



Sonoma Pines Homeowners Management Ltd.

**DRAFT Board Meeting Minutes
October 17, 2024. 1:00 – 3:00 PM**

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

Attendance: Dave Reid, Jim Burkinshaw, Willie Riewe, Christine Williams
Regrets: Kelvin Mathuik
Recorder: Dave Reid, Chair
Residents: 1

1) Call to Order

Meeting called to order at 3:00 p.m.

2) Finalize Agenda

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

Moved by: C. Williams Seconded by: W. Riewe Carried with all in favor.

3) Approval of Minutes

a) Draft SPHM Board meeting minutes of September 3, 2024

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the draft minutes of September 3, 2024.

Moved by: W. Riewe Seconded by: C. Williams Carried with all in favor.

4) Correspondence

No correspondence

5) Reports

a) Chairman – David Reid – see attached

b) Treasurer – Jim Burkinshaw – see attached

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the Sonoma Pines Homeowners Management Ltd. August 2024 Financial Statements.

Moved by: C. Williams Seconded by: W. Riewe Carried with all in favor.

c) Maintenance & CSC Liaison – Christine Williams – see attached

d) Safety & Security Liaison – see attached Minutes of S&S meeting Oct 16/24

e) Club House & Social Committee Liaison – David Reid- see attached

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

g) Communications – Kelvin Mathuik – no report available

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

Moved by: J. Burkinshaw Seconded by: W. 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 August 29/24 – October 3/24:

3839 Acacia Lane	Multi	Installation of patio pavers & rocks
2164 Alvarado Trail	Multi	Installation of Magnolia Ann tree and irrigation line
3980 Sonoma Pines Dr	Multi	Rear deck extension
2141 Talavera Place	Multi	Removal of front yard dead maple tree
2143 Talavera Place	Multi	Removal of front yard dead maple tree

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

Moved: J. Burkinshaw

Seconded by: C. Williams

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 29/24 – October 3/24:

N/A

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

7) Old Business

No old business

8) New Business

No new business

9) In-Camera Session

No in-camera session

10) Next Meeting – December 2, 2024

11) Adjournment

Meeting adjourned at 3:50 p.m.

Welcome to the October Board Meeting, we do apologise for not having the Board Meeting on the 7th, as originally scheduled, but a shortage of availability of members and some illness issues made it an impossible task.

So here we are.

My report will be fairly short this meeting, as all of the following committee reports will bring every one up to speed on the happenings in our community.

A note of interest to all, we recently had a failure of our system at the upper and lower gates, it was an unforeseen incident, that locked out all of our residents' numbers, making it not possible to locate a specific resident on the board. Our contracted maintenance company, Terracon systems, was able to come to site the next day and reinstate the programming. It shows we have the right company on board to deal with such issues.

Back in the late spring we re-initiated our Multi Family roofing inspection plan, and subsequent repairs, the repairs were ongoing most of the summer and are now complete. We will also be creating a similar plan for MF Exterior Home Inspections, hopefully these inspections will be completed this fall, which will allow us to accurately budget for repairs required in next years budget. We will let you know about the timing of the inspections very shortly.

We had an issue with a Dog attacking another, much smaller Dog last week. There was no injury's to the smaller dog, other than stress of being attacked. Please make sure your dogs are under control at all times, and if you have a dog that is prone to be angry in the presence other dogs, please consider Muzzling your dog.

All of our committees are wrapping up what was a very busy year, except for Finance of course who never really have a down time, and are now re-focussing on the community needs for the next fiscal year and the Budgeting that will be required to perform those tasks.

A special thanks to all of our committees and the volunteer work that has been done this year, and just a reminder, if you think you could add some input on one of our committees, and or the Board, please come and talk to us.

Regards,

David Reid

Board Chair

Sonoma Pines Finance and Audit Committee Report – October 7, 2024

Committee members: Don Clark (Vice-chair), Roy Evans, Bill Dartnell and Jim Burkinshaw.

1. I have attached the August financial statements for the first five months of our fiscal year (April - August). Some individual expense categories are over and under budget but overall revenue and expenses for both Common and Multi-family are tracking satisfactorily close to budget.
2. We have developed a long-term Cash Flow model that builds on our current CRF investments, maturity dates and the projections in our latest Depreciation Report. There is currently low-interest cash in our Bank of Montreal CRF account and we plan to bring a recommendation to the Board for their next meeting with re-investment options.
3. The Cyber-security working group within Finance & Audit has met with our IT contractor, Darko Cuk from Calisto Networks. On recommendation by the group the Board has agreed to purchase a new higher-security router which will provide a significantly enhanced filtering capability than at present. Darko also supplied our office staff with a booklet on how to recognize scam emails that may contain malicious software.
4. Non-compliance with our homeowner's insurance requirements has been a recurring problem and has been taking a disproportionate amount of office staff time; it has also left us 'offside' with our headlease obligations to Westbank First Nation. Unfortunately, this has resulted in some Bylaw fines where non-compliance continues despite repeated requests and reminders, always a last resort. Homeowners are reminded that we need to be able to show that all homes in the community are fully insured and that Sonoma Pines and Westbank First Nation are listed as 'additional insured'. It is also of course in our own best interests as a community. Office staff and Board members are willing to help if homeowners have questions or concerns.
5. There has been no response to the community email soliciting an extra member for our committee. Anyone interested is encouraged to email the office with a short recap of your experience in the areas of finance, audit, investments, insurance and/or cyber-security. You do not need to be a CPA, we already have enough of those ☺; we are looking for someone with good general business experience
6. Questions and comments are always welcome!

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



Sonoma Pines Maintenance / Committee Report October 7, 2024

Maintenance Committee members David Reid, John Higman, Vern Sarver, Paul Kaiser, Jon Connick & Christine Williams. (last meeting October 3,24)

We continue to work with our Safety committee and communications in the creation of our Emergency Response Plan.

We have engaged FYI Inspections who will be completing an inspection of the exterior on all multi family homes this year. This will help us prepare for the preventative exterior maintenance required moving forward.

Note: Hose bibs on your home are the owner's responsibility and should be winterized to prevent freezing.

Status Report:

- Deficiency Roof items as of September 25 have now been completed. We are looking at having roof inspections on the multi family homes every 3 to 5 years as required moving forward.
- Maintenance staff continue to do the necessary painting while weather permits.
- Fence painting is moving along and should be completed this month.
- Gutter cleaning is being scheduled for the multifamily homes that are due.
- Painting and staining continue while weather permits on the multi-Family homes and trellises SPHM are responsible for.
- We completed looking at all single-family homes needing painting and will communicate with owners in the coming months.
- Our CSC is coordinating work with Telus to install our new fiber optic for the lower gate. This work is expected to be completed this month.
- The stucco repairs that were needed have completed.
- The Wrapping of some of our utility boxes has been moved to next year due to manpower in preparation of the wrap. Once the boxes have been prepped and the wrap is completed our utility provider will replace the safety stickers.
- 11 windows are needing replacement this work has been awarded to Starline windows. This work is expected to complete in the next few months.
- We are currently having various rock walls in the community reviewed. We have had the rock wall on Siringo shored up until next year when we will look at finishing the work. RD landscaping has been awarded the work to replace the rock wall 3887 Sonoma Pines drive the work will be completed this year.
- We continue to monitor the rock walls throughout the community to identify any future work.
- We are currently looking at the No Parking areas needing signage. The Maintenance team have started putting the posts in to accommodate the new No parking signs. This work is expected to be completed shortly.
- We have purchased 6 new batteries for our maintenance cart as part of the preventative maintenance.
- We are currently looking at a car counter for the upper gate to see how often the gate is triggered.

Best,

Christine Williams

SPHM Board Directors Maintenance



**Sonoma Pines Homeowners Management Ltd.
Safety & Security Committee Meeting Minutes**

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: October 16, 2024 at 14:00

Welcome: to all

Present: Chair Bob Scruton, Co-Chair Paul Kaiser, Ty Spence and Darrel Bellamy with Guest: Board Chair David Reid

Paul Kaiser has advised he will be stepping down in early 2025 as they are moving back to Alberta. He will be missed and we thank him in advance for his years of service to SPHM on this and other Committees.

Old Business:

Chair reviewed the following:

1. a. Paul has provided recent Speed Reader Reports. Office has sent out an email regarding speeders which Dave advised had some positive responses.
1. b. Chair asked about a 2nd battery with CSC advising @\$100 with a prior contact. Dave indicated this was previously approved by the Board though unlikely it's needed if reader shut down during the winter.
1. c. No concerns from the Board on shutting the reader down December through February (due to snow and solar panel being blocked) nor relocating it for more consistent readings. Also discussed purchasing a module that would track how many times the upper gates open and close.
2. Firesmart advised SPHM is not in a significant area of concern. A Firesmart representative spoke with Board Treasurer indicating we're a very low risk.
3. a. Block Watch update most streets covered.
3. b. Dave asked if we receive any updates from Block Watch and Chair indicated he receives them periodically. Discussion on getting the information out to the owners and Chair advised he'd ensure he'd forward updates to the BW Captains and office (for wider distribution). It had been thought the CORD sent their updates out to all who signed up though evidently this isn't how it works.
3. c. Dave asked if some BW information could be sent to the Welcoming Committee for inclusion into their newsletter which goes out to new owners? Chair advised this would be done.
3. d. Chair indicated he'd organize a BW Captains meeting for early spring once our Snowbirds return. The purpose is for communication and any updates.
4. Dave advised the Board was advised by WFN the marmot problem is ours and ours alone. WFN won't do anything on our behalf and we are NOT permitted to cross over onto golf course property to deal with marmots. Dave advised we will continue to smoke out the burrows on our side as found.

Business Arising:

1. ERP progress a winter project with the Board and waiting for WFN to provide input from their end.
2. Instances of reported hazardous plant (Donkey Tail or Myrtle Spruce) remedied by Landscape Committee and their Chair Willie.

3. Chair advised of concerns on chipped concrete along curbs and sidewalks where one owner fell and someone assisting threw their back out. Dave unaware of issue as tripping hazards remedied where roots uplifted sidewalks. Chips are usually not a hazard and people need to recognize them when walking.

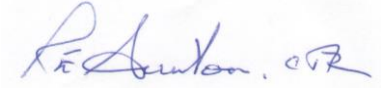
New Business

1. CSC Report – N/A
2. Upper RV Lot – attempted B&E (end of Sept.) with resident calling RCMP as culprit challenged resident when asked what he was doing! Damage repaired by staff. Security for both RV lots has been previously addressed and owners were not supportive due to high costs (camera's, monitoring, access, etc.).
3. Lower gate concerns with people using it as a drive through. The current system is what the majority of owners agreed to and an additional cost of another RFD is not warranted. There had been a computer glitch, now remedied, where both upper and lower gates were open for a 24 hour period.
4. a. Chair advised our last 2024 meeting is scheduled for December 18th at 1:00 pm. Co-Chair requested we change the date to **December 16th at 2:00pm**. Chair confirmed with staff Dec. 16 available.
b. 2025 meeting dates to be discussed in December.

Adjournment

Meeting adjourned at 14:43 hours

Recorded By



RE Scruton, CTR
Chair S&SC

This a short report of the happenings within the Clubhouse recently.`

- The Sound Mixer and Bluetooth Speakes have been replaced in the Great Room, these purchases were paid for with funds from the Social Committee.

Up Coming Events

- This Friday October 18th – Octoberfest
- November 8th – Bingo Night
- November 17th – Grey Cup Game and Pot Luck.

Regards,

David Reid

Clubhouse Committee Liasson

Landscape and Irrigation Report For October 17th, 2024

Landscape –

The landscape committee continues to work within the community to help homeowners with landscape issues. This past month we have worked directly with homeowners to deal with dead grass issues, suspected grub issue and other plant and lawn problems. The landscape committee completed an audit of dead plants in common areas within our community. We have approximately 65 plants that should be removed during the fall cleanup. Again, we will ask the community, street by street to help with this cleanup which has been scheduled for **October 19th**. We will again have a large bin by the clubhouse from **October 17th – 21st** for plant material.

Over the past few months, we have noticed that people have used the 5 gallon bucket watering method to help rejuvenate their trees. It is again great to see people actively involved in helping keep our community green and beautiful.

The landscape committee continues to monitor areas where myrtle spurge had been removed previously to see if new plants are growing. There has only been a couple of locations where one or two plants had to be removed since the areas were last visited in August.

The landscape committee has been tasked with surveying our community for areas that require improvements. The committee would like to put together projects with associated costs for 2025 budget. If approved this would allow the committee to continue to complete improvements within the community.

The tree committee is getting organized and will be taking over all tree issues within our community. This is a very large task and will require patience by the community so they can develop their process for dealing with all tree issues. They are also putting plans in place to bring in some expertise to help with these plans.

Irrigation – Chris has been very busy so far this year. Chris continues to deal with all irrigation issues for multi-family and common areas. The issues continue to be similar to those noted in my last report, broken rotors, pop ups, drip line replacement and valve issues. Most recent major concern is a blocked pipe or collapsed pipe from tree roots located at the bottom of Mesa Vista by the golf cart path leading to the golf course. This collapsed pipe supplies water for plants west along the top of the rock wall and the golf cart path. On October 15th a contractor came on site to remove the pavement across the golf cart path and then Chris and other volunteers dug out the required dirt so a new pipe can be installed. This work was completed and the contractor returned to site to install new pavement. The work started approximately 8:30 am and was completed by the end of the day although there was no traffic allowed on the repair until the next morning. **This area was shut down for all golf cart traffic on October 15th.**

Another important date for single family homeowners is Thursday October 17th. This is the date that Ever Green says they will be on site to start the irrigation blow outs. Since the 17th is a Thursday, I would suggest that all single family homeowners shut off their irrigation time clock and close their irrigation isolation valve by Monday October 14th. Last year there were a couple of single family homeowners that did not have their system shut down for the blow outs. This resulted in Ever Green having to return to those homes to complete their work.

Multi-family and common irrigation systems are blown out by the irrigation contractor and no action is required from homeowners.

This year we started and ended the year on WFN stage 2 watering restrictions. Thank you to everyone for trying to comply to these restrictions. As we have stated in previous emails that we cannot always adhere to WFN's watering restrictions because of the way our systems have been installed, and the Board and WFN appreciate all your efforts.

Submitted by,
Willie Riewe