



## Sonoma Pines Homeowners Management Ltd.

### Board Meeting Minutes August 14, 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, Kelvin Mathuik

Regrets: Jim Burkinshaw

Recorder: Kelvin Mathuik

1) **Call to Order**

Meeting called to order at 3:00 pm

2) **Finalize Agenda**

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

3) **Approval of Minutes**

a) Draft SPHM Board meeting minutes of July 10, 2023 (posted on AP website)

**Motion: BE IT RESOLVED** that the Sonoma Pines Board of Directors approves the Board Minutes of July 10, 2023, with one correction to Willie Riewe's name. Moved by: Kelvin Mathuik, Seconded by: Willie Riewe. Carried with all in favor.

4) **Correspondence**

Nothing to report.

5) **Reports**

a) Chairman – Randy Benson – please see attached.

b) Treasurer – Randy Benson provided the report on behalf of Jim Burkinshaw – please see attached. The June Financial Statements were presented.

**Motion: BE IT RESOLVED** that the Sonoma Pines Board of Directors approves the Sonoma Pines Homeowners Management Ltd., June 2023 Financial Statements.

Moved by: Kelvin Mathuik, Seconded by: Tom McEwen. Carried with all in favor.

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

d) Safety & Security Liaison – Don Porter – no written report was provided.

e) Clubhouse & 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: Don Porter Seconded by: Willie Riewe 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 July 8 – August 10, 2023:

2108 Del Mar Court	Multi	Awning installation
2157 Madera Court	Multi	Awning installation
4115 Solana Place	Single	Landscaping and divider
4144 Solana Place	Single	Replace Duradeck and install new glass railing upper deck

**Motion: BE IT RESOLVED** that the Sonoma Pines Board of Directors approved the above alteration requests.

Moved: Kelvin Mathuik Seconded by: Willie Riewe Carried with all in favor.

- b) The following alteration requests that have been previously reviewed and denied by the Board between July 8, 2023 – August 10, 2023: N/A
- c) The following alteration request(s) required Board approval: N/A

**7) Old Business**

- a) Handicap parking – covered in attached reports.
- b) Commissionaires – covered in attached reports.
- c) Clubhouse update – covered in attached reports.

**8) New Business**

- a) Correcting Journal Entry  
At the end of fiscal 2020/21 there was a surplus of approximately \$94,000. It appears that the board of the day tried to “forward” most of this surplus to a future year by making a year-end journal entry that artificially expensed \$90,000 to Multi-family “Maintenance Expense” and created a corresponding liability of the same amount called “Multi-family Maintenance Reserve”. This was not an entirely appropriate entry, and the current Finance Committee is recommending that the Board approve a correcting journal entry. The correcting journal entry would move the \$90,000 Maintenance Reserve to “Retained Earnings”. This would remove the Maintenance Reserve and increase Retained Earnings by \$90,000; the books would remain balanced. The Balance Sheet would then look like it should have, if the original \$90,000 journal entry had not been made. There is no cash involved in the transaction; it is strictly an account entry to adjust our books to reflect our actual financial situation.

**Motion: BE IT RESOLVED** that the Sonoma Pines Board of Directors approves an adjustment to the SPHM financial statements to move the \$90,000 “Multi-family Maintenance Reserve” to “Multi-family Retained Earnings”.

Moved: Kelvin Mathuik Seconded by: Tom McEwen Carried with all in favor.

- b) Credit Card Agreement  
In order to complete the application for SPHM Credit Cards at the Bank of Montreal (previously approved by the Board) two signatures are required by people registered as signers at the Bank. Unfortunately, there is only have one SPHM Director registered so far (Jim Burkinshaw), but

there are several Coldwell Banker employees registered. Carey Johnson is one of these and is Managing Broker at Coldwell Banker Horizon Realty. Ms. Johnson is willing to co-sign the Credit Card Agreement but would like a Board Motion authorizing her to do so. Once the credit cards are received, two more SPHM directors will be added as signing authorities at BMO to avoid a similar situation in the future.

**Motion: BE IT RESOLVED** that the Sonoma Pines Board of Directors authorizes Carey Johnson, Managing Director at Coldwell Banker Horizon Realty, to co-sign SPHM's Credit Card Agreement with the Bank of Montreal, Kelowna.

Moved: Don Porter Seconded by: Tom McEwen Carried with all in favor.

- 9) **In-Camera Session** – there was a brief in-camera session.
- 10) **Next Meeting – September 11, 2023 (3-5 pm)**
- 11) **Adjournment**  
Meeting adjourned at 4:15 pm

SPHA Board Chair Report to the Board  
August 14, 2023

At our last meeting we established a governance committee. That committee is up and running with Andrew Gregson, Gerry Tonn, Bob Basset, Brent Voss and Murray Sadler. Their first step is to map out SPHA obligations under the head lease and the subleases so that when they review the Articles of Incorporation, they will know where we are in compliance or not with the leases.

Welcome to our new maintenance employee, Lalo, who is filling in for Vern over the summer.

Thanks go out to our board members who are working with our various committees, and to the many residents of our community that have stepped up as members of those committees. Their work makes our community run smoothly and efficiently, and is greatly appreciated.

Respectfully,  
Randy Benson

## **Treasurer's Report**

August 14, 2023 Board Meeting

Finance Committee members: Don Clark, Suzanne Larouche, Roy Evans, Murray Sadler, Bill Dartnell and Jim Burkinshaw.

The June Financial Statements were reviewed and have been submitted to the SPHM Board for approval. Our 2023-24 budget has been entered into the accounting software at Coldwell Banker so we can now see Actual to Budget comparisons. There remain some small coding errors but these have been identified and will be corrected for our July statements.

The Finance Committee met on August 8<sup>th</sup>; Suzanne Larouche was named Secretary, Don Clark Vice-Chair and Jim Burkinshaw, Chair. We continue to work on variety of issues; a formal Finance Committee Terms of Reference, CRF and Investment policy, Accounting Controls, Audit inquiries, GST refund, SPHM credit cards and a variety of miscellaneous issues. The new Homeowner fees, along with the April to July 'catch-up' will take effect August 1<sup>st</sup>. Our next meeting is September 12<sup>th</sup>.

Maintenance / CSC Liaison

The majority of the scheduled homes for painting this year have been completed, the extreme heat during July slowed down the process, but the cooler recent weather has the crews back at the work.

Our Fire hydrants are scheduled to be flushed starting the week of August 21<sup>st</sup>, this work typically takes a bout a week to complete, with no disruptions to our home owners.

The 2 sets of Pressure Regulating Valves that service of community will be tested on August 24<sup>th</sup>, again no water disruption is expected.

The Back Flow preventors that supply water to the irrigation distribution system are being tested and serviced August 22 and 23.

We will be painting all our Fire Hydrants in the neighborhood starting the week of August 28<sup>th</sup>, this work will be done by our Maintenance staff.

New No Parking Signs have been installed ant the ends of Alvarado, Siringo, Madera, and Talavera streets. We need to keep these areas clear of vehicles to assist in emergency vehicles and service vehicles access.

Several multi-Family homes have had their front Door Frames repainted recently, this has been done by our maintenance personal, so no contractors were required.

Communications

We are still waiting for a response from RMD regarding any type of Marmot Control that could be initiated for next year.

Regards,

David Reid

SPHOA Vice Chair

250 826 3751.

Verbal Report from Clubhouse director Tom McEwen

To Board Directors and Gallery

1) Director spoke about a special meeting with social committee about the purchase of new commercial grade umbrellas to replace the residential grade umbrellas purchased by the Social Committee many years ago. After an informative discussion it was decided to defer the purchase of commercial grade and seek out new more secure bases to accommodate moderate winds.

2) Director spoke about additional electrical outlets and the addition of two soffit mounted weatherproof electric fans which will be mounted underneath the soffit.

A volunteer with electrical certification has volunteered to upgrade the electrical requirements needed for the fans, potentially the purchase and installation of electrically operated awning.

3) Director spoke about revisiting the purchase and installation of acoustic panels with the vendor who delivered a detailed costed report. Social Committee named this the #1 priority.

Director will revisit the report with the vendor and in addition have the vendor provide best practise on reducing echoing in the downstairs office.

4) Director reached out to Andres Electronics to Provide a labour and materials quote to install 1 external weatherproof P.A. speaker.

5) Director spoke as to the two pieces of Gym Equipment that has been rendered useless seeing we cannot source parts for repairs. It was agreed to dispose of such equipment in an environmentally friendly way.

Tom McEwen

Director

Sonoma Pines Community

Clubhouse.

## REPORT FOR AUGUST 14th, 2023 BOARD MEETING

**IRRIGATION:** The irrigation committee met on July 18<sup>th</sup>, 2023. During the meeting the letter from WFN was discussed and concerns of people still watering on Mondays. The committee also commented on our inability to totally comply with WFN water regulations and we will comply the best we can because of our current infrastructure. Another letter asking residents to comply to the WFN water restrictions and to be mindful of the water we use was sent out August 8<sup>th</sup>.

Two members of the committee attended the WFN Advisory Counsel meeting and met with Krista Derrickson about the future water supply. WFN is working towards building their own water treatment plant and projected finish date will be approximately 5 years from now, providing they secure all approvals and funding.

There was discussion about PRV (pressure relief valve) testing. John Higman has indicated that PRV testing is being done by Mearls Machine Works in conjunction with First Response when the hydrants get flushed the last week of August.

Chris was going to address the disabled rain sensor situation with Kevin of Asahi and get that rectified.

From April 4<sup>th</sup> until July 3<sup>rd</sup>, 2023 Chris made 225 repairs. These repairs ranged from replacing complete rotor and popup sprinkler heads to head adjustments. In the 225 repairs were 7 - ¾" and/or 1" line repair or replacements. In addition to these problems were drip line repairs, emitter (drip lines) replacements, reprogram clocks and trim back shrubs to allow for full watering. The mid summer irrigation checks and adjustments are taking place and so far there are 43 additional issues for Chris to deal with. I talked to Chris about reviewing all the repair data to see what we can do better to reduce these repairs. This will be done in the fall.

Discussions with Evergreen – Called Evergreen on August 8<sup>th</sup>. I received a call back and I am meeting Evergreen on Monday August 14<sup>th</sup> between 9:00 – 9:30 at the clubhouse. We discussed the procedure for blowing out the lines in the fall. They cycle through each zone twice to remove water from the line. After we looked at the repairs that Chris had completed this spring Dave is suggesting that we install filtration in front of the zones and I have asked him for a quote for one zone. He also suggested that in the fall when we send out a notification about blowing out the lines, he had suggested that we have the home owners shut off the isolation valve in the house, the irrigation clock (single family) and then remove the plug below the outside isolation valve. Leave the outside isolation valve open. This will tell you if the inside isolation valve is leaking which will have to be replaced prior to blowing out the lines. If it isn't replaced you could fill up the irrigation system outside and then have issues in the spring. Leave the plug that you remove taped to the handle of the outside isolation valve.

**LANDSCAPING:** The landscape committee met on July 31, 2023. This meeting was to address some roles, responsibilities and expectations of the committee and of the Director liaison. We set up another meeting to review immediate areas of concern around the clubhouse and at the oval garden. Some work at the oval garden was done by some concerned residents and then on Friday August 4<sup>th</sup> some of the committee got together and removed dead shrubs, plants and cleaned out the weeds. There is considerable work left to do, but the committee felt that this work could be done closer to fall. On Saturday August 5<sup>th</sup> we hauled 3 trucks loads of debris to the landfill. On August 11<sup>th</sup> more work removing dead shrubs and grasses was completed around the clubhouse area by the committee and other volunteers. Another truck load of debris was hauled to the landfill.



Work projects will continue throughout the summer to remove dead shrubs and plant or transplant existing plants where they are needed in the community. I would like to send out an email asking for volunteers to help with specific projects. I feel we would get more volunteers if they know what they would be doing.

Thank you to the landscape and irrigation committees for your continued support addressing concerns in our community.

Respectively submitted

Willie Riewe  
Landscape & Irrigation  
Sonoma Pines Board

## **Communications Report**

**Since the last board meeting, discussions with John Scott have occurred on the overall review of the current Sonoma Pines website. As this work ensues, updates to the current website content will occur.**

**Discussions with the office staff has already occurred to solicit their ideas and suggestions on the overall website content and its functionality**

**A call letter for Sonoma Pines residents to participate on a communications committee has been sent out. The mandate of this committee will be to bring forward suggestions/ideas with respect of the website that aligns to an overarching communication strategy for the community.**

**Again this communication strategy will utilize the use of the website as the main communication vehicle for the community.**

**Kelvin indicated that each of the committees will have the opportunity to share the great going on. An example, is the fantastic work by Willie and the landscape committee who cleaned out the oval area at the top gate and commenced work on the landscape beds next to the club house.**

**More to come as the communication committee begins their work.**

**Kelvin Mathuik**