



Sonoma Pines Homeowners Management Ltd.

**Board Meeting Minutes
July 2, 2024. 3:00 – 5:00 PM**

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

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

Recorder: Kelvin Mathuik

Residents: 2

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

3) Approval of Minutes

a) Draft SPHM Board meeting minutes of May 6, 2024

Motion: BE IT RESOLVED that the Sonoma Pines Board of Directors approves the draft minutes of April 2, 2024.

Moved by: Kelvin Mathuik Seconded by: Willie Riewe 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. May 2024 Financial Statements.

Moved by: Kelvin Mathuik Seconded by: David Reid Carried with all in favor.

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

d) Safety & Security Liaison

e) Club House & Social Committee Liaison – David Reid

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: Willie Riewe Seconded by: Christine Williams 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 May 3, 2024 – June 27/24.

2150 Alvarado Trail	Multi	Install of ensuite opaque window
2200 Alvarado Trail	Multi	Removal of front yard maple tree
2100 Candalera Place	Multi	Stain cedar accent above garage overhead door
2125 Madera Court	Multi	Install of new shrubs
2313 Pine Vista Place	Single	Prune tree
2315 Pine Vista Place	Single	Removal of front yard tree
2164 Serrento Lane	Multi	Install awning upper deck
3695 Sonoma Pines Dr.	Single	Removal of cedar trees
3835 Sonoma Pines Dr.	Multi	Install 2 new trees.
3849 Sonoma Pines Dr.	Multi	Install walkway/patio extension/removal and capping off irrigation lines for new walkway/rear patio extension/ installation of privacy screen/install awning/install trellis
2105 Talavera Place	Multi	Install 2 new trees, small trees and shrubs, rock extension
2105 Talavera Place	Multi	Install 2 Alta Spruce Dwarf plants
2105 Talavera Place	Multi	Remove & relocate bottom privacy screen
2125 Talavera Place	Multi	Install new tree
2165 Talavera Place	Multi	Install awning/ install 2 solar lights

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

Moved: Jim Burkinshaw Seconded by: Kelvin Mathuik 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 May 3, 2024 – June 27, 2024:

2175 Alvarado Trail	Multi	Removal of shrub owner’s responsibility
2084 Candalera Place	Multi	Addition of 2 yew trees
2154 Serrento Lane	Multi	Paint side of house where front door located
3849 Sonoma Pines Dr.	Multi	Extension on south side of patio

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

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

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

7) Old Business

There was no old business.

8) New Business

a) Corix/Bluestem Utilities

The Treasurer provided an update advising that Corix/Bluestem Utilities do not offer rebates for energy efficiency initiatives similar to Fortis or BC Hydro. In addition, there is no ability for Sonoma Pines residents to seek an alternate service provider due to the original agreement with WFN at the time of development.

b) FireSmart

The Treasurer will provide a communication to Sonoma Pines residents regarding the Board's discussion and decision on this topic.

9) In-Camera Session

The Board went in-camera.

10) Next Meeting

September 3, 2024 (9:00 am – 11:00 am)

11) Adjournment

Meeting adjourned at 5:53 pm.

Welcome to the July 2nd Board Meeting, here's to the warmer weather that is forecasted for our near future, it seems like it's been a long time coming.

I would first like to take this opportunity to introduce our newest Board Member, Christine Williams. Christine joined the board at our AGM in May, she has many years experience in Project Management, Property Management, including Corporations such as ours. We have not made Christines first Month and a half easy as she has taken on the role as Director over seeing the Maintenance Portfolio, working with John Higman and Myself, Christine is having no issues filling that role.

Jim Burkinshaw has remained in the role of our Finance Director, Willie is still managing our Landscaping and Irrigation, and Kelvin is still in charge of Communications, and also taken on the role as Vice Chair. I have taken on the role of the Clubhouse Liasson, and still work directly with our office staff, and a few other issues as they arise.

Yesterday, was of course Canada Day, I'm sure you heard and I hope saw the Parade that circumnavigated our community, once again lead by our Parade Marshall Jim Harris, Debbie Harris and of course their new addition, Archie.

The parade ended up back at the clubhouse where a very large crowd had accumulated out on the patio and grass area. It was very well attended; I am not sure of the exact attendance but all of the outside patio furniture and every table and chair we have was out on the lawn. Every one was enjoying the company of their friends and neighbours, and of course a hardy rendition of Oh Canada.

We can't give the Social Committee enough credit and thanks for the tremendous effort planning, and executing such a successful event. Special shout out to the Chefs, Darryl, Gord and Kelvin, who set up, cooked and cleaned up after. It was a long day for them.

Here's to a long, Hot and Smoke Free Summer Get out and enjoy your community, your City and your Province, you deserve it.

Regards,

David Reid

Board Chair

Sonoma Pines Finance and Audit Committee Report – July 2, 2024

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

1. Regretfully Suzanne Larouche has had to step away from the Finance & Audit Committee. Suzanne was instrumental in helping the new committee pick up some of the loose ends from several years ago, especially the Depreciation Report, Homeowner Fee calculations and Investment Continuity Schedule. Suzanne also completed major sections of a Finance Operating Manual to embed financial protocols for the current and future committees. I guess I don't really need to say that she will be missed! Bon Chance Suzanne, you are welcome back anytime 😊.
2. I have attached the May financial statements. They reflect only the first two months of our fiscal year so there is no clear pattern yet. The Common Revenue & Expense statement shows a surplus of \$46,000. The Multi-Family statements shows a deficit of \$60,000. A deficit is typically forecast for the first several months of the year because spring is when many of our Repair and Maintenance expenses ramp up. Several other things contributed to the deficit; 1) homeowner fees are still at last year's rates, 2) contributions to our Contingency Reserve Fund (CRF) are over budget (but will be corrected) and 3) funds have not yet been brought into the operating account from the CRF – they will be transferred every few months as the CRF-budgeted expenses occur.
3. Our 2022-23 tax filing (T2) was completed and submitted by Grant Thornton accountants. The 2023-24 tax filing will be prepared shortly.
4. Our Property and Liability insurer (Cooperators) required an appraisal of our assets as part of our insurance renewal this year; this was not anticipated. Kent Macpherson was contracted to do the appraisal since it is a natural spin-off from the work they do for our Depreciation Report.
5. Several 'projects' were delayed while we were working on the new budget and preparing for the AGM presentation; these are back on the agenda for follow-up:
 - a. Investment of CRF funds at the Bank of Montreal
 - b. A long-term cash flow forecast to guide us in the investment decisions.

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



Sonoma Pines Maintenance / Committee Report July 2, 2024

Maintenance Committee members David Reid, John Higman, Vern Sarver, Paul Kaiser, Jon Connick & Christine Williams. (last meeting June 25,24)

Since the AGM our Community Services Coordinator along with our Maintenance staff, various Contractors and Committee Members have been working diligently together. There have been various scopes of work completed with many more projects underway.

Over the summer the Maintenance committee, Safety committee and Communications will be looking at creating an emergency response plan to better assist us in the event of an emergency.

This year we will be concentrating on clean-up and review of the major repairs needed and ongoing maintenance of Sonoma Pines.

Status Report:

- New HWT installed June 15,24 in clubhouse.
- Concrete sidewalk repairs done June 12-18,24
- Deficiency roof items started June 28,24 work will run for approx. 2-3 weeks. They are repairing or replacing shingles, Roof caps, flashing joints, plastic vents, vent boots, and installing D rings.
- Maintenance staff are painting all irrigation clock station stands, dog waste stations and door frames.
- The Clubhouse windows were washed May 31,24.
- All stucco repair work has been completed.
- Marmot control was completed on June 14,24 behind 3970 Sonoma Pines drive, behind Solana along the fence line, top end of Candalera, and behind Del Mar Court. We continue to monitor this through the summer.
- First Response hydrant flush will commence Aug 6-9,24
- PRV's to be tested Aug 6,24
- The office and gym lobby were painted, Bathrooms in Gym to follow.
- Maintenance staff have started Sanding & staining the perimeter fence, starting along Solana and around to Mesa Vista.



- Road repairs to start July 17,24.

- Speed signs have been installed near the upper RV lot.

- Ongoing Gutter repair work is being done Saturdays throughout the summer.

- multi-family house painting started on June 18,24 we are in the process of looking at the single-family homes needing painting and will communicate with those owners individually.

- Cedar trellises that SPHM are responsible for will be stained starting approx. 3 rd. week of July

- Telus was here June 28 to install a phone line for the lower gate however new fiber optic Line will need to be installed. We are waiting on a quote.

will forward to the board a quote for the actual cost of installation.

- ASSA Abloy was on site June 28 to look at options on opening the lower RV gate. Waiting on quote.

Best,

Christine Williams

SPHM Board Director -Maintenance

July 2, 2024

Landscaping – Asahi continues to complete the weekly yard maintenance. Recently they have fertilized and sprayed for weed in all areas of Sonoma Pines. They have completed trimming of shrubs in some areas within Sonoma Pines. Work will continue until this is complete.

The landscape committee has a couple of small projects to finish along SPD. This work should be completed within the next few weeks. Next Saturday July 6th some of the landscape committee members will tour the community and identify all the dead shrubs that are located on common property. This will help the committee determine how to handle the removal of dead shrubs. This may have to be done in stages depending on budget and the number that are identified.

There have been a few trees identified that have an infestation of aphids. This typically happens when the tree becomes stressed for some reason. Usually more than one application is required to kill aphids because it depends on what stage of their life cycle they are in when you spray.

There are a few things that can be done to kill the aphids, these are more home, garden or greenhouse applications:

- **Simple dish soap added to water.** Test it on the plants first, as dish soap is harmful to some types, such as herbs.
- **Neem oil.** This can be diluted in water and poured into a spray bottle.
- **Essential oils.** Aphids are particularly susceptible to clove, peppermint, rosemary and thyme. Dilute with water in a small spray bottle.

The landscape committee is helping a homeowner with what appears to be a grub issue damaging the lawn. More information to follow.

At our landscape meeting held on June 30th it was brought to our attention that we have an invasive species here in Sonoma Pines. It is called Myrtle Spurge or commonly known as Donkey Tail or Blue Spurge. This plant can have some serious health consequences if handled improperly. We are developing a communication that should go out to the community on how and what to if you identify this plant.

Tree Committee – The tree committee will meet in the near future to get organized on how they will operate to manage the trees within Sonoma Pines. Once this is complete, we will have a joint meeting between the landscape committee and the tree committee.

Irrigation – Irrigation start-up went well this year with similar number of issues but less severe problems. Chris is kept busy with irrigation issues and requests for repairs to common and multi-family areas. The irrigation committee will start working on the initiatives they have set out for the year. The next irrigation committee meeting will be held on July 9th.



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

Since the last Board meeting, there has been a number of communication messages shared with all residents – i.e. **irrigation/stage 2 watering restrictions and information regarding roof inspections.**

With respect to **irrigation/stage 2 watering restrictions** WFN has begun patrolling our community to monitor compliance. We trust that the latest communique addresses any questions that residents may have regarding the subject. In the latest communique on roof inspections, multi-family residents request a scanned copy of their individual report. Residents were advised that a contractor will commence work on the priority items effective June 28th with an expected 2-3 window for completion.

A message went out to 60+ homeowners who have not provided confirmation of their insurance coverage as required in the leases/bylaws. Since the June 14th deadline, 30 homeowners still have not complied. As a result, a recommendation to be tabled with the Board for the imposition of a penalty as per the bylaws for non-compliance.

Work is progressing extremely well with the contracted website designer on overhauling the Sonoma Pines website. As shared at the AGM key to the redesign is user friendliness as well as dynamic programming features that will allow for the uploading of information such as insurance information as well as the implementation of an integrated calendar of events that will enhance communication to all residents. These latter functions will eliminate privacy issues/concerns. Work also underway to launch three new Sonoma Pines email domains as part of this entire redesign undertaking.

A communique to be sent out to residents shortly on the responsibilities of homeowners with respect to maintaining their yards including adjacent plant/shrub beds.

With respect to our community gates, we have a work order with Telus to instal of a hard wire phone line for our Kantech intercom system at the lower gate.

The next edition of the **Sonoma Pines Newsletter** will be shared with all residents in late summer.

Thanks Everyone!

Kelvin Mathuik
SPHM Board Director – Communications