

**Sonoma Pines Homeowners Management Ltd.**

**Board Meeting Minutes October 31, 2022,**

**3:00 – 5:15 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, Gary Kitchen, Dawn Spence, Randy Benson  
Jim Burkinshaw, Ex-Officio  
Jon Connick, Community Services Coordinator

**Regrets:** Danielle Renaud, Mike Trenn

**Residents:** Nine 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: G. Kitchen. Seconded: D. Spence. Carried with all in favour.**

**3) Approval of Draft Board Minutes of August 29, 2022 (posted on SP website)**

**BE IT RESOLVED that the Sonoma Pines Board of Directors approves the August 29, 2022, Board meeting minutes.**

**Moved by: R. Benson. Seconded: D. Spence. Carried with all in favour.**

**4) Committee Reports**

a) Chairman – M. Metcalfe – *report attached*

b) Committees – D. Renaud

Mike Trenn has resigned from his position on the Board due to a move to Penticton.

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

Managing Director reviewed his detailed report that was in the October newsletter previously distributed to residents.

d) Treasurer

Jim Burkinshaw reviewed the September 2022 financials which are posted on the SPHM website.

e) CSC – J. Connick

CSC reported on gutter cleaning/repairs. 31% of the gutters on multi-family homes have been either cleaned or repaired.

**BE IT RESOLVED that the Sonoma Pines Board of Directors approved the Committee Reports.**

**Moved by: G. Kitchen. Seconded: D. Spence. Carried with all in favour.**

**5) Correspondence –**

- a) Jon Scott - concerned about his repeated email requests for painting of his fascia boards and wood accents and SP homes in general. Action- Referred to Jon Connick
- a) Kim Reid – request to post link to her Facebook group. While Malcolm agreed to this request at the meeting, post meeting, the Board discussed and voted against this as Facebook is not supported by the Board and has no control over its management. Malcolm sent an email to Kim to explain the situation.
- b) Bob Scruton – discussed his request for various changes to the by-laws and Articles of Incorporation.

**6) Alteration Request Applications**

- a) The following alteration requests that have been previously reviewed and approved by the Board between June 25 and October 24, 2022:

2083 Candelera Place	Multi	Patio Extension
2381 Mesa Vista Court	Single	Awning Installation
2387 Mesa Vista Court	Single	Install storm door
2309 Pine Vista Place	Single	Installation of arbors/lattice dividers
4142 Solana Place	Single	Install divider/trellis
3801 Sonoma Pines Drive	Multi	Landscaping
3889 Sonoma Pines Drive	Multi	Install solar tubes
3913 Sonoma Pines Drive	Multi	Awning installation, solar tubes
2105 Verona Lane	Multi	Removal of diseased tree and replacement

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

**Moved by: R. Benson. Seconded: G. Kitchen. Carried with all in favour.**

- b) The following alteration requests that have been previously reviewed and denied by the Board between June 25 and October 24, 2022:

2319 Pine Vista Place	Single	Pergola redo
2163 Serrento Lane	Multi	Alteration Application not required. Covered by SPHM maintenance.
2159 Serrento Lane	Multi	Replace exterior door
3829 Sonoma Pines Dr.	Multi	Landscaping – not enough room for tree
4119 Solana Place	Single	Fence around shrubs and cedars

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

**7) Old Business**

No old business.

**8) New Business**

**a) Sonoma Pines Bylaws – Amendments**

SPHM Bylaw amendments will take place at a later date due to time constraints and further discussion required.

**b) Tree Pruning/Removal**

**BE IT RESOLVED** that the Sonoma Pines Board of Directors approved two days of tree trimming maintenance by Ninja Tree Service.

**Moved by: R. Benson. Seconded: G. Kitchen. Carried with all in favour.**

**9) In-Camera Session**

**10) Next Meeting – Monday, November 28, 2022 (3-5 PM)**

**11) Adjournment**

Meeting declared adjourned at 5:15 pm.

## **REPORT FROM THE CHAIR Malcolm Metcalfe, October 31, 2022**

### **1. SUMMARY**

We have several priorities where work has been initiated. These are Insurance, Safety, Environment, and the Contingency Fund

### **2. INSURANCE**

Sonoma Pines is on Federal Land, administered by the WFN. SPHM is the lessee in an agreement for the entire property, and that lease requires that all improvements on the property be insured at replacement value for all risks which is defined and includes earthquake coverage. WFN must be shown as an Additional Insured party.

A sublease between SPHM and all homeowners has a similar clause covering insurance, and with legal guidance, SPHM Ltd was advised to also require SPHM Ltd as Additional Insured.

Earthquake insurance has caused concern with some residents, likely because the insurance price that was quoted included contents of the home. Earthquake insurance on the house is not costly and is all that is required.

In summary, all homeowners are required to have \$2M liability insurance, all risk insurance including earthquake insurance on the house, and each policy is required to show both SPHM Ltd and WFN as Additional Insured.

### **3. SAFETY**

As a BC Corporation, we are required to provide our employees with a safe environment to perform work and to ensure that in the event of any accident, that they are fully covered with WorkSafeBC insurance.

In addition, we must ensure that volunteers that support our community are also protected, with safe processes, training, and insurance to cover injuries.

To meet all of these needs, we have contracted a company that will provide us with a Safety Policy that is maintained, Safety manuals for employees and volunteers, online training, and insurance through both WorkSafeBC for employees and General Liability coverage for volunteers.

### **4. ENVIRONMENT**

We are also in need of environmental policy and guidelines. While this will NOT include contract support, we will be required to establish a formal policy that covers environmental issues.

Our landscape contractor was apparently required to provide detail on the use of pesticide sprays, and recently a property manager in the South Okanagan was fined for the use of sprays that killed a small group of migratory birds.

In the event of an environmental issue by a contractor, employee, or volunteer, SPHM Ltd can be charged under federal legislation and the ONLY defense is one of due diligence. We MUST have taken steps to ensure in advance that people are made aware of problems and risks – required to avoid issues that can result in charges.

I have agreed to host a meeting at the clubhouse in January to discuss with owners, environment, climate, and energy issues (I teach this at 3 universities), and what we can do to help to reduce our carbon footprint.

### **5. CONTINGENCY FUND**

We have changed the structure and purpose of our contingency fund, as we are NOT covered by the

Strata Property Act. House painting and deck replacements are now covered under general maintenance and do not require approval at an SGM. The main purpose of the contingency fund now is to cover costs for roof replacements, windows, if and when they need to be replaced, and emergencies. We have changed the amount paid to the contingency fund, (2021) and the current plan is to establish a full database that shows the ages of roofs and expected replacement dates, and other requirements, including emergencies, that may need funds. With that, we intend to have an evaluation done on our existing contingency fund to ensure that the fund is sufficient to meet anticipated needs with additional for potential emergencies.

## **MANAGING DIRECTOR'S REPORT OCTOBER 2022**

### **GATES:**

We encountered significant problems with the KanTech software that is used to populate the database. This caused some FOBs to stop working. Once reported, the FOBs were re-done, only to work once, and then quit again.

This problem has been reported as resolved, however there are still a few FOBs in the system that may require manual correction to become operational again.

We rolled out the delivery of two streets as they became available to do a trial run with the dissemination of the FOBS and RFID tags as well as handling the money. The FOB problem that we had had nothing to do with this event. We learned that we had problems handling the cash as Coldwell Banker didn't want to accept this. As a result, we are asking homeowners to sign a form that will give Coldwell Banker permission to withdraw the funds for the FOB and RFID purchase directly from the account used to pay your monthly fees. This is the preferred method of payment, but we can still accept cheques if necessary.

We have started rolling out more streets as they become available. All Fob and RFID data has been entered and Intercom data should be complete by November 4, 2022. My goal is for a November 14, 2022, implementation date.

Many thanks to the office staff for putting in the extra effort to get this done, and to Linda Metcalf for distributing the Fobs and RFID tags and collecting the funds.

We will need a few volunteers to assist in disseminating the remainder of streets in the coming days and make arrangements for several evening and weekend pickup of homeowner packages.

The lower gates are fully operational with the exception of an incomplete intercom directory, which is populated by the office staff as they enter in your names. The RFID reader will read your RFID tag and will open the gates. Admittedly, it is a slow start to open, but it works. I will investigate further to see if I can speed them up a bit.

There is a FOB reader mounted to the side of the intercom which is functional, and the automatic exit gates are operational, so you don't need your garage door opener to exit anymore. On the sidewalk side pillar of the exit gate, there is another FOB reader installed for cyclists whose bikes do not trip the automatic exit gate function. Cameras have been installed to record traffic in both directions.

The upper gates remain open for now, and until the distribution of the FOBs and RFID tags is complete. We are still missing a a box to accommodate a postal lock and FOB reader which is expected the first week of November. There is now a FOB reader mounted on both sides of the pedestrian gate, so it is ready to be used.

### **INTERCOMS**

The Intercoms are functional with a limited list of resident names at present. The operation of them is slightly different than previously explained.

One can enter in the User (Tenant ID) ID. This is a number associated with your primary telephone number that you supplied us with. It is created at the database entry time, and you will be provided with this number at FOB pick-up time. It is like a speed dial to you, so you don't have to search through lists. Simply enter the 4-digit Tenant ID, and press Call. One can "List" the tenants and use the arrow buttons

to scroll up and down through the list of names, or “Find” a tenant by using the keypad to narrow the search down. As previously explained, one must tap a key once, twice or three times rapidly to select the correct letter from the keypad similar to the old telephone handsets when entering names into a caller list. Once the name is highlighted in the window, press “Call” and the primary number for the tenant will be dialed and voice communications will be established.

Do not spend a lot of time in conversation as the time to talk is very limited. If you want to let the person in, simply press 9 on your phone, and the gates will open. Please note, that as soon as you press 9, the intercom hangs up so no further conversation is allowed.

## **FOBS**

The FOB demand has been higher than expected, and homeowners must understand FOBs are the keys to our community and our building and that they come with the responsibility to ensure that they are used properly.

Your names are associated with the FOBs and can be easily traced back to events, and homeowners will be held 100 % responsible for any trouble or damage that may be associated with the FOB’s use.

Please note that if you move away, please return your FOBs so that they can be deactivated and recycled. If the FOBs are still useable, your money will be refunded. Sorry no refunds for RFID tags.

## **RFID TAGS**

I have been getting some questions about the RFID tag installation. There is a link to a video showing how to install it on our website. As our RFID readers are positioned to the left of the vehicle, it is recommended that the sticker be placed on the left side of the rear-view mirror about 2 inches down from the roof line.

Simply clean the area of the windshield with a little alcohol then peel back the clear backing and place the tag on the windshield, pressing it in the middle and smoothing it out in both directions.

Do not try and remove the tag from the windshield as it will tear. If there is a blackened area around the mirror, it should be placed within that area.

Here is the link to the installation YouTube video:

<https://www.youtube.com/watch?v=vRWFJnXgsA0>

## **LANDSCAPING**

The upper gate area is enjoying a long overdue facelift and is now complete. We were fortunate to get Green Park landscaping at a reasonable price just ahead of winter. Many thanks to Chris for getting the irrigation installed on short notice while the gardens were being worked on and to Vern and Jon for making sure that the plants stay alive until freeze up.

## **YARD WASTE**

The yard waste bin, available by the club house for yard waste only October 29 & 30 and again on November 5 & 6. By Saturday October 29th at 10 am, the bin was already full and Tiger Landscaping came by and emptied it and returned it again within the hour. By 3:30 pm it was almost full aga

## **SNOW REMOVAL**

We have changed snow removal companies this year. We are using Tiger Landscaping. He will be using a Ford F-450 and a Ford F-150 as well as 2 large skid steers and a smaller one for the sidewalks. The skid steers will remain on site with one parked in the small car spot in the Alvarado Trail parking lot and another parked near the upper RV lot. The sidewalk one will likely be parked beside the one in the Alvarado lot. The parking on site was a term of the contract and reduced the cost of floating the equipment in for each event. We are going to be Tiger's only snow removal contract and he will be here bright and early if necessary and will stay on site until the entire community is cleared of snow. He will also be using a calcium based anti-icing agent to prevent ice from forming on the roadways, as well as having the side benefit of making the snow removal easier from the roads because it doesn't stick as well. Calcium is less corrosive than rock salt and is more environmentally safe. Unlike previous years, all roads will be treated equally with snow clearing and anti-icing agents being applied to all streets.