



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes September 11, 2023. 6:30 – 8:30 PM

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

Attendance: Randy Benson, David Reid, Jim Burkinshaw, Don Porter, Willie Riewe, Kelvin Mathuik

Regrets: Tom McEwen

Recorder: Sheila Herchak-Cole

Guests: 5 residents attended

1) Call to Order

Meeting called to order at 6:30 pm.

2) Finalize Agenda

Addition: Finance Committee name change

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the agenda as presented with one addition.

Moved by: Kelvin Mathuik Seconded by: David Reid Carried with all in favor.

3) Approval of Minutes

Draft SPHM Board meeting minutes of August 14, 2023 (posted on SP website)

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the draft minutes of August 14, 2023.

Moved by: Don Porter Seconded by: Jim Burkinshaw Carried with all in favor.

4) Correspondence

Fire Mitigation – see new business

5) Reports

a) Chairman – Randy Benson – no report

b) Treasurer – Jim Burkinshaw – please see attached report

The July financials were presented. As SPHM Ltd is a non-profit corporation, a minor change is being made to the Financial Statements – P&L (Profit & Loss) will now be referred to as “Surplus & Deficit/Revenue & Expenses”.

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approved the Sonoma Pines Homeowners Management Ltd. July 2023 Financial Statements.

Moved by: Don Porter Seconded by: David Reid Carried with all in favor.

c) Maintenance & CSC Liaison – Dave Reid – no written report

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

e) Club House & Social Committee Liaison – Tom McEwen – no written report

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

g) Communications – Kelvin Mathuik – no written report

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the Board reports:
Moved by: Don Porter Seconded by: Jim Burkinshaw Carried with all in favor.

6) Alteration Request Applications

- a) The following alteration requests that have been previously reviewed and approved by the Board Maintenance Liaison and Community Services Coordinator between August 11/23 – September 7/23:

2100 Candelera Place	Multi	Installation of a hot tub on the lower concrete deck
2125 Madera Court	Multi	Installation of wind break on upper deck

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

Moved: Kelvin Mathuik Seconded by: David Reid Carried with all in favor.

- b) The following alteration requests that have been previously reviewed and denied by the Board Maintenance Liaison and Community Services Coordinator between August 11/23 – September 7/23: N/A
- c) The following alteration request(s) require Board approval: N/A

7) Old Business

- a) Credit Card Agreement
The process for obtaining new credit cards for miscellaneous office and general maintenance purchases is moving along albeit slowly.

8) New Business

- a) Correspondence – Fire Mitigation
The Board received correspondence regarding the dead grass issue(s) near the community. The Board and Community Services Coordinator are on top of the dead grass issue(s). Grasses will be cut within a week. The grassy easement at the end of Talavera/Madera/Siringo and Alvarado is also being addressed.
- b) Finance Committee Recommendations
See the attached Board Consent Resolution addressing the recommendations of the Finance Committee.

Finance Committee Name Change:

BE IT RESOLVED that the Sonoma Pines Board of Directors approved change the name of the Finance Committee to the Finance and Audit Committee.

Moved by: Jim Burkinshaw Seconded by: Dave Reid Carried with all in favor.

- c) Directors Resolution re: Articles of Incorporation
Pushor Mitchell, corporate law firm for SPHM Ltd, provided the Board with a Directors Resolution and two Alteration Notices for signature addressing the amendments to the Articles of Incorporation in years 2022 and 2023. This is basic housekeeping for the law firm.

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approved signing the Directors Resolution and two Alteration Notices addressing the amendments to the Articles of Incorporation in years 2022 and 2023

Moved by: Jim Burkinshaw Seconded by: Kelvin Mathuik Carried with all in favor.

d) Candelera Place Landscaping

The Board has agreed to approve to match up to a maximum of \$400.00 each for the owners of 2079 & 2081 Candelera Place as these homes owned by previous homeowners chose not part of a landscaping project completed by Rykon in 2018.

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approve to match up to a maximum of \$400.00 each for the owners of 2079 & 2081 Candelera Place for a landscaping project completed by Rykon in 2018.

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

e) RV Parking Security

The Board discussed the security at the upper RV lot and whether or not it should be discontinued and research other security options.

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors agreed that the current security at the Upper RV Lot will be discontinued and research other security options.

Moved by: Kelvin Mathuik Seconded by: Willie Riewe. 1 Opposed. This Motion is under further rebate.

9) **In-Camera Session**

The Board went in-camera.

10) **Next Meeting – October 11, 2023 (3-5 pm)**

11) **Adjournment**

Meeting adjourned at 8:30 pm.

Treasurer's Report

September 11, 2023 Board Meeting

Finance Committee members: Don Clark (Vice-chair), Suzanne Larouche (Secretary), Roy Evans, Murray Sadler, Bill Dartnell and Jim Burkinshaw.

The July Financial Statements were reviewed and have been submitted to the SPHM Board for approval.

A complete summary and update of our Contingency Reserve Fund investments has been completed and will be updated on a monthly/quarterly basis.

The Finance Committee has made a number of recommendations to the Board to simplify and clarify our banking arrangements; also to allow for the re-investment of funds in our CRF accounts that have matured or are maturing shortly. These are in the form of proposed motions which will be discussed at today's meeting.

We continue to make progress on variety of issues; a formal Finance Committee Terms of Reference, CRF and Investment policy, Accounting Processes and Controls, Audit inquiries, GST refund, SPHM credit cards, rationalization of RV lot rental rates and a variety of miscellaneous issues.

Safety & Security Update

September 11, 2023

Discussions are ongoing for 2 new handy cap parking stalls to service the upper Clubhouse entrance. Rough drawings have been circulated to the Board for discussion; estimated cost of the project has yet to be determined.

Upper RV lot monthly security monitored by TELUS is being reviewed as TELUS will not provide information other than there has been no call outs recorded in 2023.

Some residents have expressed fire concern over long grass in the vacant lot behind Sonoma Pines along Carrington Road. David Reid has been in constant contact with both WFN and the land developer requesting that better maintenance of weeds and brush should be put in place. For tips on fire evacuation readiness go to SP. web site or cordemergency.ca

The safety committee has been asked to paint 6 meters of curb on either side of the crosswalk at SPD. And Solano Place vehicles parking close to the crosswalk are creating a visual safety risk for both pedestrians and vehicles turning onto SPD.

Residents are reminded to make sure they know who they are opening the gates for when their gate code is being pushed. There have been some concerns voiced about people randomly pushing codes with the hope someone will let them in, this occurs usually in the evening.

Residents are reminded that when looking for factual Board information on projects, Board decisions, or updates please go to the Sonoma Pines web page.

Prepared By;

Don Porter

Safety & Security Director

Report for September 11, 2023 Board Meeting

Landscape Committee – The landscape committee held a meeting on August 28th. Items for discussion; were proper pruning of plants as Asahi complete their fall schedule, “red stake” and “red ribbon” program. The red stake program is in effect from spring until fall. This means the participants will do all the trimming in their yard. It is important for participants to register with the office so SPHM has a record of the people and is also useful for Asahi.

The “red ribbon” program, maybe unofficial, will indicate to Asahi that those particular plants should not be trimmed at this particular time. It may be due to wrong time of year for the type of plant or maybe the resident doesn’t want the flowers trimmed at this particular time.

Tree trimming continues to be a big issue within Sonoma Pines. Trying to determine which trees, what timeframe, how much you trim based on the type of tree and if it is already overgrown. Determine if it make sense to trim some trees or just remove them because there are some areas that are “over landscaped.” Removing some selected trees and shrubs could reduce maintenance costs, water consumption while still maintaining the beauty and integrity of the community. We see from previous committee minutes that this has been an issue and continues to be an issue which should be addressed sooner than later. The committee will continue to investigate how to manage this huge issue.

Irrigation Committee – Chris continues to complete repairs on the irrigation system. Some of the most recent repairs were due to roots from shrubs creating problems. This will continue as our community gets older. We are investigating if a filtration system on some of the multi-family and common area systems would reduce the maintenance costs for the community. The irrigation committee is mindful of and are continuing to look for opportunities to reduce water consumption.

As a general note for landscaping and irrigation committees – both committees are looking for opportunities to reduce water consumption. Whether it is through reduced irrigation time, remove areas of grass that possibly could be replaced with rock or some other type of low/no water landscaping, remove or do not replace some trees or shrubs if they are dead or dying and/or plant shrubs and grasses that require very little water.

There has been discussion that perhaps we need to look at “Arizona zero scape landscaping” providing it is designed and installed to blend into our existing community.

I continue to follow up with residence who contact me with their concerns or complaints and try to help resolve their issues. I am communicating with Kevin, from Asahi, on a continual basis trying to address concerns I receive. The next Landscape Committee Meeting is Sept. 18. We still plan on have a large work bee at the oval garden and at that time we will ask for more volunteers to help with this large project. The next Irrigation Committee Meeting is Sept. 26.

Regards

Willie Riewe
Landscape & Irrigation

**RESOLUTIONS CONSENTED TO IN WRITING
BY ALL THE DIRECTORS OF**

**SONOMA PINES HOMEOWNERS MANAGEMENT LTD.
("Company")**

AS OF SEPTEMBER 11, 2023

The undersigned being all the directors of the company, hereby consent to the following resolutions:

BACKGROUND:

- A. The Company requires documentation at the Bank of Montreal, Valley First Credit Union (VFCU) and/or Credential Securities, and access to the Company's Revenue Canada accounts be brought up to date.

RESOLVED THAT:

1. Add Mike Makin from Coldwell Banker Horizon Realty to the Sonoma Pines Homeowners Management Ltd. accounts at Valley First Credit Union and/or Credential Securities.
2. Remove the following names from the Sonoma Pines Homeowners Management Ltd. accounts at **Valley First Credit Union and/or Credential Securities:**
 - i. Lloyd Searcy
 - ii. Malcom Metcalf
 - iii. Gary Sears
 - iv. Murray Reiter
 - v. Dawn Spence
 - vi. John Scott
 - vii. Bryon Dickie
 - viii. Randy Benson
3. Add David Reid and Kelvin Mathuik to the Sonoma Pines Homeowners Management Ltd. accounts at the **Bank of Montreal**.
4. Allow any two of David Reid, Kelvin Mathuik or Jim Burkinshaw to add and/or delete accounts in the name of Sonoma Pines Homeowners Management Ltd. at **VFCU and/or Credential Securities** and to move funds within these accounts in order to simplify our banking by separating Common funds from Multi-Family funds. This will not involve the net removal of funds, only a clearer banking structure.
5. Allow any two of David Reid, Kelvin Mathuik or Jim Burkinshaw to reinvest funds at **Valley First Credit Union and/or Credential Securities** that have matured or will mature before the end of December 2023 and/or monies that are currently in the **Bank of Montreal CRF savings account**. All investments and reinvestments are to be in line with Sonoma Pines' Investment Policies and are to be reported at the next SPHM Board Meeting.
6. Allow any two of David Reid, Kelvin Mathuik or Jim Burkinshaw to add and/or delete accounts in the name of Sonoma Pines Homeowners Management Ltd. at the **Bank of**

Montreal and to move funds within these accounts in order to simplify our banking by separating Common funds from Multi-Family funds. The total of all SPHM invested funds will remain the same although some funds may be re-invested at **Valley First Credit Union and/or Credential Securities** if approved by two signers. All investments and reinvestments are to be in line with Sonoma Pines' Investment Policies and are to be reported at the next SPHM Board Meeting.

- 7. Allow any two of David Reid, Kelvin Mathuik or Jim Burkinshaw to close the Sonoma Pines' investment account at **Coast Capital Savings Credit Union** when the MF investment comes to maturity in October 2023, and to transfer the funds to **Valley First or Credential Securities**.
- 8. Add David Reid, Kelvin Mathuik and Mike Makin to our Sonoma Pines Homeowners Management Ltd. **Canada Revenue** accounts (GST, Tax, Payroll).

These resolutions may be consented to by all the directors signing separate counterparts of the resolutions with the same effect as if all the directors of the Company signed the same document and such resolutions will be deemed to have been passed at a meeting of the directors on the date indicated below. All copies of these resolutions bearing a signature of a director sent by facsimile or other electronic communication medium will for all purposes be treated and accepted as an original copy. All counterparts will be construed together and will constitute one instrument.

DocuSigned by:
Randy Benson
Randy Benson

DocuSigned by:
Jim Burkinshaw
Jim Burkinshaw

DocuSigned by:
DR
David Reid

DocuSigned by:
Don Porter
Don Porter

DocuSigned by:
Tom McEwen
Tom McEwen

DocuSigned by:
Mathuik, K.
Kelvin Mathuik

DocuSigned by:
Willie Riewe
Willie Riewe