of the perimeter wood fencing in 2022/2023 as many of the posts have been replaced and that fence is considered to be in good condition.

The Board recommends the following replacements or new installations in 2022/2023:

1. Replacement of the approximately 260 lineal feet of four-foot chain link fencing at the lower gate with six-foot chain link fencing at an estimated cost of \$8,200.
2. Installation of approximately 90 feet of new eight-foot chain link fencing at the end of Alvarado Trail where there is an opening in the fencing at an estimated cost of \$4,000.

The cost of the fence replacement would be charged against the Common Contingency Reserve Fund.

Three Quarter Vote Resolution AGM 2022– H

BE IT RESOLVED by a 3/4 vote of the shareholders of SPHM Ltd. authorize the Corporation to expend up to Twelve Thousand two Hundred Dollars) plus applicable taxes) on fence replacement from the Common Contingency Reserve Fund.

Traffic Calming Devices:

The Board has received many complaints respecting speeding on Sonoma Pines Drive and believes that the installation of traffic calming devices (NOT speed bumps) will address the issue. The devices are made of asphalt and are installed across the road. They are approximately seven feet wide and have a gradual rise of @three inches at their centre.

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

There is a continued concern of speeding along our primary thoroughfare of Sonoma Pines Drive. Many residents complain of speeders, both residents and outsiders. The Safety and Security Committee have looked at a number of options with the only viable one being traffic calmers. In the past, traffic calmers have been voted down by owners and we believe due to the term “speed bump”. As the majority of owners do not live on or back onto Sonoma Pines Drive, they are not exposed to the hazard caused by speeders. Installation of the traffic calmers will only go ahead after both upper and lower gates are placed into operation to see where the traffic calmers are best suited.

Three Quarter Vote Resolution AGM 2022–I

BE IT RESOLVED by a 3/4 vote of the shareholders of SPHM Ltd. authorize the Corporation to expend up to Five Thousand Dollars (plus applicable taxes) to have at least traffic calming devices (not speed bumps) installed on Sonoma Pines Drive.

Clubhouse Acoustics Preamble:

Since the first day our Clubhouse opened the largest complaint has been the **Acoustics** in the Great Room, excessive background noise makes it impossible to carry on a conversation with people at your table. This is multiplied if you happen to wear hearing aids as many of us seniors do. Many of our residents, decline attending any functions due to the excessive noise levels. By installing 24” X 48” Acoustic tiles over 336 sq. ft. of ceiling we will drop the background noise level by approximately 45%. The Board has the full support of the Clubhouse Committee, Social Committee, and anyone that has attended functions in the past. By making these Acoustic improvements it will make the Clubhouse much more enjoyable for anyone attending events in the Great Room.

Three Quarter Vote Resolution AGM 2022-J

BE IT RESOLVED by a 3/4 vote of the shareholders of SPHM Ltd. authorize the Corporation to expend up to Eight Thousand Dollars (plus applicable taxes) to improve acoustics in the Clubhouse.

Rowing Machine Preamble:

We have a great GYM in our Clubhouse that offers most of the same equipment you will find in any monthly membership or pay as you go GYMs in the area. Purchasing a rowing machine will just round out the high level of equipment we offer at no additional charge to our residents. We have a solid group of GYM users many that have asked for a rowing machine.

Three Quarter Vote Resolution AGM 2022-K

BE IT RESOLVED by a 3/4 vote of the shareholders of SPHM Ltd. authorize the Corporation to expend up to One Thousand Eight Hundred (plus applicable taxes) to purchase a rowing machine for the Clubhouse.

Lower Gate Preamble:

The motors on the lower gates are approximately ten years and open somewhat slower than the upper gate. The controls are analog while the controls on the upper gate are digital. It is proposed that the motors and controls on the lower entrance gates be up graded to match those on the upper gates.

With this change, garage door openers will no longer function to open the lower gates and an RFID sticker will be required to enter and exit.

Three Quarter Vote Resolution AGM 2022-L

BE IT RESOLVED by a 3/4 vote of the shareholders of SPHM Ltd. authorize the Corporation to expend up to Twelve Thousand Dollars (plus applicable taxes) to upgrade the motors and operating controls on the lower entrance gates.

10. Review of the financial statements

Financial statements to the end of January and projections to the end of the fiscal year.

11. Approval of the 2022/2023 Operating Budget

Operating Budget Preamble:

The proposed budget reflects an increase in landscaping costs. This will result in increases in costs for single family homeowners, multifamily homeowners as well as common landscaping costs.

A five-year contract has been signed with Asahi which will see only a small increase in year four and five of the contract,

The Board expects modest increases in insurance costs, salaries, and other related expenses.

While adjusting certain other budget lines the Board requests a monthly fee increase of Six Dollars (\$6.00) per home (multifamily and single family) commencing on May 1st, 2021, there will be no retroactive collection of the Six Dollar increase for the month of April.

Majority Vote Resolution AGM 2022-M

BE IT RESOLVED by a majority vote of the shareholders of SPHM Ltd. Approve an annual Common Operating Budget in the amount of \$1,300,883.16 and a Multifamily Operating Budget of \$529,084.16.

11. Election of Directors

12. Report on Insurance Coverage

13. New Business:

14. Adjournment



Sonoma Pines Homeowners Management Ltd.
Annual General Meeting
April 14, 2022 @ 6:00pm
SPECIAL INSTRUCTIONS TO PROXY HOLDER

I/We _____ of (indicate address)
_____ do hereby provide the following
special instructions to our Proxy.

Three Quarter Resolution AGM-2022– C – Ratification of previous Business

b) Amendment to the Articles of Incorporation

Three Quarter Resolution AGM-2022– D
Vote One

Vote Two

c) Amendment to Schedule E

Three Quarter Resolution AGM-2022– E – Amendment to Bylaw 7
Vote One

Vote Two

Three Quarter Resolution AGM-2022– F – Amendment to Bylaw 11
Vote One

Vote Two

Three Quarter Resolution AGM-2022– G – Amendment to Bylaw 20
Vote One

Vote Two

Three Quarter Vote Resolution AGM 2022– H – Fence Replacement
Vote One

Vote Two

Three Quarter Vote Resolution AGM 2022–I – Traffic Calming Devices
Vote One

Vote Two

Three Quarter Vote Resolution AGM 2022-J – Clubhouse Acoustics
Vote One

Vote Two

Three Quarter Vote Resolution AGM 2022-K – Rowing Machine
Vote One

Vote Two

Three Quarter Vote Resolution AGM 2022-L – Lower Gate Upgrade
Vote One

Vote Two

Majority Vote Resolution AGM 2022– M – Approval of the Operating Budget
Vote One

Vote Two

For all other motions, resolutions, or amendments I/We hereby grant our Proxy holder to vote those motions, resolutions, or amendments as he/she may so desire.

Signed this _____ of _____, 2022.

Print Name

Print Name