



**Sonoma Pines Homeowners Management Ltd.**

**Board Meeting Minutes  
August 29, 2022, 3:00 – 5:00 PM**

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

Attendance: Malcolm Metcalfe  
Gary Kitchen  
Dawn Spence  
Randy Benson

Regrets: Danielle Renaud  
Mike Trenn  
Jon Connick, Community Services Coordinator

Guests: 14 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: R. Benson. Seconded: D. Spence. All in favor. No opposed.**

**3) Approval of**

a) Draft Board Minutes of July 26, 2022 (posted on SP website)

**BE IT RESOLVED that the Sonoma Pines Board of Directors approves the July 26, 2022, Board meeting minutes.**

**Moved by: D. Spence. Seconded: R. Benson. 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 – *previously reported by email*  
Request for committee members and for committees to submit monthly reports to the Managing Director for information and consideration.

c) Managing Director – G. Kitchen – *see attached*

d) Treasurer - M. Metcalfe, acting Treasurer – *see attached Chairman report*

e) CSC – J. Connick – *no report provided for meeting*

**6) Alteration Request Applications -**

- a) The alteration requests that have been previously reviewed and tentatively approved by Jon Connick, Community Services Coordinator, between July 23 and August 22, 2022, were not available for this meeting but will be listed for approval at the October meeting.
- b) The following alteration requests that have been previously reviewed and denied by the Board between – July 23 and August 22, 2022:  
None
- c) The following alteration request(s) required Board approval:  
None

**7) Old Business**

None

**8) New Business**

- a) **Welcome Committee** – K. Reid, Chair of the Welcome Committee, discussed the need for her to be informed of the name and address of new residents in the community who she could visit and provide information about the community.

**BE IT RESOLVED that the SPHM Administrator ask a new resident when visiting the office, if they would approve sharing their contact informaton with the Welcome Committee.**

**Moved by: G. Kitchen. Seconded: D. Spence. All in favor. No opposed.**

**9) In-Camera Session**

None

**10) Next Meeting – Monday, October 31st, 2022 (3-5 PM)**

**11) Adjournment**

Meeting declared adjourned at 4:45 pm

***Report from the Chair***  
***August 29<sup>th</sup>, 2022 Board Meeting***

Time has slipped by quickly, and we have seen a lot of issues come and go. There are a number of what I would rank as a success, while there seem to be an endless stream of issues that are underway and need to be addressed.

There was misinformation that suggested that the Board wanted to get rid of volunteer support in our community, and nothing could be further from the truth. We had some real concerns about safety and legal requirements that we must follow as a company. In recent months, we have seen property managers being heavily fined, because they did not follow WorkSafeBC Rules.

After a discussion with some senior people at WorkSafeBC and a few others, we understand that to have coverage for our workers AND OUR VOLUNTEERS, we MUST have an approved Safety Policy and a Safety Manual. This may sound difficult, and bureaucratic because the rules are in a state of almost continuous change, and our policy and manual must be kept up to date.

To my surprise, we found a consultant that for a relatively small fee of about \$250 monthly, will provide a policy and a Safety Manual – both of which are maintained. They provide this for many companies. In addition, many tasks require training, and they maintain a database of online training that can be taken by people want to do specific jobs on our property. I have done a number of these courses online for my current employer and found them to be relatively quick and easy to complete. Most take less than an hour and can be done on my computer at home. Having taken these steps, we avoid risks of being fined, and we are also able to ensure that WorkSafeBC will protect our employees, and our limited insurance packages will provide some coverage for volunteers.

I am very pleased to say that we have a new Treasurer working with our board. Jim Burkinshaw, one of our homeowners, has agreed to take on the task. Jim is a CPA (Chartered Professional Accountant) so he is well qualified to guide us, providing quarterly financial statements that all of us will hopefully be able to fully understand.

Also, it is a real pleasure to welcome David Reid to our Maintenance Committee. David has background and experience to do an outstanding job with Jon Connick in planning and driving a planned maintenance program that will be of increasing importance to our community as the property and buildings age.

Recognition is also well deserved for the work done by Chris Christiansen, our irrigation specialist. He does his job with little fuss and seems to appear everywhere. I have heard a number of people commenting that he has fixed issues that have been problems for a considerable time. Best of all, Chris has managed to do a very large portion of the work, reducing the need for outside contractors, with the result that we are seeing better results at a lower cost than we have experienced in the past.

And of course, we cannot miss the hard work that Gary Kitchen has done in getting the gates ALMOST finished. I can assure everyone that Gary deserves a medal for his work under what I would classify as combat conditions – contractors that don't show up as promised, materials that should have been ordered more than a year ago that are now not available, and even a nonresponsive Telus in providing communications at the lower gate. Gary has demonstrated a remarkable level of patience, to the extent that the vendors who have been so difficult to work with at times, now seem to consider Gary as a friend. This will be important as these people will be needed for maintenance as we move forward.

So, on behalf of the Board, I would like to express sincere thanks to the office staff, Jon our CSC, and to Chris, and to all the volunteers that have done so much to make this transition for the completely new Board members a task that has gone relatively smoothly. I believe that we are now positioned to move to better times as the structures are put in place to ensure that our jobs are done well, on time and under budget.

## **Managing Director's Report - August 2022**

### **Gate Project**

- FOB reader mounted to side of Intercom for in-gate.
- The long range RFID reader now mounted on tall post and improved mounting bracket installed at in-gate.
- Request for orders for RFID tags and FOBs is well underway and staff are processing these as quickly as possible.
- Transition to new KanTech software is underway and database entry will begin when complete.
- Proof of performance of the Upper Gate functionality took place on August 26, 2022. A small sample database was created and distributed to the Intercom and RFID readers. We tested the Intercom functions to locate and call a name from the list, voice communications was established and dialling 9 initiated the associated "Open Gate" function. This worked correctly. In bright sunlight, the display was a little difficult to read, and sun visors have been ordered.
- Additionally, the FOB reader and RFID reader were also tested and worked correctly. The RFID reader could read a RFID tag from about 30 feet away, and the gates started to open upon detection. A tap of the FOB on the reader also opened the gate.
- The FOB reader at the pedestrian gate worked to unlock the gate, however it was observed that when the gate is closed, the reader can only be accessed from the outside, so an additional reader will be installed on the opposite side of the gate as well.
- FOB reader for exit gate is still on order and not yet installed.
- The exit gate RFID reader was not tested, but should perform as well as the other one did. We did not want to block traffic through both gates.

### **Lower Gate**

The Intercom and RFID have been mounted at the lower gate location. Wiring and other equipment installation scheduled later this week and into September.

A Telus wireless internet HUB has been ordered and shipped, and will work together with a wireless home phone connection to the intercom.

### **Fence at end of Alvarado Trail**

The 6 foot high, black chain link fence fence to close an 80 foot gap in the fence at the end of Alvarado Trail has been installed.

### **Insurance Renewals - Club house and Common Property & Board of Director Liability**

Policy renewals were received and accepted for the Club House and Common property with The Cooperators as well as the Board of Director's Liability insurance. Premiums increased from last year, but was under budgeted amount for 2022-2023.