



## Sonoma Pines Homeowners Management Ltd.

### **Board Meeting Minutes March 27, 2023, 3:00 – 4:15 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:** Randy Benson, Gary Kitchen, Jim Burkinshaw, Dawn Spence, D. Renaud

**Community Service Co-ordinator:** Jon Connick

**Residents:** Eight residents

- 1) **Call to Order**  
Meeting called to order at 3:00 pm
- 2) **Finalize Agenda**  
**Addition: Committee's Chair**  
**Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approved the agenda as presented with addition. Moved by: D. Renaud. Second: J. Burkinshaw. Carried with all in favor.**
- 3) **Approval of Minutes**  
SPHM Board meeting minutes of February 27, 2023 (posted on SP website)  
February 27, 2023, Board meeting minutes will include, as an attachment, the Correction/Clarification to the 'Insurance Refund' report given at Feb 13, 2023 Town Hall meeting.  
**Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the Board Minutes of February 27, 2023, with the attached Correction/Clarification to the "Insurance Refund". Moved by: G. Kitchen. Second: D. Spence. Carried with all in favor.**
- 4) **Correspondence**  
None
- 5) **Committee Reports**
  - a) Chairman – R. Benson – Provided verbal report.  
The Board is looking for an email provider to streamline emails being provided to homeowners to secure privacy.
  - b) Committees – D. Renaud



D. Renaud is no longer the chair of Committees. Committees are now managed by CSC – Jon Connick.

- c) Managing Director – G. Kitchen – Report attached
- d) Treasurer - J. Burkinshaw – Report attached
- e) CSC – Jon Connick - Provided verbal report.
  - Please adhere to the speed limit and watch for workers, contractors, and pedestrians as there have been near misses.
  - Pet Bylaw - Contractors and workers will not attend to your yard if there is pet feces present.
  - Alteration Requests – Please make sure all of the information is provided to the CSC as lack of information slows down the process for approval.

**BE IT RESOLVED that the Sonoma Pines Board of Directors approved the Committee Reports. Moved: by D. Spence. Second: D. Renaud. 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 16 – March 24, 2023:

3795 Del Mar Lane	Multi	Privacy Screen
2151 Serrento Lane	Multi	Install window in basement
2105 Verona Lane	Multi	Install privacy screen
2173 Talavera Pl.	Multi	Install (2) screen shades
2153 Serrento Lane	Multi	Remove ailing tree

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

**7) Old Business**

- a) Depreciation Report  
Work is underway and this report should be completed by spring of 2024.
- b) AGM – 2023/24 Budgeting  
April 24, 2023, Town Hall in the clubhouse from 4:00 – 6:00 pm – discussion of draft 2023/24 budget.  
AGM date – May 29, 2023, at the Westbank Lions Hall (6:00 – 8:00 pm)



**8) New Business**

a) Radar Speed Signs

Please refer to the Managing Director's report attached.

**9) In-Camera Session**

**10) Next Meeting – There will be no Board meeting in April. Next Board meeting date to be determined.**

**11) Adjournment**

Meeting declared adjourned at 4:15 pm