



Sonoma Pines Homeowners Management Ltd.

**Board Meeting Minutes
September 3, 2024. 9:00 – 11:00 AM**

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

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

Regrets: Kelvin Mathuik

Recorder: Sheila Cole

Residents: 1

1) Call to Order

Meeting called to order at 9:00 a.m.

2) Finalize Agenda

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

Moved by: Willie Riewe Seconded by: Jim Burkinshaw Carried with all in favor.

3) Approval of Minutes

a) Draft SPHM Board meeting minutes of July 2, 2024 (see attached)

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

Moved by: Willie Riewe Seconded by: Christine 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. June and July 2024 Financial Statements.

Moved by: Christine Williams Seconded by: Willie Riewe Carried with all in favor.

The CRF Investment Summary for June 2024 was presented – see attached

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

d) Safety & Security Liaison – S&S Committee meeting minutes Aug 12/24 – see attached

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

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

g) Communications – reported presented by D. Reid on behalf of K. 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 June 28/24 – August 28/24.

3837 Acacia Lane	Multi	Installation of 4 approved shrubs & install patio pavers
2389 Mesa Vista Court	Single	Installation of awning
2291 Pine Vista Place	Single	Installation of solar tube
3692 Sonoma Pines Dr.	Single	Replace eave troughs
3827 Sonoma Pines Dr.	Multi	Installation of awning
3849 Sonoma Pines Dr.	Multi	Extension of patio deck
3976 Sonoma Pines Dr.	Multi	Installation of hot tub
2105 Talavera Place	Multi	Installation of lower patio railing & gate on one side
2236 Terrero Place	Single	Installation of patio awning

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

Moved: Jim Burkinshaw Seconded by: Willie Riewe 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 June 28/24 – August 29/24:

N/A

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

7) Old Business

a) Corix/Bluestem Utilities

The Chair and SP office are checking with Corix/Bluestem Utilities regarding the completion of the meter exchange program maintenance.

b) FireSmart

The West Kelowna First Smart officer still has Sonoma Pines on his inspection list and is planning a visit to Sonoma Pines in October.

8) New Business

No new business.

9) In-Camera Session

No-camera session.

10) Next Meeting – October 7, 2024 (3:00pm – 5:00 pm)

11) Adjournment

Meeting adjourned at 10:00 a.m.

Welcome to the September Board Meeting, I find it very hard to believe it is September already, it seems the summer months just flew by.

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.

One item I would like to address, is unauthorized access through our gates to the community. It has been increasingly more obvious that vehicles are waiting outside of our gates and then following a vehicle through once they have opened the gate. Some of these are delivery people, that have found it less frustrating to wait and follow, than look up and use the access code properly. But others that are following vehicles thru the gates are doing so only as a short cut to then exit our lower gates.

Someone in our community took it upon themselves to stop a vehicle at the lower gate that followed her through the upper gate and explained to her that this is private property and is not for them to use as a short cut. Their response was its ok we know people here in Sonoma Pines. A poor excuse at best, but unfortunately this person ran into the sane lady later that day outside of our community and she took the time to tell our resident, there is nothing that she could do to stop her from using our roads for a short cut because her friend in SP have given her the codes. Perhaps we need to re think how the gates are currently set up, possibly with the need of a RFID reader on the exits also, but this will make it awkward for visitors leaving the community.

In the mean time, residents, please do not give anyone access to our community for any reason other than it being a friend, relative, or a delivery.

Regards,

David Reid

Board Chair

Sonoma Pines Finance and Audit Committee Report – September 3, 2024

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

1. I have attached the June financial statements for the first four months of our fiscal year (April - July); also the quarterly Investment Summary to the end of June. The new homeowner fees, plus the catch-up for April, May and June are reflected in the Revenue lines.
2. The Common Revenue & Expense statement shows a surplus of \$31,866; however, there are adjustments still to be made for repayment of the Lower RV lot loan (approximately \$8,500) and funds yet to be transferred in from the Contingency Reserve Funds.
3. The Multi-Family Revenue & Expense statement shows a deficit of \$46,776. A deficit is budgeted for the early part of the fiscal year since revenue is even throughout the year but expenses tend to be higher during the spring and summer months.
4. \$445,000 in Contingency Reserve Funds on deposit at Valley First Credit Union (Vintage Hills branch) have been transferred to a higher-interest investment and are now earning 4.5%.
5. Our Property and Liability insurance was renewed with our exiting carrier (Cooperators) effective August 26th. The appraisal that was required resulted in an increase in our asset valuation of 28% (from \$14,284,800 to \$18,315,716). That resulted in an overall premium increase of \$8,880, or 11%. At the same time we reviewed, and increased, our coverage for Cyber-security risks.
6. The Finance & Audit Committee has formed a working group to review our Cyber-security measures and determine what steps, if any, are required to 'harden' our computer systems. As an immediate step we worked with our IT contractor and had all the data on our computers encrypted (BitLocker); this provides an extra measure of protection over and above normal password protection. We also confirmed that data stored on the 'cloud' is encrypted.
7. Before she left the Finance & Audit committee Suzanne Larouche completed work on the first draft of our Finance & Audit Operating Manual. She did an excellent job! This manual is intended to codify our policies and procedures and will hopefully ensure that future Finance & Audit committee members have a good 'starting point'.
8. An email will be sent out shortly soliciting an extra member for our committee. If you are interested, or know someone who is, please email the office with a short recap of your experience in the areas of finance, audit, investments, insurance and/or cyber-security.
9. Questions are always welcome!

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

CRF Investment Summary
As At June 30, 2024

			Cost	Int Rate	Maturity Date	Common	Multi-Family	Notes
Liquid Investments								
BMO Trust								
Per General Ledger	BMO		1,887,630.33	N/A		711,387.03	1,176,243.30	1
Valley First - Aviso (AKA Credential)								
NEI SAV MAX ACCOUNT	Aviso		489,482.60	4% to 5%		349,183.91	140,298.69	2
Cash	Aviso					0.90	2,160.66	2
Valley First - Retail								
Special Business Chequing Acct	Valley First		820.32	N/A		820.35		3
Commercial High Interest Savings	Valley First			N/A		220,262.27	225,060.99	3
Total Liquid Investments						<u>1,281,654.46</u>	<u>1,543,763.64</u>	
Locked Investments								
Business Long Term non-redeemable	Valley First		134,845.45	5.35%	1-Feb-25		141,574.86	3
FIRST ONT GIC 5.16%	Aviso		250,000.00	5.16%	29-Nov-24	250,000.00		2
MERIDIAN CU GIC 5.11%	Aviso		208,041.00	5.11%	16-Dec-24		208,041.00	2
BMO TRUST CO GIC 5.1%	Aviso		100,000.00	5.10%	1-Dec-25	100,000.00		2
COAST CAP GIC 5.1%	Aviso		100,000.00	5.10%	1-Dec-25	100,000.00		2
RBC GIC 5.1%	Aviso		100,000.00	5.10%	1-Dec-25		100,000.00	2
Steinbach CU GIC	Aviso		150,000.00	4.80%	5-Jan-26	150,000.00		2
RBC 4.4%	Aviso		100,000.00	4.40%	19-Jan-27	100,000.00		2
Meridian CU GIC	Aviso		250,000.00	4.40%	5-Jan-28	250,000.00		2
Total Locked						<u>950,000.00</u>	<u>449,615.86</u>	
Grand Total Investments						<u>2,231,654.46</u>	<u>1,993,379.50</u>	
Other items included in CRF								
Designated Funds - Phase 3 Gate (Solana)						7,248.80		1
GST Receivable						12,500.00		
Lower RV Lot Investment Loan						210,732.30		
Credit Union Rewards & Shares						6.36		3
Adjusted CRF Balance						<u>2,462,141.92</u>	<u>1,993,379.50</u>	
Interest to Be booked in G/L								
Valley First High Int Svgs	February Interest					260.82	266.63	
Valley First High Int Svgs	March Interest					(279.14)	(285.36)	
NEI Savings	Reverse Jan Interest					1,787.67	826.24	
NEI Savings	Correct Jan Interest					(2,240.85)	(373.06)	
NEI Savings	Reverse Feb Interest					780.05	1,092.25	
NEI Savings	Correct Feb Interest					(1,605.08)	(267.22)	
NEI Savings	Reverse Mar Interest					756.05	1,058.65	
NEI Savings	Correct Mar Interest					(1,555.70)	(259.00)	
NEI Savings	Error in March JE	Posted as				780.05	1,092.23	
NEI Savings	Error in March JE	S/B				(756.05)	(1,058.65)	
NEI Savings	Rounding Error to Agree to Suzanne's achedule					(0.03)		
Valley First High Int Svgs	April Interest	Valley First				(270.56)	(276.46)	
NEI Savings	April Interest	Aviso				(1,460.05)	(684.07)	
Valley First High Int Svgs	May Interest	Valley First				(262.52)	(268.23)	
NEI Savings	May Interest	Aviso				(1,414.48)	(568.32)	
Valley First High Int Svgs	June Interest	Valley First				(234.19)	(239.30)	
NEI Savings	June Interest	Aviso				(1,253.25)	(503.54)	
G/L Balance Jun 30/24						<u>2,455,174.66</u>	<u>1,992,932.29</u>	

Notes

- 1 Total in BMO Trust Account \$ 1,894,879.13
- 2 Total Cost per Aviso Statement
- 3 Total Cost per Valley First Statements



Sonoma Pines Maintenance / Committee Report September 3, 2024

Maintenance Committee members David Reid, John Higman, Vern Sarver, Paul Kaiser, Jon Connick & Christine Williams. (last meeting August 27,24)

In the last couple of Months our team has been working hard to get various projects underway and others completed.

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

We continue to review our ongoing maintenance and major repairs to prepare us for the coming year(s).

Status Report:

- Deficiency Roof items are well underway with over 120 homes as of July 31. Work has been moving along. We are expecting another report soon. Additional work identified is being addressed as they move forward.
- Maintenance staff continue to do the necessary painting while weather permits.
- Our Hydrant flush and PRV testing has been completed.
- Fence painting is moving along and should be completed soon.
- Road repairs have now been completed.
- Gutter repairs are ongoing. As the seasons change the cleaning of the gutters is being scheduled for the multifamily homes.
- Painting and staining continue while weather permits on the multi-Family homes and trellises SPHM are responsible for.
- We continue looking at all single-family homes needing painting and will communicate with those owners individually. As well we are looking at Multi-Family Homes to identify those in need of painting moving forward.
- Our CSC is coordinating work with Telus to install our new fiber optic for the lower gate.
- There is some small stucco repairs needed to be completed. The work will commence the week of September 2nd.
- The Wrapping of some of our utility boxes approx. 5 to 8 units will be completed this year. Once completed our utility provider will replace the safety stickers.
- 11 windows are needing replacement this work has been awarded to Starline windows.
- We are currently having various rock walls in the community reviewed.
- We are currently looking at options to do an exterior house inspection on the multi-family homes. This will help us better identify any possible future work needed. This will also help with insuring we stay in line with the upkeep of the depreciation of our assets as outlined in our depreciation report.
- 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.

Best,

Christine Williams

SPHM Board Director -Maintenance



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

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: August 12, 2024 at 10:30

Welcome: to all

Present: Chair RE Scruton, CTR; Paul Kaiser – Co-chair, Ty Spense, D. Bellamy

Regrets: N/A

Chair called the meeting to order at 10:30

Old Business:

Chair reviewed the following:

1. Radon Test results from May received June 18 with Chairs home reading at 58. Others tested were similar.
2.
 - a. Paul provided the most recent Speed Reader Reports. Problem with reporting information since mid May due to non-payment of monthly bill, now corrected. The Board is looking at other options though Paul believes the easiest is month to month.
 - b. Chair asked about a 2nd battery with CSC advising @\$100 with a prior contact. Request to have a 2nd battery purchased as back-up.
 - c. Paul requested we shut the system down in Early December and bring it back on-line in mid February due to snow and lack of sunshine. Then switch out the battery.
 - d. Paul also requested the Speed Reader be relocated to the upper end of Sonoma Pines Dr. in between 3693 and 3697.
3.
 - a. Board looked at options for owners to fire-safe their homes with Landscaping Committee addressing best options for tree/shrub replacements and some Zero-scape when possible.
 - b. Firesmart advised SPHM is not in a significant area of concern and will have a representative drive through at some point identifying some corrective measures. Unsure if this occurred or not!
4.
 - a. Boulevard tree roots uplifting concrete sidewalk have been removed and sidewalks repaired.
 - b. Concern of chipped sidewalk ramps being a tripping hazard with all having some damage from snow removal and people having to watch their step.
5. Block Watch update with S&SC Chair covering Acacia Lane while others stepped up to cover Siringo, Madera and portions of SPD.
6. Marmots continue to be problematic with Board following up with WFN and making limited headway. At least communications are open. Staff continue to smoke out burrows and one owner has trapped and released 67.

Business Arising: N/A

New Business

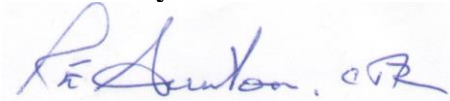
1. CSC Report – John provided Speed Reader battery cost of @\$100.00
2. Board is undertaking an Emergency Response Plan without this Committee's involvement. Committee has provided input to the Board regarding same. Committee discussed other aspects which should be included.

3. Request to have exterior AED signage placed so owners know we have AED's in the Clubhouse. Discussion on liability, inability to use or have replaced when used, time to access and return would take too long (eg. 3800 SPD to Clubhouse and back or Madera to Clubhouse and back, etc.), specific to Clubhouse, etc. So request denied as it's Clubhouse specific.
4. Speed signs both located near the entrance as Board Chair advised this is where most of the speeding complaints were from.
5. Information out on exposure to hazardous plant (Donkey Tail or Myrtle Spruce).
6. Inquiry about drones overhead and other than roofers checking condition consider realtors for house photos.
8. 2024 meetings scheduled for **October 16** at 2:00 pm and from December 18th at 1:00 pm. **These are on the SPHM Calendar.**

Adjournment

Chair adjourned the meeting at 11:15 hours.

Recorded By

A handwritten signature in blue ink, appearing to read "RE Scruton, CTR".

RE Scruton, CTR
Chair SPHM S&SC

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

- The clubhouse Domestic Hot water tank has been replaced.
- The office area has been repainted.
- The office area has had the acoustic panels installed.
- We are still looking at building a roof over the outside Storage area, hopefully early this fall.
- The Sound Mixer and Speakes have been replaced in the Great Room, these purchases were paid for with funds from the Social Committee.

Up Coming

- September 9th is the date for the Sonoma Pines Classic Golf Tournament. The tournament is sold out as usual.

Note

- Allan Brown, our clubhouse Flag Manager for the last 10 eyuears or so is leaving the community. We want to thank AI for his dedication over the years, and wish him well in the future.
- The Flag Management will be taken over by the Clubhouse committee goiig forward.

Regards,

David Reid

Clubhouse Committee Liason

Landscape and Irrigation Report For September 3,2024

Landscape – The landscape committee has completed the two small projects along Sonoma Pines Drive. We continue to weed and water these two areas to ensure these plants get established and then the irrigation that they receive will be sufficient to sustain those plants. 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 clean up. We hope that we can do this when we have the large bin by the clubhouse to dispose of the plant material. This will be much more convenient and save many trips to the landfill plus all the individual charges for disposal.

On July 31st we had Cody Tree Services come and do a health assessment of some of the stressed trees in our community. Essentially the stressed trees are a result of lack of water. One of our committee members did some research and found the “5 gallon bucket watering method.” We contacted WFN and explained our situation with some of the trees within Sonoma Pines and asked if we could use this method to water our trees. Within a few hours we had a response back from WFN giving us permission to use the 5 gallon bucket watering method. On August 12th a couple of the committee members offered to drill 2 - 3/32” holes in homeowners 5 gallon buckets and explain how this method slowly releases water into ground. As a reminder the buckets should be placed at the “edge of the canopy” and NOT near the trunk of the tree.

On August 7th the landscape committee asked Dan Effa of Effa Landscape Design to view our community and offer suggestions on where the landscape committee could do a xeriscape demonstration area for the community to experience. One of the areas that seemed to be acceptable to the committee was an area by the upper RV lot. This could be a “destination area” where people could rest and enjoy the small “garden” while sitting on a bench before continuing to the top of Sonoma Pines. The committee will have to decide on a design with possibly having the project budgeted for and completed in 2025.

Myrtle spurge is an invasive plant in B.C. and can be dangerous to humans and animals if you come in contact with the white milky substance within the plant. In our communication to the community, we had asked homeowners to report any sightings of this plant to the office so the landscape committee could deal with this issue. Over the course of a few weeks there were several different locations where this plant was located and carefully dug out. Just this past week I had returned to those locations to see if more plants were growing and additional few plants were dug out. We will continue to monitor these sites and again ask the homeowners to report any locations of these plants.

The tree committee held their organizational meeting on August 27th. There will be more information coming forth in the near future.

Irrigation – Chris has been very busy so far this year. At the end of July, Chris has handled 310 investigations and repairs. Chris only handled 401 issues all of last year so we could easily exceed last years investigation and repair issues. So far this year Chris has spent 74.7% of his time dealing with multi-family irrigation issues. The common areas have required 25.3% of Chris’ time.

All the investigation and failures are very similar to last year. Common issues are: couple of broken 1” lines, broken rotors, nozzles, pop ups, replace drip lines, a couple of clock replacements, valve replacements, valve

repairs, decoder issues, clock adjustments, repaired punctures in pipe by clubhouse, solenoid replacements, “no water” issues which could have resulted from clock, valve, solenoid or piping issues.

Over the course of the last few months, we have sent out a couple of communications about WFN watering restrictions and clarification of their restrictions which was reviewed and approved by WFN. As previously mentioned, we will adhere to WFN watering restrictions as close as possible for common and multi-family areas. This means we will water only two days a week but it may not always be the Saturday/Tuesday or Sunday/ Wednesday or exactly between the midnight to 6 am timeframe. Single family homes have their own timeclocks and must adhere 100% to WFN watering restrictions. I have helped 16 single family homeowners program their timeclocks and knocked on numerous doors to discuss WFN watering restrictions. Again, it’s about how we use the water we have available to us and not just the volume of water we use!

Submitted by,
Willie Riewe



Sonoma Pines Homeowners Management Ltd.

Communications Report

Board Meeting September 3, 2024

It is hard to believe that we are now into the month of September! July and August seemed to skip by in a flash!

Since our last Board meeting on July 2, 2024 there has been a number of communication messages shared with all residents.

For your reference they included the following communiques:

Respect and Civility Matters
Knowing Your Landscaping Responsibilities
Important Notice Regarding Toxic Invasive Plant
Pets
5 Gallon Bucket Watering Method
Stage 2 Watering Restrictions

In the July 2 Communications Report we indicated that 30 homeowners had not provided confirmation of their insurance coverage as required in our leases/bylaw. Several follow up messages were sent to the remaining homeowners. The result was 9 homeowners remained in non compliance. As a result, pursuant Sonoma Pines Bylaw 13 a fine of \$250.00 was imposed. Homeowners are reminded that it is a requirement to provide confirmation of insurance to the office within 14 days of insurance confirmation/renewal. Please find attached to this report a copy of the insurance guidelines for your information/reference. Finally, for your awareness we have now commenced sending a reminder message the month prior to all homeowners whose insurance policy will be expiring.

Work is well advanced in a complete redesign of the **Sonoma Pines Website**. A beta version is currently being reviewed/tested. The new site looks amazing! We are confident that when we introduce the new website to you that our redesign goals of - user friendly - easy to navigate – and clarity in finding information – have all been met! We are aiming to launch the new site by the end of September. Stay tuned everyone!

I am pleased to report that our gates have been working without any major issues for the past 5+ months! This is such good news given the issues experienced last fall/winter with the original hardware that was installed. For your awareness we will be proceeding with the install of a new Telus phone line at the bottom gate. This hard line will eliminate issues with the Kantech intercom system which is currently running on a cell phone relay mechanism.

In the coming weeks we will be sending out messages about irrigation line blow-outs, fall landscape tree and shrub trimming as well as yard and community trees/plant clean up.

Finally, the next **Sonoma Pines Newsletter** will be shared with all residents in mid/late November.

Thanks Everyone!

Kelvin Mathuik