



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes July 10, 2023, 3:00 – 5:00 PM

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

Attendance: Randy Benson, David Reid, Tom McEwen, Don Porter, Willie Riewe
Attendance by Phone: Kelvin Mathuik
Regrets: Jim Burkinshaw
Residents: 12 residents
Recorder: Sheila Herchak-Cole

1) Call to Order

Meeting called to order at 3:00 pm

2) Finalize Agenda

One Addition: Gates

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approved the agenda as presented with addition. Moved by: Tom McEwen Seconded by: Willie Riewe Carried with all in favor.

3) Approval of Minutes

a) Draft SPHM Board meeting minutes of March 27, 2023 (posted on SP website)

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the Board Minutes of March 27, 2023. Moved by: Don Porter Seconded by: Kelvin Mathuik. Carried with all in favor.

4) Correspondence

a) WFN Water Regulations (attached) – This was a reminder to residents. Ongoing discussions are being held with WFN as SP has specific issues.

b) Asahi parking issue – Email was sent to residents regarding parking regulations for the landscapers. It has been suggested that there is a weekly rotation on Alvarado Trail, Madera Court, Siringo Lane, and Talavera Place so the landscaping vehicles are not parked in front of the same house year after year.

5) Reports

a) Chairman – Randy Benson – please see attached

b) Treasurer – Jim Burkinshaw – please see attached

c) Maintenance & CSC Liaison – Dave Reid- please see attached

d) Safety & Security Liaison – Don Porter – please see attached

e) Club House & Social Committee Liaison – Tom McEwen – please see attached

f) Irrigation and Landscaping Liaison – Willie Riewe – please see attached

- g) Communications – Kelvin Mathuik – please see attached

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the Board reports.
 Moved by: Willie Riewe Seconded by: Tom McEwen 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 March 25, 2023 – July 7, 2023:

2174 Alvarado Trail	Multi	Install Radon venting system
2175 Alvarado Trail	Multi	Install awning to front deck
2105 Del Mar Court	Multi	Install metal railing with clear glass on deck
2179 Madera Court	Multi	Screen divider and awning
2155 Serrento Lane	Multi	Install upper patio ceiling fan
3804 Siringo Lane	Multi	Install awning upper deck
3806 Siringo Lane	Multi	Install awning upper deck
3854 Siringo Lane	Multi	Install retractable screen to patio and front door
4108 Solana Place	Single	Install hand safety railing for steps (courtyard to front door)
2157 Talavera Place	Multi	Install of Solatubes
2166 Talavera Place	Multi	Electric retractable awning
2231 Terrero Place	Single	Patio extension & landscaping

MOTION: BE IT RESOLVED that the Sonoma Pines Board of Directors approved the above alteration request. Moved: Kelvin Mathuik Seconded by: Dave Reid Carried with all in favor.

- b) The following alteration requests that have been previously reviewed and denied by the Board between March 25, 2023 – July 7, 2023:

2192 Alvarado Trail	Multi	Steps between homes
3797 Del Mar Lane	Multi	Decorative panel
2399 Mesa Vista Court	Single	Change outside of house color

- c) The following alteration request(s) required Board approval: N/A

7) Old Business

- a) Marmots – A meeting is being scheduled with Two Eagles to try and come up with a common plan. Owners should be aware there are pathogenic microorganisms in marmot excrement so please use gloves and mask if picking up excrement.
- b) Gates
 The survey results came in with 79% to close both gates 24 hours. Exit gates will be enabled 24/7. This will be effective Tuesday, July 11, 2023. A thank you went out to Gary Kitchen for his work on the gates.

8) New Business

a) Governance Committee

The Board is approving the establishment of a governance committee. This committee will complete a thorough review of the Articles of Incorporation. This committee will provide revision recommendations to the Board and homeowners.

MOTION: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the establishment of a Sonoma Pines Governance Committee.

Moved: Kelvin Mathuik Seconded by: Don Porter Carried with all in favor.

b) Professional Audit Question

The finance committee is seeking Board support to look into the cost of an audit and what an audit for a non-profit corporation would entail.

Decision: The Sonoma Pines Board of Directors supports the finance committee to look into the cost of an audit and what an audit for a non-profit corporation would entail.

9) In-Camera Session (no in-camera)

10) Next Meeting – August 14/23 (3:00 – 5:00 pm).

11) Adjournment – 4:21 pm

SPHM Board Meeting, July 10, 2023
Chairman's Report

We had a well-attended AGM with 160 residents present along with 80 proxies. I want to thank all those who came out to support the business of our community. A new board of directors was elected by acclamation consisting of the following: Randy Benson, Jim Burkinshaw, Tom McEwen, Kelvin Mathuik, Don Porter, David Reid, and Willie Riewe. At our first business meeting of the board the following were elected as officers: Randy Benson, chair; David Reid, vice-chair; Kelvin Mathuik, secretary; and Jim Burkinshaw, treasurer. As well we have appointed the board members as liaisons for the various areas in the community as follows: Office and administration - Randy Benson; Finance, – Jim Burkinshaw; Maintenance & CSC Liaison – Dave Reid; Safety & Security Liaison – Don Porter; Club House & Social Committee Liaison – Tom McEwen; Irrigation and Landscaping Liaison – Willie Riewe; Communications – Kelvin Mathuik. My thanks to the board members for their willingness to serve.

Thank you to the Social Committee for organizing a great parade and BBQ in celebration of Canada Day. It was wonderful to see so many community residents come together to celebrate and have a good time.

As a board it is our goal to support an environment that allows Sonoma Pines to grow and thrive, and continue to be the great community it is. We appreciate and thank our staff and volunteers that work hard to make this happen.

Sonoma Pines Homeowners Management Ltd

Finance Committee Report

July 10, 2023

The inaugural meeting of the SPHM Finance Committee was held Tuesday, July 2nd, 2023 at the SPHM boardroom. Our members include Don Clark, Bill Dartnell, Roy Evans, Suzanne Larouche, Murray Sadler and Jim Burkinshaw (Treasurer). We identified the need to develop formal Terms of Reference for the committee which would include: accounting controls, investment policy, monthly financial statement review (accuracy, budget to actual comparisons), budget preparation, Depreciation Reports and annual fee calculations. Draft Terms of Reference will be brought to the Board for approval in the near future.

Some current projects include sorting out our RV rental rates, banking and CRA access and pursuing the \$12,500 GST rebate that arose due to the purchase of the lower RV lot.

After discussion the committee is recommending that SPHM undertake outside professional audits on an annual basis. The BC Corporation Act requires that audits be held unless unanimous consent to waive the appointment of an auditor is approved by all members of the community. Since this is unlikely, and since annual audits would create a high level of transparency it was felt that this was a prudent move. (If an audit were to cost \$25,000, an estimate, it would amount to \$4.20 per home per month.)

The next meeting of the Finance Committee is August 8, 2023

Treasurer's Notes:

The SPHM Board decided not to post the May financial statements to our website since the budget comparisons were not ready. Our budget could not be given to Coldwell Banker until after our AGM so time did not permit it to be entered in time for the May statements. They should be ready for the June Financial Statements.

The 2023-24 homeowner fees will take effect August 1st and will include the catch-up for the months of April to July.

Maintenance / CSC Liaison

John and I have spent many hours together catching up on the Maintenance Schedule created many years ago that has a clear path the major items that need to be addressed and scheduled for the duration of our year.

As per Johns report, this years budgeted painting is well under way, we have 3 individual contractors that will be painting our homes this year, which bodes well for us having painting contractors going forward in subsequent years.

We have had the Cedar Trims on 14 homes on Verona Lane re-stained this year, and will be establishing a rotation of trim staining through out the community as we had in the past. Either continuing this year or following up next season depending on available contractors.

Part Time Maintenance

We recently posted a position for a part time maintenance person to fill rhe gap left with Vern being on his summer vacation.

We have two respondents to date and will be interviewing prospects next week.

Lot 350 Development

I have been in contact with the Project Manager from the District Group, this is the developer that will be constructing the development on the South side of SPD, adjacent to our community.

She has committed to keep us informed on the Construction Schedule, and any items that could affect the homes adjacent to the immediate construction site and any possible road congestions and or closers that could happen through the next couple of years. She also committed to provide us with a site plan, Civil drawings and potential schedule of construction that could proceed early this fall. Two positive items that came from our discussions were, they will not using SPD to access the new community, all construction and owners access will be off of Carrington Rd.

We will keep the community informed when we receive the expected information.

Marmots

We have been investigating our options regarding the investigation of Marmots in our community, this is a growing concern to our entire Community, it is affecting single family homes, multi family homes and our common properties. This has become an issue with many communities in this region, with little information to date available on what the options are other than capturing and relocating.

I have reached out to Wildlife BC, they did reply and suggested that culling of these mammals would not be their preference and would gladly recommend a few companies that would come and set up and maintain traps to hopefully remove a percentage of the marmots, for now, but it would be an ongoing challenge that would have a huge capital cost with no guarantee unless kept up for the foreseeable future, this fall and next year.

I have talked to the Director of Golf and the Chief Grounds Keeper for Two Eagles Golf Course, they do recognize that we (SPGC and SP) have a common interest in the removal of these pests, however, the owner of the Golf course is somewhat at odds with this idea. I have asked for a meeting with Mr. Derrickson and his staff next week, but have not had a response to date.

We will continue to look at other options, all suggestions are greatly appreciated.

David Reid

SPHOA Vice Chair

250 826 3751.

Clubhouse Report July 10, 2023

Directors Report

Working in liaison with the Social Committee, the team has been looking into the replacement of current residential umbrellas with 4 Commercial Grade Treasure Garden AG25- 10 ft. square Sunbrella Fabric Patio Umbrellas, cantilever type, which have the capability to provide shade at multiple settings and a weight base of 200 pounds which will withstand wind gusts.

Also looking into supply and installation of reasonably priced Public Address system for outside patio.

Working with Maintenance committee for recommendations for a roof over outdoor storage area attached to the Clubhouse.

This will provide much needed covered storage of patio furniture, trash and recycling materials.

Tom McEwen

Director

Sonoma Pines

Community Clubhouse

tommc.strata@gmail.com

REPORT FOR JULY 10, 2023 BOARD MEETING

IRRIGATION: I met with John Higman-CSC, Chris Christensen-Irrigation, to get a better understanding of what types of issues they see on a regular basis. We discussed how we would work together and communicate so we could be fully informed of issues.

I also had discussions with Gary Sears about the irrigation system as he is a great resource for irrigation problems within Sonoma Pines. Gary has also called an irrigation meeting July 18th, 2023 but unfortunately, I will be away at a Celebration of Life and unable to attend.

I had a tentative meeting set up with Kevin Stringer of Asahi to discuss pruning complaints and review equipment parking. SPHM has received a letter on Wednesday July 5th about the parking issue of our contractors and in particular Asahi. Unfortunately, Kevin had to cancel, stating shortage of manpower and couldn't meet. I will be contacting him again when I return.

WFN irrigation letter – Jon C, John H, Chris and I had conversations about the WFN letter. From what I understand it is very difficult to totally comply with this request for the common areas. The system that was designed and installed in Sonoma Pines Common Areas is convoluted and would require piping, valving and additional clocks so we could be 100% compliant. Things we can control and we need to comply with are watering days and watering times. We did have a couple of problems that now have been fixed which will help us to comply with the WFN regulations.

We need to have a discussion with WFN and advise them what we are doing about the irrigation situation. After our discussion with WFN a letter should go out to Homeowners asking them to direct their concerns first to the Sonoma Pines office. This will give us an opportunity to investigate the problem.

LANDSCAPING: I had a tentative meeting set up with Kevin Stringer of Asahi to discuss pruning complaints and review equipment parking. SPHM has received a letter on Wednesday July 5th about the parking issue of our contractors and in particular Asahi. Unfortunately, Kevin had to cancel, stating shortage of manpower and couldn't meet. I will be contacting him again when I return. A letter has gone out to all Homeowners regarding contractor parking and also reminding Homeowners not to approach the workers.

I have reached out to a couple of individuals on the landscape committee. They continue to work hard for our community. I will be meeting with the committee to discuss existing concerns and set some short and long term goals. John Higman has also provided me with some general concerns for this committee to address. Of course, we have to be mindful of the budget.

The Board is aware there are concerns/issues with landscaping and irrigation. I am the Boards Liaison for these committees and am working with John and Chris to address issues and concerns. Please email sonomapinescsc@gmail.com if you have concerns.

Respectively submitted

Willie Riewe
Landscape & Irrigation
Sonoma Pines Board

Communications Report

The new board had signaled support for an update to the current Sonoma Pines website.

John Scott has agreed to assist with this undertaking.

A communications committee will be reconstituted to bring forward suggestions/ideas for the overall functionality of the website that aligns to an overarching communication strategy for the community.

This communication strategy will utilize the use of the website as the main communication vehicle for the community.

The design of the community site will have an open forum section for the general public as well as a secured residents portal that will contain information from calendar of events, board/committee discussions, contracts for services, financial reports, fees and finally a question/answer section.

The update to the website will be guided by it being user friendly, an excellent source of information - including alerts for all residence in terms of the running of our community.

Thank you!

Kelvin Mathuik