



MINUTES OF THE ANNUAL GENERAL MEETING FOR THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) HELD ON MAY 8TH, 2012 AT 7:00 PM AT THE HOLIDAY INN, 2569 DOBBIN RD. WESTBANK, B.C.

CALL TO ORDER - R. Zivkovic, Strata Manager, welcomed the owners to the Annual General Meeting and called the meeting to order at 7:00 P.M.

PROOF OF ATTENDANCE - Proxies and corporate representatives were certified and voting cards were issued upon signing in. There were 120 homes represented, 12 of which were by proxy, thus a quorum was established.

PROOF OF NOTICE – R. Zivkovic confirmed that the notice of the AGM was distributed to all owners in accordance with the *Act*.

It was moved and seconded to approve the proof of notice of the 2012 AGM; motion carried.

APPROVAL OF AGENDA – R. Zivkovic outlined the order of business and items on the agenda.

It was moved and seconded to approve the agenda as distributed; motion carried.

INTRODUCTION OF THE HEAD TABLE – R. Zivkovic introduced the head table which consisted of the SPHOA & SPMFA board members; Joel Young, Mike Barrett, Kimberly Westgate (Rykon Rep.), Tom McEwen, Bob Wiltshire, Norm Asselstine & Andrew Gregson.

APPROVAL OF MINUTES – The minutes of the last Annual General Meeting held May 17, 2011 were distributed to all owners in accordance with the *Act* and presented to the owners for approval.

It was moved and seconded to approve the AGM minutes of May 17th, 2011 as distributed; motion carried.

REPORTS

CHAIRMAN'S REPORT (Mike Barrett) – M. Barrett provided an overview of some of the achievements made in 2011/2012. The finance committee managed to invest some of the Contingency Reserve Funds into a GIC. An Investment Policy was implemented by the finance committee and Mike expressed thanks to Jim Swift for his contribution and writing the policy draft. A total of \$200,000 was invested; two \$100,000 GIC's, one with the common reserve funds and one with the multi-family reserve funds. Improvements were made to the RV Park and security was installed. The chairs focus for the coming year will be to see an increase in owners participation and more social events. The new board will be sending invites and requesting volunteers for a social committee and would like to promote more participation from the owners. More participation and volunteers will mean cost savings to the Association and will help develop more community spirit.



COMMITTEE REPORTS

B. Wiltshire presented a summary of the landscaping activities for the past year. The landscape contractor, Asahi, continues to maintain the grounds; Wednesday and Friday is lawn cutting day. A monthly landscape report is available to all owners. United continues to maintain the warranty on new construction. There is a sign up sheet for owners who do not want pruning or spraying done. You may also email Bob at sonomapineslandscaping@gmail.com to be added to the "No Prune" or "No Spray" lists. Bob expressed an interest in participating in "Communities in Bloom" and seeks owner's involvement. A sign up sheet is also available for owners who would like to be involved in the clubhouse.

Joel Young, chair of the safety and security committee, presented a report on the progress made towards the overall safety and security of the development. Emergency 911 fridge magnets, sponsored by Papa John's Pizza, were provided to all homes. Block Watch/Crime Watch was arranged and 4 information sessions were held at the RCMP bldg with RCMP, Fire and Ambulance services. A security alarm system was put in place with Alarm Force, along with security signage. A security patrol contract with Commissionaires is now also in place. West Kelowna Citizens Patrol conducted speed patrols in development. J. Young met with the B.C. Ministry of Transportation requesting a 4 way stop sign be installed at the corner of Butt & Carrington. This request was denied as their traffic engineer conducted speed and traffic tests and felt it didn't warrant a 4 way at this time. Rykon has installed the "Rear Gate" to deter non-owner drive-through traffic. Duane McTavish, Crime Prevention Coordinator continues to work with Joel on newsletters and email information and tips for safety and security. Joel is open to organizing more Block Watch activities as the owners may enthusiastically request.

"WE MUST ALWAYS BE MINDFUL OF THE BLOCK WATCH PRINCIPLE OF TAKING CARE OF EACH OTHER THROUGH MONITORING TRAFFIC, PEOPLE AND SOUNDS IN OUR COMMUNITY AND REPORT SUSPICIOUS SIGHTINGS IMMEDIATELY"

APPROVAL OF FINANCIALS AND OPERATING BUDGET

Andrew Gregson, chair of the finance committee, presented the owners with information concerning the financial position of the association, including graphs and spreadsheets outlining where funds were spent over the past year. A surplus of just over \$39,000 from the 2011/2012 year was noted and will be allocated towards the clubhouse project. As of the end of the fiscal year there was \$64,352.88 in the operating account and \$316,064.38 in the CRF, which includes the two \$100,000 CRF investments.

A review of the proposed revenues and expenses for the 2012/2013 year took place. The finance committee spoke about the impacts of the depreciation report requirements and the effect on maintenance fees. The floor was opened and general questions and discussion took place.

Carrington Road Holdings Ltd. also spoke to the proposed budget, the depreciation report regulations and expressed their position on the matter.

A motion was made to approve the budget as presented.



It was moved and seconded to approve the proposed budget for the fiscal year, April 1st, 2012 to March 31, 2013 as presented; motion carried.

RYKON DEVELOPMENT UPDATE

Adrian Block, President of Carrington Road Holdings Ltd., provided the owners with an overview of the projects completed, including a new park area in 2010, gates at the bottom of the development in 2011 and a clubhouse at the end of 2012. Near the end of 2013, Carrington Road Holdings will apply a ½ lift of asphalt on Sonoma Pines Dr, all the way to the new show homes. Side streets will be done with a full lift of asphalt.

Rykon Construction continues to work with the board on the clubhouse project; drawings were on display. It has been a steady year for construction and new show homes were built. They have faced challenges and concerns with more RV parking and are working on a concept at the bottom of the site. Carrington Road Holdings is currently working with WFN to address water management issues and a detention pond at the bottom of S.P Drive. The floor was open to questions.

Q: When will all construction be finished?

A: It is hard to predict based on numerous factors but they feel a minimum of 4 more years until the development is complete.

Q: Will there be parking outside the clubhouse?

A: There is no extra parking available at the clubhouse.

QUESTIONS & ANSWERS

The floor was open to general questions and answers regarding the development and community.

Q: An owner raised concerns and made comments about the landscaping in phase 8. Why are they serviced by United and not Asahi?

A: All new landscape construction has a one year warranty period. All landscaping within the phase must be completed before it is handed over to the Association and taken over by Asahi.

Q: There is a dead tree at 3682 Sonoma Pines Drive; will it be replaced?

A: Yes, Bob Wiltshire will arrange for replacement.

Q: What is going in the clubhouse?

A: The clubhouse has 2,800 sq. ft. of space on the main floor and an unfinished basement. Included in the plan so far are a ballroom, kitchen, open area and patio. A clubhouse committee will need to be formed to address items like the budget, furniture, a gym, library, etc. A sign up sheet was made available for the owners to volunteer.

Q: Will there be a survey about the clubhouse?



A: The clubhouse committee will be tasked with getting a survey completed.

Q: What is the clubhouse capacity?

A: Randy will check permits and advise council. Updates forthcoming.

Q: How often does council meet? There were no minutes in Dec, Jan & Feb.

A: Council meets once a month, pending quorum and availability. There were no meetings held in Dec, Jan or Feb as there were no pressing matters and some members were away.

An owner acknowledged the board members for their contributions to the community and thanked them for their time and efforts; followed by a round of applause.

ELECT COUNCIL - The chair opened the floor to volunteers and nominations for the coming year. The following names were nominated Joel Young, Tom McEwen, Bob Wiltshire, Kimberly Westgate (Rykon Rep.), Norm Asselstine and Greg Marshall. The chair called for volunteers and nominations three times.

It was moved and seconded to accept the new members of the board as nominated; motion carried.
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MEETING TERMINATED – There being no further business, it was so moved to terminate the meeting at 8:47 p.m.

The Sonoma Pines Multi-Family Association AGM followed.



MINUTES OF THE ANNUAL GENERAL MEETING FOR THE SONOMA PINES MULTI-FAMILY ASSOCIATION (SPMFA) HELD ON MAY 8TH, 2012 AT 7:00 PM AT THE HOLIDAY INN, 2569 DOBBIN RD. WESTBANK, B.C.

CALL TO ORDER - R. Zivkovic, Strata Manager, welcomed the owners to the Annual General Meeting and called the meeting to order at 8:51 P.M.

APPROVAL OF MINUTES – The minutes of the last Annual General Meeting held May 17, 2011 were distributed to all owners in accordance with the *Act* and presented to the owners for approval.

It was moved and seconded to approve the AGM minutes of May 17th, 2011 as distributed; motion carried.

REPORT ON INSURANCE - The Certificate of Insurance was included in the notice package and the chair provided a summary of coverage's. The policy includes the common property and common assets as well as the multi-family buildings and all above and below ground infrastructure. The property is currently insured at a limit of \$54,349,593. The insurance policy includes liability coverage for property damage and bodily injury at \$10,000,000. Directors & officers policy is also in place for \$2,000,000. Appraisals are completed yearly.

The Strata Corporation's insurance policy is currently held with Western Financial Group. Any questions regarding the strata's policy are best answered by the strata's agent, Ellen Young, Ph: 250-762-2217 or email: ellen.young@westernfg.ca

Please refer to the Certificate of Insurance provided in the notice, which outlines the insured perils, the limits of coverage and the applicable deductibles. Owners are reminded that they need to obtain their own insurance to cover policy exclusions such as contents, improvements, liability and the strata building deductible.

QUESTIONS & ANSWERS

The floor was open to general questions and answers regarding the development and community.

Q: Has any progress been made on the rock wall by the RV Park?

A: A geo tech report was completed and this is the one rock wall in bad shape, however it is not a structural wall, it is a landscape wall. There is no solution at this time, the new council will continue to address it.

Q: Will Starline Windows be coming back, some windows were missed?

A: There is a set list and the board will follow up with Rykon to ensure no one was missed.

Q: Will the HOA be staining the trellises?

A: The board will provide the product and colour stain information in the minutes and owners have the option of doing their own staining. The HOA has not planned on staining this year.



Q: When will street cleaning be done and is there any support from Rykon?

A: Owners and the board will need to press Rykon for their support to keep these areas clean.

Q: United Landscaping trucks are blocking the view; who do we ask to have them moved?

A: The board will address with United and ask them to move. M. Barrett spoke about the landscaping in phase 8 and turn over to the Association. The board will address concerns about the value of service provided by United.

Q: How do we stop the sliding of rocks and the landscape fabric from showing?

A: This is a problem in a few areas and owners will need to work with the landscape committee to resolve.

Q: Damage is being caused to the fence posts and trees by the weed-whackers. What can be done?

A: The Association can either pay someone to implement a solution or the owners can volunteer and work towards a solution. There are 33 trees that require protection. The board will consider options and seeks volunteers or owners support to reduce costs.

Q: Street light on Siringo is not running on the regular meter. What can be done?

A: The board will address with the developer.

Q: Concerns about weeds in the rock walls was addressed; who is responsible to maintain?

A: The homeowner is responsible for weeding this area.

ELECT COUNCIL - The chair opened the floor to volunteers and nominations for the coming year. The following names were nominated; Bob Wiltshire, Norm Asselstine, Mike Barrett, and Greg Marshall. The chair called for volunteers and nominations three times.

It was moved and seconded to accept the new members of the board as nominated; motion carried.
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MEETING TERMINATED – There being no further business, it was so moved to terminate the meeting at 9:16 p.m.