



Sonoma Pines Homeowners Management Ltd.

**Board Meeting Minutes
December 4, 2023. 4:00 – 6 :00 PM**

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

Attendance: Dave Reid, Willie Riewe, Don Porter, Jim Burkinshaw, Tom McEwen, Kelvin Mathuik

Recorder: Linda Lutz

Guests: 2 Residents

1) Call to Order

Meeting called to order at 4:00 PM

2) Finalize Agenda

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

Moved by: J. Burkinshaw Seconded by: K. Mathuik Carried with all in favor.

3) Approval of Minutes

a) Draft SPHM Board meeting minutes of November 6, 2023 (attached with reports)

Motion: **BE IT RESOLVED** that the Sonoma Pines Board of Directors approves the draft minutes of November 6, 2023.

Moved by: W. Riewe Seconded by: T. McEwen Carried with all in favor.

4) Correspondence

None

5) Reports

a) Chairman – David Reid – see attached

b) Treasurer – Jim Burkinshaw – (October Financial Statement posted on SP website)

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

Moved by: J. Burkinshaw 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 – no report

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

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approve the Landscaping Committee's "Terms of Reference" document. This document will reside on the Sonoma Pines website.

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

g) Communications – Kelvin Mathuik

Motion: **BE IT RESOLVED** that the Sonoma Pines Board of Directors approves the Board reports.
Moved by: D. Porter 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 November 2/23 – 30/23 :

2079 Candalera Place	Multi	New landscape rock, shrubs, and irrigation changes
2081 Candalera Place	Multi	New landscape rock, shrubs, and irrigation changes
4120 Solana Place	Single	Install new landscape patio stones and block off applicable irrigation

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 November 2/23 – 30/23 :
N/A

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

7) Old Business

a) Two Eagles Golf Course – Marmots & Fencing

No Response from golf course prior to the December 4/23 meeting.

8) New Business

a) Upper Gates

K. Mathuik provided a status update on the upper gates. New hardware and circuit board has been ordered by the contractor. Installation will be occurring as soon as the order has been received.

A communique will be sent to residents advising of the two plus month journey to get the upper gates operational once the hardware/circuit board install date has been confirmed.

We are also working with the contractor on mitigating delays in the future with back up hardware/circuit boards that are readily available.

b) Office Christmas Hours

The SP Administration Office will be closed from December 23, 2023 – January 1, 2024 inclusive. A sign will be posted on the door and an email will be sent out to homeowners. Call Mike Maken 250-860-1411 in case of emergency.



- 9) **In-Camera Session (Board went in-camera)**
- 10) **Next Meeting - February 5, 2024**
- 11) **Adjournment**
Meeting adjourned at 5:20 pm

This is the last Board meeting for 2023, its very hard to believe how fast 2023 flew by.

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 and budgeting for our next fiscal year.

On November 28th, Mike Wilding, who recently was appointed to the WFN Advisory Committee, and I met with Krista Derrickson, who is the Manager of Utilities for WFN. We had positive conversation regarding WFN,s methods of budgeting for their over all utility programs, including their thoughts on the Water Treatment plant to be built in the next 3-5 years. Unfortunately, the one negative item that came out of our meeting was confirmation that we will be experiencing a 27% increase in the Flat Rate cost of our Domestic water stating January 1st 2024. Although this high of an increase seems very excessive, we need to keep in mind that we have not had and increase in our Flat Rate for water since 2015. Expectations for next years costs are unclear as yet, as WFN, would like to move to a Metered Payment Program in the future, and we will be having discussions with them next year to get an understanding of just what that will look like.

We have changed our process with the Access FOB distribution. As new residents move into the community, they will be asked to purchase the fobs that they require instead of leaving a deposit for the fobs. When they sell and it time to leave the community they can leave the fobs for the next resident, similar to the Garage door openers, there access will be denied once they leave the community. There is no change in the process of returning the fobs that have been previously received and deposits will be returned when they leave the community.

Many thanks to the volunteer's, lead by Willie Riewe and Don Porter I believe for the fabulous work at the Oval Garden the lights on the trees and surrounding bushes look wonderful.

Finally, we hope that everyone has a wonderful Holiday Season, enjoy your time with Family and Friends, and be safe.

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Regards,

David Reid

Board Chair



MONTHLY REPORT – Nov-Dec 2023

General Maintenance

- Swept and cleaned around catch basins on SPD before snowfall. Ongoing.
- Vern replaced weatherstripping on 2 front doors & 1 rear patio door. \$60/ea.
- Upper lot maintenance Sea Can has been cleaned out and properly organized for the winter season
- Tiger Landscaping will be keeping their snow removal equipment this year in the upper Rv lot. A key has been provided to them.
- Vern replaced garage overhead door bottom rubber weatherstripping. 1 door. \$40/ea.
- Tom Shopp did annual furnace inspection on Nov 10th.
- Purair cleaned all duct work and exhaust vents for the clubhouse on Nov 18/23. Last done Nov/20. 5.5 hrs. worked. Did good job.
- General Clean up around office and clubhouse completed.
- We may need to address the upcoming issues regarding additional services for more rodent traps as the bait is less potent due to new government regulations. Bait is not as effective.
- We are looking at changing out the toilets in the clubhouse, many maintenance issues and also to make them Accessible. Clubhouse committee to choose type and style of toilet.

- Also start painting all 4 bathrooms in the clubhouse over the winter. Need approval and choice of color.

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- Valley Glass has replaced 2 more windows in the last month.

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Landscaping

- Microbe Tree Service Nov 14th;
 - Removed 2153 Serrento tree.
 - Removed 4 trees @ upper RV lot.
 - Removed 1 tree in front of 3970 SPD
 - Prune 3 trees by 3903 SPD
 - Removed tree on corner of 3901 SPD
- Met with Asahi and went over the importance of all upcoming landscaping issues for next year.
- 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 30/23.
- 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.

Gutters-Shingles

- SoS Gutters have been servicing our gutter issues in a timely fashion. No complaints from owners. He also has been notifying us when there is an issue with moss, and he has mitigated the issue with our approval first.

Safety & Security Update

Dec.4th /23 Board Meeting

- 1) A minor change to the Clubhouse and GYM accessibility will take place in the next week or two. Fobs will no longer activate the doors after Midnight or before 5:30 AM.
- 2) Volunteers for the position of Liaisons for the upper and lower RV lots are now in place and the office will provide all RV lot renters with their contact information. This may have all ready occurred.
- 3) Concerns over uneven and cracked sidewalks along Sonoma Pines Drive have been brought to the Boards attention and will be a priority for repair early next spring.
- 4) There is no update on the Clubhouse accessibility parking at this time as the Board has just received the latest update and has not had a chance to review it.
- 5) As Christmas approaches the Board would like to remind residents to be FireSmart Safe with your Christmas Trees, lights and with any open Candles you may use. For more information please go to: WWW.FireSmartBC.ca (Guides and Manuals)

Wishing you all a Safe and Very Merry Christmas

Don Porter

Safety & Security Director

REPORT FOR DECEMBER 4TH MEETING

LANDSCAPE – As snow is falling on this December 1st morning, some of our landscaping issues will be resolved, at least until next spring. Asahi wrapped up their work within Sonoma Pines at the end of November. David Reid, John Higman and I met with Kevin and Mack from Asahi to review how things went overall this past year. We exchanged ideas for improvements for next season and we will bring forward some of those changes to our existing bylaws.

Two of the committee members toured Sonoma Pines to evaluate tree and shrub issues. It was concluded that 18 trees should be removed over the course of next year. There were stumps that required removal so new trees could be planted if deemed appropriate. The next obvious question is what do we replace these trees with or do we replace any or all those trees? This is an ongoing discussion among our committee members. In addition to these trees there were 7 others that would be re-evaluated in the spring.

We arranged for a tour of our community by the executive director of the Okanagan Xeriscape Association, Sigrie Kendrick. She is booked to do a presentation to the Landscape and Irrigation Committees and the Board. Hopefully with the information provided by her we can start the process of creating xeriscape areas that will require less water and maintenance while maintaining the integrity and beauty of our community.

Work is continuing on the approved lists for trees, shrubs and perennials. This list will be reviewed and approved by the Board. Next landscape committee meeting is on December 12th.

IRRIGATION – Irrigation blowouts are complete with minimal problems encountered. Evergreen had to return to a couple of houses so they could complete their work. They also had to return to one single family home after they had completed all the blowouts. This will result in that single family homeowner having to pay the fee.

We had a committee meeting on November 21st. The committee was updated on the field tagging system which will identify some of the major components in our systems. Chris also reported that he completed the installation of security boxes on clocks #12 and #13. John Higman, CSC, indicated that he is working on the Alteration for Irrigation form to include an inspection prior to backfilling any irrigation modification.

A huge thank you to Chris for all his hard work this past summer. In 2022 Chris responded to 301 repairs and in 2023 he responded to 411 repairs. The irrigation committee will put money in the budget for a filtration system on one of the problematic zones to see if we can eliminate contamination and reduce repairs. We have been able to save money with Chris doing our irrigation repairs compared to having all this work hired out to a contractor.



Sonoma Pines Homeowners Management Ltd.
Communications Report

December 4, 2023

Repairs to the control panel box will commence this week. It is expected that the repairs will take 1.5 -2 days to complete. Once completed the gate operation will resume to full operation. We will also be exploring the installation of an outdoor power outlet at the upper gate as well as an RFD reader at the bottom vehicle exit gate in order to consider alternate gate programming options that is cognizant of ongoing maintenance costs. A communique to residents will be sent out explaining the 2+ months journey to get our gates back into full operation.

The Quarter 2 Sonoma Pines newsletter is scheduled to be issued to the community prior to Christmas. A draft will be shared with board directors next week for their feedback/input. Again, 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. We have a lot of good news stories to be shared of accomplishments from all the committees and community operations.

Exploratory work continues on the IT front on the creation of email domains for Sonoma Pines, the most effective/efficient e-mail program to be utilized for community communications and ensure protocols and procedures are fully in place to address any/all privacy issues.

Finally a review of insurance requirements as defined in the Sonoma Pines head and subleases is underway.

Kelvin Mathuik
SPHM Board Director – Communications