



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes April 2, 2024. 6:00 – 8:00 PM

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

Attendance: Dave Reid, Jim Burkinshaw, Kelvin Mathuik, Willie Riewe

Absent: Tom McEwan

Recorder: Linda Lutz

Guests: 6 Residents

1) Call to Order

Meeting called to order at 6:00pm

2) Finalize Agenda

Additions to agenda: Indemnity Deed, Dog Bite Infractions

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

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

3) Approval of Minutes

a) Draft SPHM Board meeting minutes of February 5, 2024

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the draft minutes of February 5, 2024.

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

4) Correspondence

a) Letter from Resident

Resident asked a question regarding Multi Family Roof repairs and maintenance. Response from Chair: The current maintenance Committee resumed Multi Family Roof inspections this spring. Unfortunately, the inspections had fallen off from the 345 Multi Family residences. From the contractors' report we will be creating work orders for all deficiencies identified, and hiring the contractors required.

5) Reports

a) Chair – David Reid – see attached.

The Chair recognized the passing of Board Member, Don Porter and acknowledged his contributions over the years.

b) Treasurer – Jim Burkinshaw – see attached.

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the Sonoma Pines

Homeowners Management Ltd. February 2024 Financial Statements.

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

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

- d) Safety & Security Liaison – no report.
- e) Club House & Social Committee Liaison – Tom McEwen - no report.
- 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 Liaison reports.

Moved by: Kelvin Mathuik 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 Maintenance Liaison and Community Services Coordinator between February 1, 2024, to March 28, 2024.

3837 Acacia Lane	Multi	Install wall vent for radon mitigation
2162 Alvarado Trail	Multi	Deck extension
2303 Pine Vista Place	Single	Removal of dead front yard tree.
3826 Sonoma Pines Dr.	Multi	2 solar tubes
3837 Sonoma Pines Dr.	Multi	Install patio stones
2163 Talavera Place	Multi	Installation of privacy screen
2163 Talavera Place	Multi	1 – 14” solar tube for kitchen/ 1-10” solar tube front hallway
2171 Talavera Place	Multi	Single solar tube

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

Moved: Kelvin Mathuik Seconded by: Jim Burkinshaw 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 February 1, 2024, to March 28, 2024: N/A
- c) The following alteration request(s) required Board approval: N/A

7) Old Business

- a) Golf Course Fence Maintenance and Marmots

On March 11, 2024, the Board moved forward with the second prong of the marmot mitigation strategy with the deployment of gas bombs inside the marmot burrows. The entire outside perimeter of the community was surveyed for any marmot burrows. Where a burrow was found - retaining wall, under driveways or next to patios - gas bombs were deployed. Residents are asked to call the office if they do see any new burrows on their properties. The office does have traps and available gas bombs for resident’s use. The Chair provided an update and Sonoma Pines is still working with Two Eagles on this matter.

8) New Business

a) Approval of Revised Schedule E Bylaws and Alteration Reference Guide

There have been further revisions to the Schedule E Bylaws and Alteration Reference Guide.

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approved the Revised Schedule E Bylaws and Alteration Reference Guide.

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

b) Pre-AGM Town Hall Meeting

There will be two Pre-AGM Town Hall meetings on April 17, 2024, times to be determined and notices to be sent out.

c) Indemnity Deed

The Board was asked to approve an Indemnity Deed. This Deed was produced by our Legal Counsel and will be in place to protect and hold harmless a member of the law society offering advice Pro Bono Volunteer work.

Motion: BE IT RESOLVED that there is an Indemnity Deed in place to protect and hold harmless a member of the law society offering advice Pro Bono Volunteer work.

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

d) Dog Bite Infraction

The dog bite incident was dealt with by WFN By-Law enforcement.

9) In-Camera Session

Board went in-camera.

10) Next Meeting

May 6, 2024

11) Adjournment

Meeting adjourned at 7:25pm.

Welcome to the April 2nd Board Meeting, many things have been processed in the two months since we have last had a board meeting, mostly good, but as life has it some was Bad.

As you are probably aware we the Board and the Residents of Sonoma Pines lost a long time resident and a very Active Volunteer here in Sonoma Pines, Don Porter passed away last week. Don has been a board member on at least 4 Boards in the time I have know him, he was also involved with the Safety and Security Committee, and the Clubhouse committee among many other areas in our community. It was not unusual to see him around the oval garden in the fall trying to make heads or tails over the left-over Christmas lights. I have had the pleasure to work with Don on two boards, He wore his passion for this community on his sleeve and was always quick to let you know what his thoughts were, and they were always to the point. Don will be missed by many here in Sonoma Pines, we wish our sincere condolences to Dons Family and Friends.

The entire Board, and many committee volunteers have been very busy in the last two months on the Budgeting Process for the 2024/2025 Fiscal year. We believe under the current economic restrictions that we hear of every day in the news, that we have Very realistic Budget with a minimal increase to the residents. Jim will up date us in the Treasures Report.

We expect to have our 2024 Depreciation report, currently in progress by Kent Macpherson, in hand by Mid May. We will definitely have it posted prior to our AGM.

Our Annual Maintenance requirements performed by outside contractors is under way, we have Received quotes, and Secured Contractors and for Basically all of our Common and Multi Family Budgeted tasks for this year. With A few of them already started and more to get going weather permitted.

Included in those tasks is the repair of many Tripping Hazards that are currently throughout our sidewalk system.

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.

Speaking of volunteers, I would like to give a special shout out to Walter Rendell, who recently volunteered to Paint the Feature wall in the great room of our clubhouse, and to also Paint and install 3 Solid core Doors in the office area.

Much Appreciated Walter.

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Regards,

David Reid

Board Chair



MONTHLY REPORT – April 2024

General Maintenance

- Many new Alteration Request currently being reviewed.
- Road sweeping will start Week of April 8th.
- Roof Inspections Underway, work required from the information received from the reports will be contracted out.
- Annual Eaves Trough Cleaning underway, additional cleaning required will be part of the Roof Inspection report and contracted out.
- We now have quotes for all the Common and Multi-family Contracted work, this includes but not limited to, Painting, Stucco Repairs, Road Crack Sealing, Cedar Accent trim and pergola staining, Eaves Troughs and downspout Cleaning and Repairs, Deck Surface replacements and Concrete Sidewalk Repairs.
- The Contractors for Fire Hydrant Testing, PRV and Backflow stations inspections and Maintenance have been contacted, still waiting on availability dates from these contractors.
- There are currently two Windows scheduled for replacements, currently waiting for installation dates from Contractor.
- The ongoing Fencing and Maintenance requirements is underway, Of course Vern has never stopped his chores over the winter, he now has Lalo back and the two will be very busy catching up on tasks throughout the community.

Report For April 2, 2024

LANDSCAPING – Asahi has been on site doing the spring cleanup around the house in the past few days. Soon to follow will be the start of the spring trimming. A reminder that all tree and shrub coverings must be removed so the contractor can complete their work.

The red stake program will be available for those homeowners who want to look after their yards only for the summer trim. They must complete the red stake form and display a red stake in the front and back of their yards.

We are currently working on the wording of the red ribbon program. There is value in having this program, but it is very difficult to monitor, hence the deliberation of whether the program should exist.

The committee will draft a document outlining the expectations of the new “tree committee” which will have to be approved by the Board.

Corix transformer clearance investigation indicates that a number of shrubs will have to be removed overall in order to maintain the 1-meter clearance on the sides and back and 3 meter clearance on the front or opening side.

The landscape committee is planning some work projects again this summer. The first will be at the oval garden on April 18th and another general community cleanup scheduled for May 11th, more details to follow.

We are in discussion with Sig Kendrick of the OXA to establish a date for another presentation to the community sometime between May 15th to June 1st. The purpose of the presentation is to give homeowners an opportunity to understand the direction our community will have to move in the future in order to conserve water, reduce water and maintenance costs and maintain the beauty of our community.

The landscape and irrigation joint meeting will be held on April 9th. The next landscape meeting is scheduled for April 23rd.

IRRIGATION – Asahi is currently on site to complete the irrigation start-ups for our community. Chris our irrigation employee is working with Asahi to monitor, document and complete some repairs as the irrigation systems are pressurized and tested in the common and multi-family areas. Asahi will also pressurize and test systems in single family homes. If repairs are required, it will be the responsibility of the homeowner.

There are a number of initiatives the irrigation committee will be undertaking this year. The committee would like to install filtration on Canadelara’s system to see if this will mitigate some of the problems with that system. Clock numbers will be installed on all clock boxes this year. The field tagging project will continue this year with the installation of tag numbers on pit covers and the updating of the database. Some of the support structures and boxes require a touchup of paint, which will be done by our staff.

Next irrigation meeting is scheduled for May 7th.



Sonoma Pines Homeowners Management Ltd.
Communications Report
April 2, 2024

I am pleased to report that our gate operations have been working well over the past 2 months. New service contracts are in place with Terracom Systems and Assa Abloy to oversee the electronic and hardware portions of our upper and lower gates. There remains a few issues with the functionality of a number of letters on the intercom key panel and a high pitch buzz at the upper exit gate. Both issues will be addressed by Terracom System.

With spring now upon us, various communication messages are underway. The spring start up message has already been sent out to all residents with respect to important information related to landscaping and irrigation. Forthcoming messages will follow related to trees requiring removal due to the heaving of the sidewalk on Sonoma Pines Drive in several areas.

As shared with the Board, discussions continue with a website designer on a proposal to redesign our Sonoma Pines website. Key in the redesign is user friendliness as well as dynamic features for uploading of information (i.e. confirmation of insurance) an integrated calendar of events and communication to all residents. This latter function will eliminate any of the privacy issues/concerns. Discussions also continue on the set up of three Sonoma Pines email domains and the hosting of our IT data.

The next edition of the Sonoma Pines newsletter will be shared with residents in mid-late May. Board members will be asked for their input on the draft newsletter later this month.

Two Town Halls sessions will be held on April 17 in preparation for the Annual General Meeting on May 28th. A message to residents to save these dates will be sent out shortly.

A communique will be sent out to all residents shortly announcing that our office will operate Monday-Thursday but closed on Fridays.

Finally, our solicitor continues to move forward with amendments of the insurance clauses in our head-sub leases. These amendments will bring alignment to the language of the insurance clauses in both the multi-family and single-family sub leases. Once these amendments are finalized a communique to residents will occur that will explain these amendments as well as other important insurance messages.

Kelvin Mathuik
SPHM Board Director – Communications