



Sonoma Pines Homeowners Management Ltd.

**Approved Board Meeting Minutes
February 27, 2023, 3:00 – 5:00 PM**

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Password "sonomapines"

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

Attendance: Randy Benson, Gary Kitchen, Jim Burkinshaw, Dawn Spence

Regrets: D. Renaud

Residents: Six residents

1) Call to Order

Meeting called to order at 3:00 pm

2) Finalize Agenda

Additions: RV Rules and Regulation, Articles of Incorporation, Snow Removal, Depreciation Report, CRF (Contingency Reserve Fund)

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approved the agenda as presented with additions. Moved by: D. Spence. Second: J. Burkinshaw. Carried with all in favor.

3) Approval of Minutes

Draft SPHM Board meeting minutes of January 30, 2023 (posted on SP website)

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the Amended Board Minutes of January 30, 2023. Moved by: D. Spence. Second: G. Kitchen. Carried with all in favor.

4) Correspondence

None

5) Committee Reports

a) Chairman – R. Benson - Provided verbal report.

b) Committees – D. Renaud - No report

c) Managing Director – G. Kitchen – Report attached

d) Treasurer - J. Burkinshaw - Provided verbal report.

e) CSC – Jon Connick - No report

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

6) Alteration Request Applications

- a) The following alteration requests that have been previously reviewed and approved by the Board between January 28 – February 24, 2023:

2105 Verona Lane	Multi	Remove grasses & install arbor
2166 Alvarado Trail	Multi	Remove and replace shrub/bush
2173 Talavera Place	Multi	Install screen shades on upper deck

BE IT RESOLVED that the Sonoma Pines Board of Directors approved the above alteration request. Moved: by G. Kitchen. Second: D. Spence. Carried with all in favor.

- b) The following alteration requests that have been previously reviewed and denied by the Board between: January 28 – February 24, 2023: None
- c) The following alteration request(s) required Board approval: None

7) Old Business

- a) Town Hall Meeting
February 13, 2023, Town Hall meeting was well attended and informative.

8) New Business

- a) 2023/24 Budget Discussion
There will be a Town Hall Meeting on Monday, April 24, 2023, to explain the proposed 2023/24 Budget. A. Gregson and J. Scott volunteered to work on 2023/24 Budget with J. Burkinshaw. If anyone else is interested in volunteering to work on the 2023/24 Budget, please contact the office.
- b) Schedule E Bylaws & RV Rules and Regulations
The Chair confirmed there is no need for the homeowners to ratify amendments to the Schedule E Bylaws and RV Rules and Regulations.
Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the amended RV Lot Rules and Regulations. Moved: D. Spence. Second: G. Kitchen. Carried with all in favor.
- c) Articles of Incorporation
There was discussion with respect to a full review of the Articles of Incorporation.
- d) Snow Removal
There was discussion with respect to changing the level of service regarding when to apply the brine and snow accumulation level for snow removal.

e) **Depreciation Report**

Sonoma Pines' last Depreciation Report was done in May of 2019 by Kent MacPherson agency out of Kelowna. While it is not required to update the report every three years, the Board feels it is good business practice to conduct a review since the prices of large repairs and maintenance items change over time and the assumptions made in the 2019 report may no longer be valid. Kent MacPherson has been contacted to provide a quote for an updated report.

f) **GICs CRF**

Sonoma Pines' CRF (Contingency Reserve Fund) funds at Valley First Credit Union (\$2.1M) are in a variety of interest rate GICs. Several of these were updated in late November and early December 2022. Interest rates now range from 1.65% to 5.16% and will be updated as soon as the GICs become due. Funds at the Bank of Montreal in Kelowna (\$1.4M) have not been addressed but will be shortly.

9) In-Camera Session – no in-camera session

10) Next Meeting – March 27, 2023 (3-5 pm)

11) Adjournment

Meeting declared adjourned at 4:05 pm

Managing Director's Report February 2023

1. *Gate Intercoms*

A problem with the "Find" function on the Intercom, not finding names beginning with the third letter on the numeric keyboard continues to be a problem. For example, pressing "Find followed by 3 taps of the number 5 should sort the last names beginning with the letter "L" in the viewing window. In the case of numbers 3, 5, 7, 9, a no record found message is displayed. In the case of 2, 4, 6, 8, the intercom will sort to the second letter associated with the key and allow the user to down arrow from there to get to the next letter. So, the workaround for the time being is to only tap the key twice and scroll down from there. This is certainly less than ideal and AVS has been in touch with the company to report the problem with no resolution to date. I will follow up again this week. If no resolution is found with our service provider, I will be in touch with the company (Kantech) myself.

2. *Upper Exit Gate*

Some reports were received that the upper exit gate remained open in the middle of the night. Investigations revealed that the auto-exit function, when enabled, and when a non-RFID equipped vehicle drove through the gate, the Liftmaster equipment experienced a failure of the second exit loop which is designed to prevent the gate from closing on a vehicle. This failure is intermittent which makes it more difficult to address. I worked with AVS to determine if it was the access control hardware that was causing the problem, but all indications point to the Liftmaster equipment. I am attempting to coordinate a service call where both AVS and Door Systems can be on site to resolve this intermittent fault.

3. *Acting Community Services Coordinator*

During the past three weeks Gary Kitchen has been acting as the CSC due to Jon Connick's absence. Highlights of that time include site visits with a contractor to many locations that require landscaping work, approving alteration requests, meeting with painters, and answering numerous inquiries on a variety of subjects, not to mention responding to many e-mails.

Correction/Clarification to 'Insurance Refund' report given at Feb 13, 2023 Town Hall meeting.

Lloyd Searcy has provide some information that I was not aware of relating to the issue of the 'insurance refund' and the 'Maintenance Reserve' on the Multi-family Balance sheet.

1. The refund from BFL insurance was \$466,279, not \$519,000 as reported; It was put into the MF bank account and then \$53,125 of it was transferred to the Common account; the \$53,125 was not a separate additional refund.
2. There is a \$90,000 Maintenance Reserve on the MF Balance sheet as reported. It is not 'cash' but can be expensed against for any maintenance done to MF areas that would normally be charged to 'General Maintenance & Repairs'.
3. The \$90,000 reserve, however, came about slightly differently than first reported. It is insurance-related but arose because of an over-collection of MF homeowner fees that were increased to cover the huge jump in our insurance premium from BFL.
4. The over-collection occurred because of the one-month early cancellation of the BFL policy, courtesy of WFN. The Board at that time determined that to refund these funds (approximately \$72,000) was very complex so they combined \$64,000 of it with a surplus in the 'Maintenance & Repair' budget to create the \$90,000 Maintenance Reserve. The remaining \$8,000 went to Common.
5. I apologize for the errors and incomplete information; some of the detail of this event was lost during that last two years. We will do better going forward.

Jim Burkinshaw
Treasurer
Sonoma Pines Homeowners Management Ltd.