



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes November 6, 2023. 3:00 – 5:00 PM

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

Attendance: David Reid, Jim Burkinshaw, Don Porter, Willie Riewe, Tom McEwen, Kelvin Mathiuk

Recorder: Sheila Herchak- Cole

Guests: 4 Residents

1) Call to Order

Meeting called to order at 3:00 PM

2) Finalize Agenda

One addition to the agenda: Old Business - Two Eagles Golf Course – Fencing and Marmots

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

Moved by: K. Mathiuk Seconded by: T. McEwen Carried with all in favor.

3) Approval of Minutes

Draft SPHM Board meeting minutes of October 11, 2023 (posted on SP website)

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the draft minutes of October 11, 2023.

Moved by: D. Porter Seconded by: J. Burkinshaw Carried with all in favor.

4) Correspondence

None

5) Reports

a) Chairman – David Reid – see attached

b) Treasurer – Jim Burkinshaw – posted on the SP website

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

Moved by: K. Mathiuk Seconded by: T. McEwen Carried with all in favor.

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves that the Upper RV Lot rent increase that had been scheduled for May 1, 2023, take effect either December 1/23 or January 1/24. The effective date will depend on when Coldwell Banker can revise the information. These fees will not be retroactive.

Moved by: D. Porter Seconded by: T. McEwen Carried with all in favor.

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

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

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

- f) Irrigation and Landscaping Liaison – Willie Riewe – see attached
- g) Communications – Kelvin Mathuik - see attached

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the Board reports.:
 Moved by: K. Mathiuk Seconded by: T. 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 Maintenance Liaison and Community Services Coordinator between October 6/23 – November 1/23:

2123 Madera Court	Multi	Installation of Seasonal Portable Screen
3859 Sonoma Pines Dr	Multi	Installation of window in front door

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approved the above alteration requests.
 Moved: W. Riewe Seconded by: D. Porter 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 October 6/23 – November 1/23: N/A

2141 Madera Court	Multi	Bamboo Wind Screen
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- c) The following alteration request(s) required Board approval: N/A

7) Old Business

Two Eagles Golf Course – Fencing and Marmots

The lines of communication are once again open with the Two Eagles Golf Course/RMD. Dave Reid met with the superintendent of the golf course who committed to approaching RMD with respect to contributing to painting certain sections of the fencing and have discussions on what can be done about the marmot situation.

8) New Business – none

9) In-Camera Session (not required)

10) Next Meeting – December 4, 2023

11) Adjournment

The meeting adjourned at 4:45 pm.

First and foremost, I would like to on behalf of the Entire Board, Office staff, Maintenance staff, and all of the committee volunteers, offer a huge Thank You to Randy Benson, our now retired Board Chair.

Randy took over the chair position half way through the 2022/23 fiscal year with the vision of creating a fully transparent board that worked solely on behalf of the residents of this community. He immediately made difference that all residents understood and respected.

I would like to say that the remainder of our current board members are committed to maintain the high standards that Randy recreated in our community.

Thank You Randy.

On a personal note, the community, and myself, lost a good friend this week. Greg Marshall, who served two plus terms on the Sonoma Pines Board, passed away this week. Those that knew Greg always enjoyed his positive attitude, and tenacity when it came to something that he was passionate about.

With the winter season approaching it always appears that the work in front of the board seems to slow down, and it does somewhat, but we all continue to work with our respective committees, whether it be winding up this year's objectives or planning on what's next.

Lot 350

This is the area directly south of our upper gates that parallels Carrington Road. The District Group (the developers) Have fenced off the majority of the land associated with this new development are set to commence the underground services. This will relate to additional traffic on Carrington with large pieces of equipment and construction workers coming and going. Please be careful when driving or walking in these areas.

We have been assured that no access to this construction site will be required of Sonoma Pines Drive.

Regards,

David Reid

Board Chair

Treasurer's Report

November 6, 2023 Board Meeting

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

The September Financial Statements have been approved by the Finance Committee and will be presented and reviewed at this meeting. There are some ongoing coding issues and some items that had to wait for budget approval are in catch-up mode (E.g. CRF appropriations).

We continue to slowly simplify and clarify our banking arrangements (banking for a non-profit corporation is highly bureaucratic!). We now have our accounts at Valley First separated into Common and Multi-family and will be making final balance adjustments once some of the GIC's mature. This will eliminate confusion between the funds and make tracking easier and more transparent.

Roy Evans has led the effort to develop a comprehensive set of 'Accounting Processes and Controls'. We plan to give this document a final review and approval at tomorrow's Finance & Audit Committee meeting. It will then be presented to the Board for final approval. These processes and controls will help ensure good fiscal management by the current and future committees and provide a level of assurance to the community. Suzanne continues work on the broader and more comprehensive Finance & Audit Operating Manual (it will cover the previously mentioned Accounting Processes and Controls but also areas such as fee calculations, financial and budgeting calendar, audit procedures, CRF details, Depreciation Report, Investment policy, banking, etc.)

John Scott, Sheila, Don Clark and I formed a sub-committee to review RV rental rates, primarily in the upper RV lot. This review has been completed and we are recommending that the upper RV lot rent increase that had been scheduled for May 1, 2023 go ahead either December 1st or January 1st (not retroactive). This is the third of three increases scheduled by a previous Board; upper lot RV owners had been advised of the May 1st increase but we delayed it to allow time to sort out anomalies in the rate structure. Lot lengths were all double-checked for accuracy as part of this process. We also researched competitive rates from several nearby RV storage lots and found that their rates averaged around \$5.00 - \$6.00 per lineal foot. The new SPHM May 1st rates only average between \$2.50 and \$3.00 per foot so we envision a further review of rates as part of the 2024-25 budgeting process. We will also be recommending that our rental rates move to a 'per lineal foot' method based on the length of the RV lot. These possible changes are all subject to general discussion and Board approval.

The next Finance & Audit Committee meeting is Tuesday, November 7th, 2023.

Respectfully submitted,

Jim Burkinshaw, Treasurer



MONTHLY MAINTENANCE / CSC REPORT – Oct-Nov 2023

General Maintenance

- First a note: Gonzalo Rodrigues, other wise know as Lalo, is finished for the season, Lalo, filled in a new position for us this year, working thru the summer months assisting John Higman with maintenance projects as they came up, and of course, he was the Master Painter of our now Magnificent Fire Hydrants, we want to thank him for the most excellent work that he performed throughout the summer months.
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- D&L Enviro cleaned catch basins (92 single – 42 double) Oct 17-18/23.
- 4 patio decks are being replaced by Duradek; They will be evaluating them Oct 11/23. Their schedule did not give them enough time to do it when the weather good, will be completed in the spring.
- Swept and cleaned around all catch basins on SPD before snowfall.
- Installed a new post and sign for no thru road on Candalera Place entrance.
- Waiting on quotes for Purair and New Age Duct Cleaning to do duct cleaning and furnace maintenance for clubhouse.
- Removed speed limit signs located in the middle of SPD. To allow for snow removal.
- Stucco pillar corner posts repaired by Vern. Approx. \$300 saved.
- Weather stripping replaced 3 homes at front door.

- Having the dump box for fall flower clean-up was successful. It was filled and emptied 3 times.
- Tiger Landscaping will be storing their snow removal equipment this year in the upper RV lot. A key has been provided to them for the gate and the Sea Can storage unit.
- Note: All ice melt is safe for pets. MSDS sheets in the office.

Landscaping

- Microbe Tree Service will remove Nov 13-14-15
 - 2153 Serrento tree.
 - 4 trees @ upper RV lot.
 - 1 tree in front of 3970 SPD
 - Trim 3 trees by 3903 SPD
 - Trim Maple at corner of 3901 SPD and main road.
- Met with Mack from Asahi and went over the importance of pruning all shrubs that are scheduled, not just a select few. Will be more aggressive in pruning in the future.
- Fall pruning started by Asahi at the beginning of Oct. Last grass cut first week of Nov. They will be cleaning up leaves and pruning until the end of Nov.
- We have asked Asahi to make sure the shrubs are pruned around the Corix electrical boxes for maintenance purposes. We will remove any extra shrubs that are not needed in that space in the spring.
- Irrigation blown out Oct 16-20/23 by Evergreen Irrigation.
- Valley Glass has replaced 2 windows in the last month. Not exceeding \$1000.

Painting

- Fire hydrant painting started by Lalo. All 52 done.
- Vern painted yellow curbing to prevent vehicles from parking too close to the sidewalk on SPD.
- Vern painted all wooden speed signs on SPD from lower to upper gates.
- We need a select few Corix electrical boxes to be painted next year. I am getting a list of how many.

Gutters-Shingles

- SOS has provided a quote for removal and mitigation regarding moss on roofs noted in recent roof inspections.
100 Sq. Ft. = \$160
½ duplex = \$300
Full duplex = \$500

Will be delt with in the spring.

Regards

John Higman

SPHOA CSC.

Safety and Security Report November 6/23

November 6th Board Meeting

Minutes from the October 24th S. & S. Committee meeting including recommendations to the Board are attached and will be posted on the Sonoma Pines Web Site.

Upper Clubhouse Accessibility Parking: A number of ideas have been discussed by the Board and are currently under review. Once we have determined the best location I can move forward with cost quotes for the work prior to getting final approval.

Winter Snow Conditions: As we move into the ice and snow months just a reminder it takes longer distance to stop a vehicle so as you approach corners, lights, and stop signs please slow down. Pedestrians must also be very aware of the dicey conditions when crossing streets and walking on sidewalks.

There will be snow plows, Bob Cats, and other snow removal equipment working to keep our streets clear. Please insure you pass them with caution and be aware they may turn into your lane unexpectedly.

If you have an Electrical power box or Fire Hydrant in or near your yard please insure they are kept clear of snow to insure they are easily accessible by emergency personal if needed.

Prowlers, break-ins, and vandalism: There have been no issues reported to the Safety Committee or myself since last month's report.

Don Porter

Safety & Security Liaison

November 6, 2023

Clubhouse Directors Report

1. During the past month, Vice chair Dave Reid and Tom McEwen met with the owner of Points West, Audio Visual Acoustics Ltd. (Tracy Cochrane) to discuss supply and installation of acoustic, wall and ceiling panels for the upstairs ballroom to improve the sound quality during events. At this time, we also discussed the sound issues that are being experienced by office staff. Points West provided verbal information and would provide a follow-up quote. I also asked for a revised quote for the ballroom which we have received and the quote for the office for review.

A meeting is scheduled for Nov. 6, 2023, with the owner (Tracy), Dave Reid, Tom McEwen, Social Committee Chairperson, Lorna Wright, Treasurer, Jean Schiedl and Office Staff, Shelia Cole, all have questions for Tracy.

A follow-up will be provided after the meeting.

2. Lighting has been purchased and installed inside the refuse area which is illuminated by sensor. There are now two lights, battery powered, which should provide ample lighting in all conditions.

3. All wood framed chairs are being outfitted with new glides to prevent damage to the ballroom floor. Glides are on order and will be installed upon arrival.

4. 3 Clocks are on order and will be installed upon arrival.

1. Gym

2. Boardroom

3. Games room

Tom McEwen

Director/ Social Committee Liaison

Sonoma Pines Community Clubhouse

Report for November 6th, 2023 Board Meeting

LANDSCAPING COMMITTEE – The landscape committee held a meeting on October 10th, 2023. The Terms of Reference document was completed and will now be brought forward for the Board's approval.

The committee requested help for a cleanup project around the clubhouse held on September 21st. We had 14 people turn out that Saturday morning to help out. It was an opportunity for residents to work together to make an impact on the community. There was great conversation, laughter, sharing of information about plants and shrubs and refreshments for everyone to enjoy.

Another work project was scheduled for October 27th at the oval garden. The committee decided to postpone this work until spring because the weather looked like it may not cooperate. We had to purchase material for this project a couple of days in advance. The committee felt that if the work didn't proceed then we would have to find a location to store the material.

Work continues on updating the approved perennials, shrubs and tree list. A couple of the landscape committee surveyed the entire community for distressed trees and shrubs. Conversation will continue at the next landscape committee meeting about these trees.

We are having difficulty getting anyone from the Kelowna Xerscape Community to respond to our request about a presentation to our landscape and irrigation committees. Depending on the outcome of this meeting the landscape committee was considering having a town hall meeting in the spring of 2024 to discuss fire safety landscaping and xerscape landscaping methods.

Our next meeting is November 14th, 2023.

Irrigation Committee – the irrigation committee held a meeting on Sept 26th, 2023. There was discussion around getting timely budget information for our committee meetings. The committee is also concerned with coding of expenses between the multi-family and common areas. Willie asked the finance committee to review irrigation charges to ensure appropriate coding.

Irrigation blow outs are now complete. Everything went well with the exception of a couple of single family homes that required return visits to get their systems blown out, as their water was not shut off. One single family home required Evergreen to return to blow out their system after they had already finished in our community. The residents will be required to pay for that return visit.

Chris reported as of September 26th 404 call outs and investigations up from 301 the previous year. Chris installed protective boxes over some of the irrigation clocks. We will be reviewing the work that Chris completed over this past summer to see if there are things we can do to reduce the number of call outs.

The irrigation committee also brought up the idea of a joint meeting between the landscape and the irrigation committees. Between the two committees we will bring ideas forward to help with the reduction of water within our community.

Respectfully,

Willie Riewe



Sonoma Pines Homeowners Management Ltd.
Communications Report

November 11, 2023

The Quarter 2 Sonoma Pines newsletter is scheduled to be issued to the community in early December. A draft will be shared with board directors for their feedback later this month. Similar to the inaugural newsletter sent out in September this is an excellent opportunity to share with community residents key highlights/achievements of the Board and the various supporting committees as well future plans/priorities. The newsletter will also serve to provide residents with key informational updates and/or reminders.

Work continues on the SP website both from a content perspective as well as how the information is organized/presented. The aim is to complete this work by mid December. Will have more to share with the Board at the business meeting on November 20th.

An email communique was sent out to residents with respect to the status of the upper and lower gates, the new code for the lower man gate as well as the bank of street lights on Sonoma Pines Drive adjacent to and including the upper RV park. Will be sharing additional information for discussion on the ongoing maintenance/repairs related to the gate electronics/hardware at the November business meeting.

The after- hours communication protocol has now been established to alert residents of important issues that occur outside of normal business hours.

Kelvin Mathuik
SPHM Board Director – Communications