

Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes November 28, 2022,
3:00 – 4:25 PM

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

Attendance: Malcolm Metcalfe, Gary Kitchen, Dawn Spence, Danielle Renaud, Randy Benson
Jim Burkinshaw, Ex-Officio
Jon Connick, Community Services Coordinator

Regrets: None

Residents: Eight 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. Renaud. Seconded: D. Spence. Carried with all in favor.

3) Approval of Draft Board Minutes of October 31, 2022

After much discussion from residents and board members, the October 31 minutes were not approved. A request to have minutes adjusted to include correspondence discussed that were not included.

MOTION by G. Kitchen to defer approval of minutes from October 31, 2022, meeting to the next meeting on January 31st, 2022, to provide an amended version. Seconded: D. Spence. Carried with all in favor.

4) Committee Reports

a) Chairman – M. Metcalfe

- Discussions re BCAA says as lessor SPHM and WFN needs 30-day notice of cancellation.

MOTION: BE IT RESOLVED that the following sublease articles will NOT be enforced.

- Multi-Family Sublease Article 11-1 (d) Provide that the insurer shall be required to provide 30 days’ notice to the sublessor and Westbank before cancelling such policy.
- Single Family Sublease Article 10-1 (d) Provide that the Insurer shall be required to provide 30 days’ notice to the sublease and Westbank before cancelling such policy.

Moved by M. Metcalfe. Seconded by G. Kitchen. Carried with R. Benson, and M. Metcalfe abstaining.

- b) Committees – D. Renaud
 - complaints committee in place and has begun their job of handling issues.
- c) Managing Director – G. Kitchen – *report attached*
 - (a) Managing Director reviewed his detailed report.
- d) Treasurer – *handout attached*
 - (b) Jim Burkinshaw discussed the need to advise or let multifamily residents know what the \$90,000 surplus unused funds will be used for. Handout with discussion of Balance Sheet for Multi-family and Common. Further discussion and clarification at January meeting
- e) CSC – J. Connick – *report attached*

BE IT RESOLVED that the Sonoma Pines Board of Directors approve the Committee Reports. Moved by: G. Kitchen. Seconded: D. Spence. Carried with all in favor.

5) Alteration Request Applications

- a) The following alteration requests that have been previously reviewed and approved by the Board between October 25, 2022, to November 24, 2022: None
- b) The following alteration requests that have been previously reviewed and denied by the Board between October 25, 2022, to November 24, 2022: None
- c) The following alteration request(s) required Board approval: None

6) Old Business

a) Sonoma Pines Schedule E Bylaws Amendments

SPHM Schedule E Bylaw amendments are being addressed by a committee overseen by R. Benson and will be presented at January meeting for further discussion and approval.

7) New Business

a) Sonoma Pines CRA Account Access

M. Metcalfe reported that he is in the process of obtaining additional access to the CRA Account for Board members as well as J. Burkinshaw.

8) In-Camera Session

9) Next Meeting – Monday, January 30th, 2023 (3-5 PM)

10) Adjournment

Meeting declared adjourned at 4:25 pm.

Managing Director's Report November 2022

Gate implementation

On Thursday, November 10, 2022, AVS Security and I conducted final testing of the gate operation in preparation for implementation and full operation on November 14, 2022. These tests included operating the gates by RFID, FOBs, and automatic sensors, as well as a full power failure test to ensure that the gates opened immediately upon detecting a power failure. All gates passed the test; however it took two tries to restart the upper exit gate when power was restored. AVS took note of this and addressed the issue on Monday November 14, 2022. The automatic exit was left enabled for the first 2 days of implementation as a precaution as there were a couple intermittent power stability issues, and we wanted to be sure that there would be a back-up way to exit.

A notice sign was posted at each gate that advised the public of the impending gate implementation. The announcement that the lower gates at Boucherie Road would be open daily from 6 AM to 6PM as well as the need for non-residents to use the Boucherie Road exit during the day as the exit to Carrington Road was for resident use only during the daytime. Additional signs were posted to reinforce this message, as well as Intercom operating instructions.

On November 13, 2022, the last of the RFID tags and FOBs were disseminated and the community was ready to go as far as the gates were concerned. Many thanks to staff and volunteers who helped to get these items out to the residents. It was a lot of work, and their efforts are very much appreciated.

On November 14th, 2022, at 10 am, the upper gates were closed for the first time. The lower gate timed operation failed to activate correctly. AVS was able to correct this problem very quickly and no further issues were encountered with the timed lower gate function.

For much of the week of November 14-18, we experienced a significant number of FOB errors which have been corrected, and very few, if any remain as of November 25, 2022. Some RFID tags were improperly installed, but for the most part these worked very well. There are approximately 6 RFID tags that are being read by the system, but are unassigned to any resident. A notice was sent out to residents asking that they report to the office for corrective action.

The intercom seems to work fairly well; however a bug has been identified where the Find function does not properly locate names beginning with the letter R nor the Letter S. This has been reported, but no fix has been received. There were a few errors identified in the entry of phone numbers, most notably the requirement to dial 1 for long

distance for some numbers. It was reported that the intercom keypad letters are not backlit and are difficult to see at night. AVS adjusted the brightness and contrast, and I will further explore an improved lighting possibility.

The week of November 21-28 also saw a power supply fail at the upper entrance gate, which was replaced, and the installation of the postal lock at the upper exit gate. Reflective tape was applied to the gates so that they are more visible at night.

General feedback concerning the gate operation has been mostly positive with a few hiccups on the first couple of days. Some traffic has been observed following residents out at the upper gates, but this is not surprising and hasn't caused too many problems.

The lower gate open concept appears to be working well, with some reports of speeding down the hill and out the exit gates being observed. In mid-December, I am hoping to conduct a survey that will determine if this traffic flow and gate operation is satisfactory or if a gate closed operation would be preferred. If it is determined that we try the gate closed operation, a similar reassessment will be done after trying that.

Snow Removal

Tiger Landscaping was introduced to Sonoma Pines the hard way, with a significant snow dump early in the month. Tiger Landscaping applied an initial spray of anti-icing agent before the storm, but it wasn't as effective as it could have been had we not had a lot of rain during the night prior to the heavy snowfall. The snow removal team worked well at removing the snow, but it did take a few days to catch up and some ice did build up. Tiger stayed on top of this, and we soon enjoyed ice free roads. There was much positive feedback received about the work done by Tiger.

We met with Tiger on November 24, 2022, to discuss performance etc. In this meeting we learned that a few layers of the anti-icing solution creates a preventative layer that helps to prevent the snow from sticking which is why we may have seen the truck spraying for no apparent reason. When layered in this fashion the effects of the solution are significantly improved, and much longer lasting than the occasional light spray. We agreed to strike a reasonable balance of performance and cost to ensure the long-term viability of the contract.

Landscaping

Yard waste bins were placed in front of the clubhouse on October 29 & 30, 2022 as well as November 19, 2022. The bins were so well used that the first bin was filled in the first two hours which required an extra dump to be able to add more yard waste.

Asahi got caught by the early snowfall, which prevented him from completing his fall pruning. This was followed by an illness, so he was only able to return on November 24, 2022. His intention is to continue pruning where possible, and also make up for the yard.

waste pickup that was missed on November 15, 2022, picking up on November 29, 2022, instead. (Weather permitting). Jon Connick and I will be meeting with Asahi during the first week of December to discuss this past season's performance.

Tree Pruning

The planned tree pruning was unexpectedly postponed due to our contractor having a serious accident. He should be back on the job in mid-January 2023.

Balance Sheet - COMMON
At October 31, 2022

ASSETS

CURRENT ASSETS

1	1020-0000 General Bank Account - BMO	-71,524.96 < combined with MF
2	Contingency Reserve Fund (CRF):	
3	1035-0000 Contingency Reserve Fund - BMO Trust	370,843.70
4	1035-0005 Lower RV Lot Investment Loan	235,732.30
5	1035-0017 Designated Funds - Phase 3 Gate - BMO Trust	12,365.83
6	1037-0000 GIC Account - Valley First Cr Union	<u>1,423,994.50</u>
7	Total! Contingency Reserve Fund (CRF) 8	2,042,936.33 < Should equal line 28
9	1035-0003 G.S.T. Input Tax Credit	12,500.00
10	1045-0000 Credit Union Rewards & Shares	<u>5.88</u>
11	1105-0000 Fees Receivable	-628.37
12	1200-0000 Prepaid Insurance	9,123.88
13	TOTAL CURRENT ASSETS	<u>1,992,412.76</u>
14	TOTAL ASSETS	1,992,412.76

15

16 LIABILITIES & EQUITY

17		8,649.38
18	CURRENT LIABILITES	4,347.46
19	2005-0000 Accounts Payable	<u>12,996.84</u>
20	2100-0000 G.S.T. Payable	
21	TOTAL CURRENT LIABILITIES	1,956,818.75
22		11,596.02
23	CONTINGENCY RESERVE	117,003.81
24	2350-0000 Contingency Reserve Opening Balance	-19,826.07
25	2351-0000 Contingency Reserve - Interest Earned	2,065,592.51 < Should equal line 7
26	2351-0001 Contingency Reserve YTD Appropriations	
	2351-0002 Contingency Fund Expenditures	
28	TOTAL CONTINGENCY RESERVE	-86,176.59
29		-86,176.59
30	SHAREHOLDERS EQUITY	1,992,412.76
31	2600-0000 Retained Earnings	
32	TOTAL SHAREHOLDERS EQUITY	
	TOTAL LIABILITIES & EQUITY	

3

3

Balance Sheet- MULTI-FAMILY
At October 31, 2022

ASSETS

CURRENT ASSETS

1	1020-0000 General Bank Account- BMO	164,428.39	
2			
3	Contingency Reserve Fund:		
4	1035-0000 Contingency Reserve Fund - BMO Trust	934,337.42	\$ 94K
5	1037-0000 GIC Account - Valley First Cr Un	<u>759,143.93</u>	
6	Total Contingency Reserve Fund:	1,693,481.35	< Equals line 22 below
7			
8	1105-0000 Fees Receivable	-199.19	
9	TOTAL CURRENT ASSETS	<u>1,857,710.55</u>	
10	TOTAL ASSETS	<u>1,857,710.55</u>	

LIABILITIES & EQUITY

CURRENT LIABILITES

15	2005-0000 Accounts Payable	-25.04	
16	2005-0007 Maintenance Reserve	90,000.00	
17	TOTAL CURRENT LIABILITIES	89,974.96	
18			
19	CONTINGENCY RESERVE		
20	2350-0000 Contingency Reserve Opening Balance	1,623,521.18	
21	2351-0001 Contingency Reserve YTD Appropriations	<u>69,960.17</u>	
22	TOTAL CONTINGENCY RESERVE	1,693,481.35	< Equals line 6 above
23			
24	SHAREHOLDERS EQUITY		
25	2600-0000 Retained Earnings	74,254.24	
26	TOTAL SHAREHOLDERS EQUITY	74,254.24	
27	TOTAL LIABILITIES & EQUITY	<u>1,857,710.55</u>	

**Report from CSC Jon Connick November 28,
2022, SPHM Meeting**

- Landscaping
 - Pruning came to a sudden stop with the onset of winter. Asahi will be back in Jan/Feb to complete the fall pruning when weather becomes warmer and less snow.
 - Managing Director and myself will be meeting w/Asahi on December 5 to have an end of season touch point (provide feedback and understand further his challenges).

- Gutter cleaning and repair
 - SOS Gutters also had a hard stop do to winter conditions. Annual fall cleaning was completed (same homes each year) however, there were some additional cleaning & repairs that were not completed. SOS will be back when the weather is much warmer and less snow.

- Parking
 - Vern installed a few No Parking signs at some of the SPD hammerheads (at the end of streets). The rest of the SPD hammerheads will have signs added when the ground softens.
 - Note – each of these streets already have a No Parking/Towing sign on the first streetlamp, however, overnight parking on the street persists.

- Recently formed Complaints and Discipline Committee kick-off meeting took place on Nov. 14.