

**Sonoma Pines Homeowners Management Ltd.**

**Board Meeting Minutes**

**May 30, 2022**

**3:00 – 5:00 PM**

View past minutes on the Sonoma Pines Website at [www.sonomapines.ca](http://www.sonomapines.ca)  
Password “sonomapines”

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

**Attendance:**

Malcolm Metcalfe – Chair  
Greg Marshall – Treasurer  
Dawn Spencer – Secretary  
Gary Kitchen – Managing Director  
Danielle Renaud – Member at Large

**Regrets:**

Mike Trenn – Vice President

**Administration:**

Jon Connick – CSC  
Sheila Herchak-Cole - Recorder

New Board members introduced themselves.

**1) Finalize agenda**

Additional Items: SWAT incident in Sonoma Pines, Vern Sarver’s Replacement from July – September inclusive, Website

**Motion: BE IT RESOLVED that the Board approves agenda with additions.**

**Moved by: G. Marshall. Seconded by: D. Spence. All in favor**

**2) Approval of:**

a) Draft Board Minutes of February 22, 2022 (now posted on SP website)

**Motion: BE IT RESOLVED that the Board accepts the minutes of February 22, 2022.**

**Moved by: D. Renaud. Seconded by: D. Spence. All in favor**

b) Board Special Business Meeting April 25, 2022 (now posted on SP website)

**Motion: BE IT RESOLVED that the Board accepts the minutes of April 25, 2022.**

**Moved: G. Marshall. Seconded: D. Spence. All in favor**

**3) Correspondence**

The Board recently received a nomination for the vacant position on the Board. This nomination will be reviewed by the Board. An email will go out to all SP Homeowners asking for any further nominations for the vacancy on the Board.

**4) Board Member Reports**

a) Chairperson – M. Metcalfe  
Please see attached.

- b) Committee Structure and Reporting – D. Renaud  
Please see attached.
- c) Treasurer – G. Marshall  
Looking at putting together a finance committee. March 2022 financials have been received and are under review.
- d) Managing Director – G. Kitchen  
Please see attached.

**MOTION: BE IT RESOLVED that the Board accepts the Board Members Reports as presented.  
Moved by: D. Renaud. Seconded by: G. Kitchen . All in favour.**

**5) Community Services Coordinator – J. Connick**

New CSC is doing a lot of catch up.  
Lower RV Lot – Lights are now going on. The sensor required redirecting. The fence is repaired. Murray Reiter is continuing to help with both RV lots.  
CSC will be providing the Board with report on all repairs in the future.

**6) Alteration Request Applications**

- a) The following alteration requests that have been previously reviewed and approved by the Board between February 12, 2022, and May 20, 2022

2153	Madera Court	Multi	Install shade screen on deck
2309	Pine Vista Place	Single	Installation of awning
4147	Solana Place	Single	Install shade screen & awning on patio
2219	Terrero Place	Single	Install glass privacy panels on deck

**MOTION: BE IT RESOLVED that the SPHM Board approve the following applications:**

2153	Madera Court	Multi	Install shade screen on deck
2309	Pine Vista Place	Single	Installation of awning
4147	Solana Place	Single	Install shade screen & awning on patio
2219	Terrero Place	Single	Install glass privacy panels on deck

**Moved by: G. Marshall. Seconded by: D. Renaud. All in favor.**

- b) The following alteration requests that have been previously reviewed and denied by the Board between February 1/22 to May 20/22:  
None
- c) The following alteration request(s) required Board approval:  
None

**7) New Business**

a) SWAT Incident in Sonoma Pines

This is a police matter, and no information will be provided to homeowners regarding the incident.

b) Vern Sarver's Replacement

Vern Sarver is a resident who provides maintenance/handyman work for the community. He is leaving on vacation from June 27 – September 30/22. An advertisement seeking someone to replace Vern during his absence will be in the next newsletter.

c) Website

Some additions/improvements have been made to the Sonoma Pines website [www.sonomapines.ca](http://www.sonomapines.ca). Check out the new Community Bulletin Board and the news updates. Please use the website as much as possible to obtain information and/or forms.

**8) In-Camera Session**

No in-camera session is required.

**9) Next Meeting – Monday, June 27, 2022 (3-5 PM)**

Board Meetings will be held on the last Monday of each month.

**10) Adjournment**

Meeting declared adjourned at 4:43 pm.



## Sonoma Pines Homeowners Management Ltd

Board of Directors  
Special Business

Meeting by Zoom April

25, 2022, 4:30 PM

### Present

Malcolm Metcalfe (Chair)  
(Treasurer) Mike Trenn (Vice Chair)  
(Director) Gary Kitchen (Managing Director)  
Danielle Renaud (Director)

### By Proxy

Greg Marshall  
Dawn Spence

1. Call to Order
  - a. The meeting was called to order at 4:29 PM
  - b. Waiver of Notice Forms were submitted to all directors to be signed.

2. Approval of Agenda

Motion by Mike Trenn, Seconded by Danielle Renaud, Carried

3. Motion for Purchase of Used Golf Cart for Irrigation Maintenance

***“Moved to approve the purchase of a used electric golf cart, with accessories to be used for irrigation maintenance at a cost of less than \$10,000 CAD”***

Motion by Gary Kitchen, seconded by Danielle Renaud, Carried unanimously

5. Adjournment

The meeting was adjourned at 4:48 PM

**Sonoma Pines Homeowners Management Ltd.**  
**Chairman's Report**  
**May 30, 2022**

I am very proud of the current board of directors. We have an excellent mix of experience and qualifications.

We have inherited an organization that has achieved great success over the past few years:

1. Full recognition of the benefits of the fact that we are a corporation and not a strata property
2. Restructured insurance that has dramatically reduced homeowner costs and increased property values
3. Restructured contingency funds, allowing for immediate corrective action when needed while maintaining fully funded reserve capacity to handle major expenditures in future
4. Local staff that operate the facility in a cost-effective manner.

We are a work in progress that is just getting started and we look forward to the support and participation of all of homeowners.

There remains much to be done.

We are a company that oversees the operation of assets valued at several hundred million \$. We must adjust our operation to address these responsibilities in an effective and efficient way, to maintain and grow the value of the property through a high level of upkeep and ongoing maintenance. The role of our board will include the management of corporate policy, finance and governance.

Our challenge this year will be to maintain the momentum that has been established while managing costs to homeowners.

Along with physical changes to maintain and improve property values, we will seek to ensure that human and environmental qualities are also managed and maintained. We are living in a time of rapid transition that will almost certainly have real impacts on all of us.

- Respecting homeowners' rights to privacy
- Effective management of our environmental footprint
- Protection for our community with potential risks from fires, floods, or other disasters

Please be patient as we move forward, and feel free to help to provide any ideas that you may have to help us on this journey.

Respectfully

Malcolm Metcalfe LVO P.Eng.

- Dawn and Danielle met with several committees to more clearly understand how and why they operate. Meetings still need to be conducted with a couple of the committees.
- It was explained that in the past one Board member was assigned to oversee some of the committees. This board will not have a representative on committees.
- Going forward the Social and Clubhouse Management committees will report through the CSC or submit a brief written report to the Board monthly – ideally before the Board meets the last week of the month.
- In the future all new owners will be provided with the Welcome Committee's contact information and will need to contact them. Providing owner's information is no longer being done to ensure privacy regulations are followed. The Moving in/Moving out link on the website has been updated.
- It was clarified by the Social Committee that they do not need a gaming license to run 50/50 draws at social events because it is a private group.
- It was reported by the Clubhouse Management Committee that they do not charge GST for clubhouse rental fees. This needs to be further clarified as to whether it is necessary.  
**Note** – it has now been confirmed that all revenue coming in through the clubhouse will need GST charged and must be reported through SPHM Ltd.

Needs -

- There is a need for a Chair of the Clubhouse Management Committee
- There is a need for a Chair of the Safety & Security Committee.
- There is a need for two people to take on the gym maintenance.
- There was a motion for a Complaints Committee approved at the 2022 AGM. The structure and makeup of this committee needs to be developed.

## **Managing Director's Activity Report May 2022**

The Managing Director role has been a busy one for the month of May 2022 and included many activities that would have normally been performed by the CSC. As this position was vacant, I felt it necessary to attempt to manage the ever-growing list of items that required immediate attention. Additionally, as Managing Director, I worked at moving along the gate project as well as the lower gate motor replacement project.

The following is a brief summary of the month's activities:

### **Golf Cart Purchase**

- A golf cart had been rented to provide our irrigation repairman a vehicle to transport his equipment and supplies. The rental cost was very high, and the board unanimously agreed to purchase a used golf cart instead of renting. The money saved on renting will pay for the golf cart by the end of the summer.

### **Gate Project**

- The implementation of the new gate access project had stalled. The contractor was having difficulty locating a concrete contractor to move forward with the intercom installation at both upper and lower gate locations. After waiting for another week for the contractor to get the concrete done, I decided to find one on my own. I was able to find a concrete contractor and had an island extension poured at both the upper and lower gate locations so that the intercom and RFID readers could be installed.
- A hole was drilled in the Shaw services vault to allow for the cable to be run from the services vault to the center pillar of the gate to permit both telephone and internet services to be available for the intercom, cameras, and RFID readers. We were required to run conduit type piping to allow for the cable run. The contract with Shaw for the services was signed.
- A post to support the exit RFID reader at the upper gate should be installed this week. A trench was dug by us to allow for the cable run to the post.
- The installation of the Intercom and reader was started last week, but an unknown problem was encountered, and rain also put a stop to the installation. I have asked for, but not yet received an update to this as well as an estimated completion date.
- The lower gate is ready for the installation of the intercom and RFID readers. However, the Telus services that were expected to be provided by cellular may not be available due to poor signal quality. Other methods of providing phone and Internet services to the equipment are being studied. I have asked for, but not yet received an update for the completion of this aspect of the project.

### **Lower Gate Motor Replacement**

- In accordance with the AGM carried resolution to replace the lower gate motors and operating equipment, a contract has been given to Overhead Door of Vernon to replace the lower gate equipment with the same equipment as the upper gates. This will include a back-up power supply to each gate in case of power failures. The upgraded equipment will continue to work with our existing door openers until such time as we decide to decommission them. The installation work is scheduled for June 20-23, 2022.

## **CSC Duties performed by Managing Director**

### Repairs:

#### Eavestroughs

- Leaking or clogged eavestroughs were a problem this Spring and approximately 46 homes had their leaking or clogged eavestroughs repaired.

#### Stucco Repairs

- 2 homes had stucco repaired

#### Windows

- 4 homes had their window issues repaired

#### Roofs

- 2 homes had roof issues that needed to be addressed. A contractor was hired to inspect and repairs these issues, however he never showed, so the CSC has contacted another contractor to deal with these issues.

#### Rock Walls

- Several large rocks have been displaced from their original locations causing a potential hazard to safety. A landscaper has been contacted for a repair estimate.

#### Irrigation

- Numerous irrigation issues occurred, and most were handled internally by Chris our irrigation guy. Some were handled by Asahi and others by Evergreen.

#### Deck Repairs

- There are 2 decks waiting for repairs from last year's list. The contractors were given the go-ahead to conduct the repairs. A new color grey deck covering sample was supposed to be delivered to us for evaluation, but not yet received.

### Maintenance:

- Orca Asphalt Repair and Maintenance was awarded a contract to repair the cracks in the asphalt and to repaint curbs, road lines and parking areas. The work is 90% complete with the remaining work to be performed as weather permits. Additionally, they will repair the spot at the lower gate where a hydraulic fluid leak made a hole in the pavement.

### Invoices and E-mails

- Numerous e-mails were answered or processed as well as invoices that were stuck in the queue and not being processed. These were triaged and high priority items were handled as quickly as possible. Invoices were moved to office staff for processing and payment.

### Alteration Requests

- Several Alteration requests were waiting on the CSC desk and needed to be processed. Two requests were approved, and owners notified that they could proceed with the alterations. The remaining alteration requests were not as easy to process and required more time to process than I had available, so these were based on to the Chair and Vice-Chair to deal with.



## **Welcome Our New CSC**

It is a great pleasure to announce that we now have a new Community Services Coordinator. Jon Connick is an Alvarado Trail resident who has agreed to accept the position of CSC. While his presence has been a little spotty due to prior commitments in the month of May, Jon will be back full time in mid-June. His presence will be most welcome.

Thank-you Jon for joining our team!