



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes May 6, 2024. 3:00 – 5:00 PM

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

Attendance: Dave Reid, Jim Burkinshaw, Willie Riewe

Absent: Tom McEwen, Kelvin Mathuik

Recorder: Sheila Cole

Guests: 2

1) Call to Order

Meeting called to order at 3:07 pm

2) Finalize Agenda

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

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

3) Approval of Minutes

a) Draft SPHM Board meeting minutes of April 2, 2024

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

Moved by: Jim Burkinshaw 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. March 2024 Financial Statements.

Moved by: Jim Burkinshaw Seconded by: David Reid Carried with all in favor.

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

d) Safety & Security Liaison – S&S April 2024 meeting minutes attached

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: Jim Burkinshaw 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 March 29, 2024, to May 2, 2024.

2175 Alvarado Trail	Multi	Remove cedars & shrub and replace with lattice divider.
2145 Madera Court	Multi	Remove dead shrubs and install paving stones beside garage.
2385 Mesa Vista Court	Single	Remove tree.
2391 Mesa Vista Court	Single	Install awning and screen upper deck.
2286 Pine Vista Place	Single	Painting door frames. Staining cedar accents.
2144 Serrento Lane	Multi	Install awning upper deck.
3697 Sonoma Pines Dr	Single	Removal of cedar trees

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

Moved: Willie Riewe 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 March 29, 2024, to May 2, 2024:

2105 Talavera Place	Multi	Installation of patio pavers to extend lower patio
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- c) The following alteration request(s) required Board approval: N/A

7) Old Business

There was no old business.

8) New Business

- a) New Board Directors Required

There are three two-year positions open on the Sonoma Pines Board of Directors. The Board is seeking nominations to be submitted to the Sonoma Pines Administration office no later than May 16, 2024. In the alternative, nominations will be taken from the floor at the May 28, 2024 Annual General Meeting.

9) In-Camera Session

The Board went in-camera.

10) Next Meeting

June 3, 2024

11) Adjournment

Meeting adjourned at 4:55 pm

Welcome to the May 6th Board Meeting, it's nice to see the weather starting to get warmer, this spring has just seemed to go on for ever.

On April 17th we held two Town Hall sessions, the total attendance was approximately 100 residents. The discussions were related to some proposed changes to our articles, a hand out was available at the meeting for those in attendance and was also sent by email to each resident in the community. We are reviewing the responses from the community, and our legal counsel, and will be letting the residents know very shortly what we will be voting on at the upcoming AGM.

Also reviewed at the town Hall was our financial report for 2023/24, and our proposed budget for the upcoming fiscal year of 2024/25, these documents were also handed out at the meeting and emailed to each resident. We will be looking for approval of those reports at the AGM also.

We most recently received the draft copy of the new Depreciation report. Once finalized we will be posting the document on the Sonoma Pines Website

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.

In closing I would like to send a thank you to the few residents I have witnessed lately taking the time to weed the areas between the rock walls and our streets. We know that these areas cannot be sprayed for weeds due to the nesting swallows, so this weeding by hand is greatly appreciated. If more people took the time to weed these areas, it would just help in keeping our community pristine.

Regards,

David Reid

Board Chair

Sonoma Pines Finance and Audit Report – May 6, 2024

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

1. The FINAL year-end statements are now ready for the AGM package. Coldwell Banker made some late expense entries that reduced the Common surplus from \$164k to \$154k. The Multi-family surplus was reduced by a few hundred dollars. The statements will be presented at this Board Meeting. Questions on our financials are always welcome!
2. The draft Depreciation Report was received from Kent Macpherson several weeks ago and is being reviewed by the Finance & Audit Committee members. It does not appear to contain any information that would change the Contingency Allocation amounts currently in the 2024-25 budget for Common or Multi-family. Once our review is complete we will make a presentation to the Board.
3. Although Strata regulations concerning Depreciation Reports were recently changed from a 3-year requirement to a 5-year requirement, the initial response from the Finance Committee is that we are better served with the more frequent, 3-year cycle. A Contingency Reserve strategy that responds more frequently to market conditions will enable more informed, long-term decisions for the benefit of current and future homeowners.
4. Roy Evans and I reviewed the Social Committee's accounts recently with Jean Scheidl. The Social Committee works at arms length from the Board but they welcomed the review of their books as a further level of assurance that they are 'on the right track'. The books are in fact very well kept; receipts are on hand to support all expenditures and appear appropriate, the Petty Cash fund balanced to the record and the general account balanced to their March 31, 2024 Bank Statement. Virtually all transactions are in cash so this level of accuracy and documentation is important. We commend Jean and the committee for a job well done. As had been previously discussed it was agreed that the Finance Committee would review the books of the Social Committee once a quarter and present a summary statement to the Board at the fiscal year-end. Moving responsibility for Clubhouse rental payments from the Social Committee to the office last year was a welcome change by the committee!
5. Our next task is to review our Contingency Funds at the Bank of Montreal and make some investment decisions that will yield better interest revenue.

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



MONTHLY REPORT – Apr-May 2024

General Maintenance

- Lalo has continued to sweep on SPD and clean the common rock areas of weeds and dead vegetation.
- We will not have the Power Sweepers in the community this year. We have very little sand on the roads due to the Brine solution used throughout the winter.
- Maintenance has purchased a grass trimmer to monitor the weeds at both RV lots. Asahi charged \$200/trip.
- Asahi cleared the easement of dead vegetation and overgrown weeds at the end of Alvarado, Madera, Siringo, and Talavera. Should be an annual job each spring.
- Lalo has started prepping and painting all irrigation clock station stands. He will also be doing the dog waste stations the same green color.
- Roof Inspections - The total itemized list of deficiencies will be completed by weeks end . This will allow us to get accurate quotes for repair and replacement work on roofs for a specific issue.
- Clubhouse windows to be washed by Men in Kilts. May 31/24.
- Marmot control done again on May 4/24 behind 3970 SPD, behind Solana along the fence line, top end of Candalera, and 3805/03 Del Mar Lane

- Joe and Sons will be contracted to perform the required Sidewalk repairs.
- Request for Pacific Western to do the fire hydrant flush. Request for quote coming.
- Mearl's has been requested to test PRV's and to clean screens. No date set yet.
- Vern will finish staining all the fence on SPD May 8/24 and will move on to the fence behind 3980 SPD and work up towards the end of Solana, and around eventually to Mesa Vista.
- - The office paint has been purchased for work to be done on inclement weather type days.

Landscaping

- Microbe Tree Service will be removing 11 various dead trees and 4 very large shrubs around Corix boxes on May 17th.
- Asahi is allowing us to dispose of two tarp sized loads of dead vegetation every 2 weeks.
- Asahi has been reminded to park at various locations each week so as not to inconvenience the same occupants.
- We have asked Asahi to make sure the shrubs are pruned around the Corix electrical boxes for maintenance purposes to code. Lalo will be removing any vegetation within the minimum distance code.



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

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: April 12, 2024 at 1:00 pm.

Welcome: to all and was so sorry to hear of Don Porters passing. He was not only a neighbor, committee member and contributor for our community but a friend.

Also regret to advise Larry Presta has stepped down due to health issues.

Present: Chair Bob Scruton, Co-chair Paul Kaiser, Darrel Bellamy and Ty Spence **Regrets:** N/A

Old Business:

Chair reviewed the following:

1. Marmot concerns recognized at the Board level with one bombing event taking place and further ones as identified.
2. Radon Test results not in until May though Chair had lower reading of 60 from 2023 tests and is hopeful 2024 read as low or lower. Discussion on low/negative radon test or remediation becoming part of any future property sales agreement.
3. Paul provided recent Speed Reader Reports. Chair asked about a 2nd battery though nothing back. Chair to provide Board with Speed Reader results as part of these Minutes.
4. Additional Clubhouse parking concern still in discussion at Board level.
5. District Development progressing.
6. Office sound reduction – doors replacement done with a difference and some acoustical tiles budgeted for 2025.
7. Board looking at options for owners to fire-safing their homes with Landscaping Committee addressing best options for replacement of hazardous plants, shrubs and trees. Concerns of some boulevard tree roots uplifting concrete sidewalk and remediation of sidewalks and possibly tree removal as too large. Co-Chair involved in checking tomorrow.
8. Chair confirmed Roles and Responsibilities of the S&SC and RV Lot Liaison placed on the SPHM website.
9. 2024 Budget similar to 2023 +5% due to COLA with Chair to affirm with Board Chair. Discussion on costs to replace hydrants, valves and water lines in the future and budgeting for this now.

Business Arising: Chair advised of:

1. Block Watch results – a second request went out to cover off Sonoma Pines Dr. (2 or 3 needed), Acacia Lane, Siringo Lane, Solana Place and Talavera Place sent out. A 3rd request to go out as we need people to step-up to cover these streets. Several owners have submitted an interest as Captains or Co-Captains though waiting to have a meeting to discuss and review. Discussion on options if not enough members signing up. Main one is going back to having periodic (once a month maximum) notifications come out from the Block Watch Coordinator to the office and this sent out to owners. Chair to contact Board Chair regarding this.

New Business

1. CSC Report – N/A
2. One owner voiced concerns of different vehicles parking in front of a home while homeowners were away. Chair followed up through the office and confirmed neighbours parking in driveway.
3. Chair suggested we have the office add to the Block Watch request the need to have a couple more volunteers step-up for the Safety & Security Committee as we're down to four members.
4. 2024 meetings to be re-scheduled prior to the Boards Management meetings (usually the 3rd Monday of the month). Proposed dates include June 12, August 14, October 16 at **2:00 pm** and from **December 12 to 18th at 2:00pm**. Chair to see if the office can reschedule before committing.

Adjournment



Recorded By

RE Scruton, CTR

Chair SPHM S&SC

Report For May 6, 2024

LANDSCAPING – This past winter seems to have been harder on the shrubs and trees than in past years. We have had numerous requests to remove dead shrubs and trees. The landscape contractor has been in our community a number of weeks doing some final clean up and lawn care. Reminder that if you want to look after your yard, excluding lawn care, for the summer trim only you can go down to the office and sign up for the “red stake program” before May 15th. You can also pick up your two red stakes that must be displayed in the front and back of your yard so the contractor is aware that the homeowner is responsible for their yard for the summer trim.

The landscape committee, along with additional volunteers, did a complete rework oval garden. All the dead shrubs and plants were removed, others were trimmed back and the debris hauled away. All remaining perennials were removed so fresh soil could be added to help with the growth and for water retention in the soil. The plants were then replanted in appropriate locations to enhance the beauty of the garden. We also decided that we should add additional rubber edging to separate the front and back of the oval garden as well as installed the edging around the perimeter of the garden. The old mulch was removed and fresh mulch was installed in the front and rear garden area. We had to replace a couple of the sprinkler heads and adjust others to ensure we had adequate coverage during our watering days as allowed by WFN water restrictions. Plants that weren't planted in the oval garden were planted in other common areas around Sonoma Pines, however there is still work to be completed. Thank you to all the community volunteers and members of the irrigation and landscape committees. I personally had many compliments on the oval garden.

Mark you calendars for May 11th between 10am – noon for the first annual spring clean up. Come out with your neighbors and help clean up **common areas on your street**. In the previous notification the landscape committee had asked that each street organize themselves to pull weeds and remove dead shrubs from common areas. This would also be an opportunity to help your neighbor if for some reason they are not able to do common areas around their home. The yard waste can be stored in reusable bins to be picked up by our landscape contractor on the 1st and 3rd Tuesday of each month. They will not take whole shrubs, root balls, or any other material besides plant material.

The landscape committee have a couple smaller projects that we would like to complete to help beautify our community.

Also mark your calendar for May 21 at 6:30 for a presentation by Sigrie Kendrick of the Okanagan Xeriscape Association. 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 maintenance costs and maintain the beauty of our community. Please sign up on the clip board located outside the office before May 17th.

Next landscape committee meeting is May 14th.

IRRIGATION – Irrigation start ups have been completed. Unfortunately, the irrigation contractor had already completed the start ups in a couple areas prior to Sonoma Pines receiving notification about the stage 2 watering restrictions. There were a few single family homes that had to re-program their irrigation clocks. I received approximately a dozen calls to help set up single family homeowner's irrigation clocks.

Please, if you think there is an issue with watering, contact the office so we can investigate any potential problems. As a reminder, we will try and comply with WFN watering restrictions as closely as possible for all multi-family and common areas. To put the complexity of multi-family and common areas irrigation systems into perspective, the system is comprised of 43 electric and battery irrigation clocks. The number of zones per clock vary from a few zones on battery operated clocks to 79 zones on one large electric irrigation clock. In total there are 593 zones just for multi-family and common areas. I can't imagine how many individual sprinkler heads and drip lines there are to water these areas. Single family homes have their own individual irrigation clocks and must comply with WFN watering restrictions.

There are a number of initiatives the irrigation committee will be undertaking this year. The committee would like to install filtration on Candalera'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 touch-up of paint, which will be done by our staff.

Next irrigation meeting is scheduled for May 7th.



Sonoma Pines Homeowners Management Ltd.

Communications Report

May 6, 2024

Since the last Board meeting, there has been a number of communication messages shared with all residents – i.e. **spring start up messages with respect to landscaping, irrigation and stage 2 watering restrictions, solicitation of members for a new tree committee as well as the new Sonoma Pines office hours.**

With respect to **stage 2 watering restrictions** WFN has been patrolling our community and has raised concerns on overall compliance. As a result, Willie and I will be meeting with the WFN utilities head in the near future -TBD - to discuss our watering infrastructure for our common areas as well as the multifamily homes and our inability to meet the even/odd watering guidelines. Post this meeting a reminder message to residents will be sent to ensure we have full compliance across our community.

With respect to our community gates, we are needing to pursue the instal of a hard wire phone line for our Kantech intercom system. A hard wire was not installed by the past board, resulted in challenges to the reliability of operations as evidenced by the most recent downtime (gates needing to left open). Telus will be out shortly to undertake an onsite review and provide a cost estimate to complete this necessary work. Finally, the new service contracts that are in place with both Terracom Systems and Assa Abloy to oversee the electronic and hardware portions of our upper and lower gates are working very well.

Changes to **SPHM LTD insurance requirements** has been sent out to all owners. Questions received continue to be responded to with only a few remaining.

Discussions continue with a website designer on refining the business proposal to redesign our Sonoma Pines website. As shared at the recent town halls sessions, key to the redesign is user friendliness as well as dynamic programing 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 any of the privacy issues/concerns. We will also be launching three new Sonoma Pines email domains as part of this entire redesign undertaking.

The two **Town Halls** sessions that were held on April 17 were attended by approximately 85 residents. As shared in the town hall summary email the Board really appreciated the active engagement and the excellent questions/comments and recommendations. A follow up message to residents on the progress of the Articles of Incorporation will be sent out shortly.

Owners will see a message on **the call for Board member nominations** shortly. As shared at the Town Hall sessions the Board has 3 – 2-year Board term positions available.

The **Annual General Meeting will be held on May 28th**. An agenda will be shared with all residents no later than May17, 2024

The next edition of the **Sonoma Pines Newsletter** will be shared with residents later this month. Board members will be asked for their input on the draft newsletter in the coming weeks.

Thanks Everyone!

Kelvin Mathuik
SPHM Board Director – Communications