



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes February 5, 2024. 3:00 – 5:00 PM

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

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

Regrets: Willie Riewe

Recorder: Sheila Cole

Guests: 1 Resident

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 approves the agenda as presented.

Moved by: D, Porter Seconded by: K. Mathuik Carried with all in favor.

3) Approval of Minutes

a) Draft SPHM Board meeting minutes of December 4, 2023

Motion: **BE IT RESOLVED** that the Sonoma Pines Board of Directors approves the draft minutes of December 4, 2023.

Moved by: D. Porter Seconded by: K. Mathuik Carried with all in favor.

4) Correspondence

None

5) Reports

a) Chairman – David Reid – see attached

b) Treasurer – Jim Burkinshaw – see attached

The Board will start being presented with investment reports quarterly.

December 2023 Financial Statement posted on SP website.

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

Moved by: K. Mathuik 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. Mathuik Seconded by: J. 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 Dec 1/2023 and Jan 31/24 :

None		
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- b) The following alteration requests that have been previously reviewed and denied by the Board Maintenance Liaison and Community Services Coordinator between Dec 1/2023 and Jan 31/24:
N/A
- c) The following alteration request(s) required Board approval: N/A

7) Old Business

- a) Upper Gates – refer to Communication Report attached
There are still issues with the keypad when putting in last names. Work continues on this issue.
- b) Golf Course Fence Maintenance and Marmots

The Chair has been in contact with the golf course superintendent recently seeking a response regarding the common issues - fence repairs and marmots. The superintendent indicated that he was meeting with his management and would have a response by the Feb 5th. Unfortunately, there has been no response to date. In the meantime, fencing and the marmot infestation is being included in the current discussions and budget considerations. Some form of process will be proceeding regarding the marmots and the community will be informed once the plan is finalized.

8) New Business

- a) Irrigation Committee Terms of Reference
Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approve the Irrigation and Water Conservation Committee’s “Terms of Reference”. This document will reside on the Sonoma Pines website.

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

9) In-Camera Session

Board went in-camera.

10) Next Meeting

March 4, 2024 @ 3:00 pm

11) Adjournment

Meeting adjourned at 4:30 pm.

Welcome to the first Board meeting of 2024, it is very hard to comprehend that we are all ready into February, and Spring is just around the corner.

Our Board fortunately have not taken much of a vacation from their duties, we are all in discussions with our relative committees, and are well into the Budgeting Process for the 2024/2025 Fiscal year.

As we were made aware last December, as of Jan 1st 2024, there has been a 27% increase on the bulk water cost supplied by WFN. As Jim has indicated in the financial report, we will be able to absorb this increase in the last quarter of this fiscal year, but it will mean an increase in our monthly fees for the 2024/25 fiscal year. We have not heard of further increases from WFN for services for the following years, but we do know they will be increasing the water treatment plants capabilities in the next few years so we should be prepared for further increases. We have also been told that WFN wishes to move to individual metering of the water being used by each resident in the next few years, that will be a costly endeavor for them to initiate, with many issues, all different, depending on which community they are working with. We can only wait to see how this initiative develops.

With that being said, we will need to, in the near future, look for new innovative ways to reduce the amount of water that we use in our community. Our landscaping/ irrigation committees have started the initiative of water conservation thru revised plant/shrub requirements that require less water, and have been in touch with the Okanagan Xeriscape Association (OXA). We look forward to some new initiatives from our committees that can be incorporated in our future Water Management within in our community.

Our Annual Maintenance requirements performed by outside contractors is under way, we are currently discussing and acquiring quotes for the on-going annual maintenance required in our community. More info is included in our CSC report.

All of the items above and many more effect the process of putting together our Annual Budget. Our Target is by Mid-March we will be able to produce our proposed Budget for 2024/2025. That and many other proposals and initiatives

will then be available for discussions thru appropriate Town Halls prior to our AGM in May.

Thank you again to all that have volunteered for the various committees, it is very refreshing to see the engagement of the community looking after their own investments, and I'm sure it is refreshing for them to have input on the management of our community.

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Regards,

David Reid

Board Chair

Sonoma Pines Finance and Audit Report – February 5, 2024

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

1. The December Financial Statements will be presented and highlighted as part of this report. Questions on our financials are always welcome!
2. An update of our Depreciation Report by Kent-Macpherson (KM) is scheduled to begin in March. Our last Report was in 2019, also by KM, so we are required to submit a lot of up-front documentation prior to the commencement of their work. We need to update them on things like our current financial situation, investments, changes to our community since 2019 (E.g. purchase of lower RV lot, new upper gates, etc.); preparation of this information is underway. The 2019 Depreciation Report is on our SPHM website under 'Financials and Depreciation Reports'
3. Several of our Contingency Reserve Fund investments at Valley First Credit Union matured and were re-invested for varying terms and at better rates than previously (now averaging between 4.5 and 5.0%); they are all 100% guaranteed. Our total CRF funds are always reported on the Common and Multi-family balance sheets each month.
4. The refund of the \$12,500 GST we paid on the lower RV lot was finally approved by Revenue Canada! Not their fault – we had to request that our GST registration be back-dated to the date we purchased the RV lot. This is now complete.
5. The Board has agreed that in the interests of transparency and accountability we will undertake an audit of our 2024-25 fiscal year. We have a tentative commitment from RHN accountants in Kelowna to do this work.
6. Payments against the Lower RV Lot Loan have been made for this year (\$25,000) and caught up for last year (\$25,000). These funds were put back into the Common Contingency Reserve Fund from which they were borrowed.
7. We have been advised by WFN that our water rates will be going up 27% effective January 1 2024; this will increase our costs in the last quarter of this fiscal year by approximately \$21,000. Our current budget has room to accommodate this. We currently pay approximately \$315,000 per year for water which means we are facing an annual increase of approximately \$85,000 (\$14.30/home/month on average).

Respectfully submitted,
Jim Burkinshaw CPA CGA MBA
SPHM Treasurer
On behalf of the Finance & Audit Committee



MONTHLY REPORT – Dec 23/Jan-Feb /24

General Maintenance

- Meeting with Contractors to discuss ongoing electrical maintenance for upper and lower gates.
- Added additional dog waste can corner of Del Mar and SPD.
- Waiting on a cable replacement for the Apollo 7000 in gym. Fitnessworks are searching for a replacement cable. We will try to have one made ourselves.
- Tiger Snow removal ; **Dec 1, 2023 – Feb 3, 2024**
 - 3 times Priority snow removal
 - 4 times de-icing applications
 - 6 times complete snow removal
 - 1 time upper and lower RV lots cleared of snow. Jan 19/24We are well under our estimated budget for snow removal for this season, that you snow gods.
- Office area in clubhouse installing 3 new solid core doors and bottom door sweeps for noise reduction transferring through the door. 2–4week delivery. Vern will install. We are also looking at further acoustic improvements and painting in the office area.
- 2155 Madera, large picture window being replaced. Cracked frame. Nagy Bros. doing replacement.

- 3800 Siringo in need of stucco repair. Water intrusion behind stucco partially from a gutter plugged and not graded properly. Awaiting quotes from contractors for repairs, and improvements.
- A roof deflector shield needs to be installed on 2188 Alvarado due to moisture on the living room ceiling. Awaiting quotes from contractors for repairs.
- Clubhouse HWT may need replacing due to age(13 yrs.) for insurance. David is looking at insurance policy.
- we are currently preparing RFQ,s for our annual maintenance soly performed by outside contractors, including but not limited to: Street Sweeping / Road Repairs / House Painting / Cedar Trim and pergolas restaining / eaves trough and downspout cleaning and repairs / PRV and Hydrant Testing.

Landscaping

- Several projects throughout our community are being quoted at his time for review and discussions for 2024/2025 budgeting purposes.
- Asahi in Feb is starting to confirm Irrigation clock times only. No water.
- Asahi's first spring cleaning should be completed by the end of March. Weather permitting. Street sweeping to follow.

Painting

- The clubhouse's main area walls and new tiles are being painted including feature wall. Painting by Volunteers.

- Office may be painted with an approval first. Vern & John H. can do the job.
- Audit of # of homes to be partially or wholly painted in 2024 to follow soon.
- Pergolas and cedar trim throughout community being evaluated for this years re-staining process.

Gutters-Shingles

- IKO has submitted a claim proposal to us for the replacement of shingles under warranty at 3825/23 Acacia Lane. Waiting response from IKO to finalize exact scope of work covered under warranty.

Safety & Security Report

Feb. 5, 24 Board Meeting

Ongoing items the committee is working on at this time:

- 1) Updating of the current Block Watch Program. Looking for volunteers to fill numerous Block Captain & Co Captain positions. Block Watch is a free program that makes our community safer, it takes neighbors looking out for neighbors and keeping everyone informed on suspicious situations making sure if you see a crime in progress or believe a crime has been committed then call **911**. The Safety Committee has been told that some insurance companies offer discounts for communities that have a strong Block Watch Program in place. If you haven't joined please join and if you have the time please volunteer we could use all the help we can get.

- 2) Communicating with West Kelowna and WFN to get a Fire Smart Assessment completed for our community. This requires our community to do 5 things: 1) Contact local Fire Smart Representative, 2 Form a Fire Smart Neighborhood Committee, 3) The LFR conducts a Neighborhood site visit, 4) Committee to create a local Fire Smart Neighborhood plan and 5) implement a Fire Smart Event IE. Town hall meeting the week of March 18 th.

3) Reviewing different approaches to bring the Accessibility concerns at the Clubhouse to the community for their input. An E-mail reviewing alternatives will be sent out to the residents for their review and comments as to whether it is a viable project or should be shelved.

Prepared by;

Don Porter

Director Safety & Security.

February 5, 2024

Clubhouse Directors Report

1. Since our last Board meeting, we are pleased to announce Points West has completed the installation of acoustic panels throughout the great room of the clubhouse. We have received positive feedback regarding the improvement of sound quality and absorption of echoing from the ceiling and windows.

This is a tremendous improvement and if needed more panels can be purchased and installed if deemed necessary.

2. The social committee has requested painting the east wall of the Great room to match the colour of all the other walls upstairs. We have a volunteer who has put his name forward to paint the wall without financial compensation.

Painting will be completed soon without any interruption of daily scheduled events.

3. In liaison with the social committee and office staff, a revised contract for Clubhouse cleaning was written to reduce cleaning costs.

The document was sent to two companies for a quote as per the contract for services rendered. Vendors must respond with a quote on or before February 15, 2024.

4. Currently we are contacting a company who makes gym equipment. Specifically, the universal gym which has provided the community with 10 years of service without any issues.

We are seeking a replacement cable so we can return it to proper working conditions.

This is my report for the months of January and February 2024.

Tom McEwen

Director/ Social Committee Liaison

Sonoma Pines Community Clubhouse

Board Meeting

Landscaping: It is nice to have a breather from some meetings over the winter. Our meetings will resume in March with a focus on how we can save water within our community by using xeriscape methodology. Early in the spring we would like to have a presentation from Sigrie Kendrick, Okanagan Xeriscape Association (OXA) for the community. We would also like to include presenters from Fire Smart BC which will highlight what we can do around our homes to reduce the risk of fires. This would include information on shrubs and trees that increase the risk of fires if they are too close to our houses.

Over the next couple of months our plant, tree, shrub and perennial lists will be updated and posted on our website. With the information from OXA we can offer new plants that require less water which eventually will help us manage replacement plants within the community. One of the more pressing issues is with all the trees in our community. Not that we have too many but that we have the wrong type of trees in the wrong locations. We need to maintain the beauty of our community by determining the appropriate tree to replace trees that have died and been removed.

Irrigation: We are pleased to learn that Chris Christiansen will stay on another year to complete our irrigation repairs. Hopefully the number of repairs decrease in 2024. Our first irrigation meeting will be in March as well. Kevin from Asahi wanted to review the irrigation clock programming in February which may have to be changed because some of us are away at that time.

I hope in early spring to have a joint meeting with the landscape and irrigation committees so both committees work towards a common goal for the community.

SPHM Director,

Willie Riewe



Sonoma Pines Homeowners Management Ltd.
Communications Report

February 5, 2024

The latest edition of the Sonoma Pines newsletter has been shared with all residents. The newsletter will also be posted on the Sonoma Pines website. Special thanks to all the Board and Office/Administrative staff for their input and contributions to the newsletter.

Discussions are underway with a website designer on the submission of a proposal to redesign our Sonoma Pines website. The feedback provided to the designer is for our site to be very user friendly and have dynamic features for such functions as forms completion (i.e. alterations) uploading of information (i.e. insurance) and finally for communication to residents. This latter function will eliminate any of the privacy issues/concerns. The proposal will be shared with the Board for discussion/approval. Discussions also continue with our IT service provider on the set up of three Sonoma Pines email domains and the hosting of our IT data.

The upper gate operations have been fully restored. There still remains issues with the functionality of a number of letters on the intercom key panel. We have reached out to a new gate service provider to look into this issue as well as their capability of taking on a service contract for our gate operations. Finally, a discussion will be tabled at the next Board meeting with respect to the current gate programming.

Finally, our solicitor continues to move forward with a review of the insurance clauses contained in our head-sub leases.

Kelvin Mathuik
SPHM Board Director – Communications