



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes

July 25, 2022, 3:00 – 5:00 PM

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Password “sonomapines”

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

Attendance: Malcolm Metcalfe
Danielle Renaud
Gary Kitchen
Dawn Spence
Randy Benson

Regrets: Mike Trenn
Jon Connick, Community Services Coordinator

Guests: 6 Sonoma Pines Residents

1) Call to Order

Meeting called to order at 3:00 pm.

2) Finalize agenda

**Motion: BE IT RESOLVED that the Board approves the agenda as presented.
Moved by: D. Spence. Seconded: G. Kitchen. All in favor. No opposed.**

3) Approval of

a) Draft Board Minutes of June 27, 2022 (posted on SP website)

BE IT RESOLVED that the Sonoma Pines Board of Directors approves the June 27, 2022, Board meeting minutes.

Moved by: G. Kitchen. Seconded: D. Spence. All in Favor. No Opposed

4) Correspondence

No correspondence.

5) Committee Reports

- a) Chairman – M. Metcalfe – see attached
- b) Board Vacancy and Committees – D. Renaud

Resignation: Greg Marshall resigned from the Sonoma Pines Board of Directors.

BE IT RESOLVED that the Sonoma Pines Board of Directors accept the resignation of Greg Marshall.

Moved by: M. Metcalfe. Seconded: D. Renaud. All in favor. No opposed.

Board Member Mike Trenn is relinquishing his position as the SP Board's Vice-Chair and moved to member at large.

**BE IT RESOLVED that the Sonoma Pines Board of Directors approves Mike Trenn stepping back as Vice-Chair and remaining as a director.
Moved by: D. Renaud. Seconded: G. Kitchen. All in favor. No opposed.**

Announced new Board member – Randy Benson.

**BE IT RESOLVED that the Sonoma Pines Board of Directors move that Randy Benson take the position as Vice-Chair.
Moved by: D. Renaud. Seconded: D. Spence. All in favor. No opposed.**

Still looking for committee members – Maintenance, Landscaping, and Finance.
Dave Reid has joined the Maintenance Committee.

- c) Managing Director – G. Kitchen – see attached
- d) Treasurer

The Chair advised that the April and May financials will be posted on the website shortly. A quarterly financial report will be forthcoming at the August 29, 2022, Board meeting.

- e) CSC – J. Connick – no report

**BE IT RESOLVED that the Sonoma Pines Board of Directors approves the reports provided.
Moved by: D. Renaud. Seconded: R. Benson. All in favor. No opposed.**

6) Alteration Request Applications

- a) The following alteration requests that have been previously reviewed and approved by the Board between June 26 and July 22, 2022:

2159	Alvarado Trail	Multi	Deck glass railings installed
2174	Alvarado Trail	Multi	Replace deck railing with glass
2157	Serrento Lane	Multi	Install awning
2810	Siringo Lane	Multi	Privacy Screen install on one side of deck
2147	Talavera Place	Multi	Privacy Screen install on one side of deck

BE IT RESOLVED that the Sonoma Pines Board of Directors approves the above Alteration Requests.

- b) The following alteration requests that have been previously reviewed and denied by the Board between – June 26 and July 22, 2022:
None

- c) The following alteration request(s) required Board approval:
None

7) **Old Business**
Chain Link Fence

The 81 feet of black chain-link fence at the end of Alvarado where there is no fence.

BE IT RESOLVED that the Sonoma Pines Board of Directors moves to proceed with the install of the 81 feet of black chain-link fence at the end of Alvarado where there is no fence. Moved by: G. Kitchen. Seconded: M. Metcalfe. All in Favor. No opposed.

8) **New Business**

a) **Block Watch – New Structure Proposal – see attached**

Linda Metcalfe, Block Watch Program Chair, provided a proposal for a new structure to Block Watch.

BE IT RESOLVED that the Sonoma Pines Board of Directors approves the proposal for a new structure for Block Watch within the Sonoma Pines Community.

Moved by: D. Renaud. Seconded: D. Spence. All in Favor. No opposed.

b) **Zoom Meetings**

The Chair put out a request for a volunteer to assist with re-instating Zoom Board meetings. Please contact the Sonoma Pines Administration office if you are interested.

9) **In-Camera Session**

10) **Next Meeting – Monday, August 29, 2022 (3-5 PM)**

11) **Adjournment**

Meeting declared adjourned at 4:25 pm

Report from the Chair
July 25, 2022

In recent times, we have become aware of significant fines imposed by WorksafeBC on organizations within the province that have not complied with their safety requirements. One particular fine, imposed on a property manager exceeded \$100,000 and several others were large but somewhat less in value.

This has led our board to take precautions to avoid liability. Of particular interest was the process of roof inspections. Because our buildings often have a large drop from the roof on the lower side of the facility, people working on the roof are required to be trained for “Fall Protection,” and must wear a certified harness that is anchored to the building. Most of the homes in Sonoma Pines have anchor rings near the top of the roof for this purpose. None of our volunteers had been complying with this requirement, and that put us at risk of penalties.

The intent to use professional people for roof inspections led to an assumption that we were stopping the use of all volunteers. This was never the intent. Our board takes these roles seriously, and we intend to do our best to provide services to owners that are well executed and safe, and we are not exposing our volunteers to risks, or our homeowners to significant penalties.

In recent weeks, after receiving a couple of letters on the topic from concerned homeowners, I met with senior people at Worksafe and with a consultant that works with organizations to help them to ensure compliance at a reasonable cost with minimal impact. I have learned a lot, and there appears to be some good news.

1. We do need to comply with Worksafe rules, and this applies to very simple tasks as well as high risk issues such as roof inspections.
2. Volunteers may be considered to be workers, with the same requirements, but no Worksafe coverage for their needs in the event of an accident.
3. We have some insurance that protects volunteers, but this ***may not be effective*** if we are not compliant with the provincial legislation that addresses Workplace Health and Safety. It is likely that the same requirements would apply to employees covered under Worksafe programs.
4. Sonoma Pines needs documentation that is continuously up to date with the rapid changes in workplace rules and requirements. A board approved Safety Policy and an up-to-date Safety Manual are recommended, and while this may sound onerous, a consulting company that I spoke with would provide what is needed as they maintain similar documentation for many companies. There are almost certainly other companies that offer similar services, and if this route is used, we should be seeking someone with the best process for Sonoma Pines at the lowest cost.
5. The services offered by the consultant that I spoke with included:
 - a. Creation and maintenance of a Safety Policy
 - b. Creation and updates for a Safety Manual
 - c. Access to the company’s library of home computer-based training that includes all required and many optional courses at no additional cost. The company issues electronic certificates that show course records for any individual.

In looking at the programs offered, and the requirements, everything was covered from WHMIS (Workplace Hazardous Materials Information System) training that is required for all workers (including volunteers) to much more complex issues that may be needed.

WHMIS is an excellent example - that sounds complex. The course is very simple and covers the 3 requirements for users.

- a. Labels on hazardous materials used – these may be simple cleaning materials
- b. MSDS - **M**aterial **S**afety **D**ata **S**heets – covering each of the products used
- c. WHMIS training

Many of the courses required take less than 30 minutes to complete from home, on a computer, and they are available for review at any time.

I am proposing that our Community Services Coordinator and one member of the Safety Committee examine this opportunity and make a recommendation to the Board. This may well be the key to ensuring compliance with Worksafe rules in ways that would allow Sonoma Pines to continue to use volunteers for many of the tasks that we have done in the past – without the risk of penalties or rejected claims due to non-compliance.

1. Upper Gate Project

Progress has been slow but is moving forward at the upper gate location.

- Intercom mounted and powered up on mounting pedestal.
- New EntraPass Corporate software installed on server awaiting the importation of the resident database.
- The long-range RFID reader arrived, but wrong mounting brackets caused a delay in mounting them.
- Work has started by office staff at modifying the residents list for importation into the Kantech Intercom's database and is expected to be complete by the end of next week. AVS will provide support to import the data.
- RFID Stickers have been received and will be available after the database is populated. A process for the sale is currently being studied and will be announced to residents soon.

2. Lower Gate Motor Upgrade

The lower exit gate has been fixed and is fully operational. The exit button should only open the exit gate now.

3. Fence at end of Alvarado Trail

There is currently an 80-foot gap in the fence at the end of Alvarado Trail which poses a security risk to residents of Sonoma Pines. The board has unanimously voted in favour of proceeding with the installation of a 6-foot high, black chain link fence to close that gap.

4. Office Access Restricted

Access to the Sonoma Pines office area has been modified and restricted to office staff, board of Directors, and a few others. This was required to accommodate the new office layout and the security of equipment and data. This also removed the requirement to build walls etc. to provide that security.

5. Alteration Requests

Residents are reminded that alteration requests are required to be submitted and approved BEFORE alterations are performed. One resident has been fined for not following our bylaws concerning alterations. This can be costly to residents, so please follow the rules.

July 18, 2022

To: SPHM Board

Re: Sonoma Pines designated a Block Watch Community

As the coordinator for Block Watch within our community I have been faced with the challenge to find volunteers to be a captain for various streets, including the need for a security check application by the RCMP. Residents on these streets are not receiving any messages from the Roy Morgan, RCMP Crime Prevention Coordinator.

I have been in contact with Roy to enquire why it is necessary to have a captain for each street within our community and could we instead have it designated as a Block Watch community and simply have the SPHM office send out the emails from him to all the residents of Sonoma Pines. Typically, there is one per month or less. ** (see note below)

He just informed me that this can indeed happen. All he requires is a list of all the resident's name and address within our community which is required to be deemed a block watch community by the Block Watch Society of BC. As this is public information, we are not violating the sharing of personal information such as mobile phone or email addresses.

Below I have further listed the benefits of this program and especially negating the need for street captains.

I am asking the Board to consider approving this new "set-up". Once you give your approval, I will inform Roy Morgan and have the office forward by email a list of the resident's name and addresses.

Thanks for considering this recommendation. Regards

Linda Metcalfe
SPHM Block Watch Coordinator

****Since the approval at the July Board meeting, it was agreed that the BW notices be posted to the SPHM website and have the office note in an email to residents that there is a recent post there. Residents may choose to read them or not.**

SPHM LTD. – A Block Watch Community

- Register as a Block Watch Community
- Have only two contacts from Roy Morgan, RCMP - the SPHM Office as the main contact and the BW coordinator who is currently me
- Have messages sent to ALL residents by SPHM Administrators who have clearance to have residents' contact information, emails, phone numbers, etc. (PIPA)
- Contact information is current – new residents moving in
- RCMP messages by email are at the most monthly supplying information re criminal activity in the surrounding communities as well as tips to be safe within our community and on the web.
- Ensure distribution of messages rather than counting on the captains who may or may not send out
- Residents will be more familiar with the program
- Have supply of BW stickers for residents and any other materials deemed important. I.e., brochures
- Eliminates finding captains for every street and gathering individual homeowner's personal contact information (email).
- Currently there are no captains for Sonoma Pines drive, Terrero Place and Siringo. Residents in these locations are NOT receiving information.