



MINUTES OF THE ANNUAL GENERAL MEETING FOR THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) HELD ON MAY 28TH, 2013 AT 7:00 PM AT THE SONOMA PINES OWNER CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.

CALL TO ORDER - R. Zivkovic, Property 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 115 homes represented, 18 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 owners.

It was moved and seconded to approve the proof of notice of the 2013 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 himself along with self-introductions taking place of the SPHOA & SPMFA Council members.

APPROVAL OF MINUTES – The minutes of the last Annual General Meeting held May 08, 2012 was distributed to owners.

It was moved and seconded to approve the AGM minutes of May 8th, 2012 as distributed; motion carried.

REPORTS:

A presentation was made by Allan Beatty, with Kent Macpherson office, to discuss the completed depreciation report. The Depreciation report will help the Homeowners Association to plan for future repair and maintenance costs. The report will help owners determine how repairs will be funded and the amount that could be contributed to the contingency reserve fund. The final approved report will also be provided to potential purchasers.

Under the new “strata” regulations, the report contains: A physical inventory of the common property including building systems; an anticipated maintenance, repair and replacement costs for common expenses projected over 30 years; a financial forecasting section that contains at least three cash flow funding models for the contingency reserve fund (CRF).



The floor was opened for general discussion and questions. A copy of the depreciation report has been e-issued to all owners.

CHAIRMAN'S REPORT (T. McEwen)

Accomplishments of your 2012 2013 Board of Directors

First order of business was toz:

- Establish a sole contact from SPHOA to work closely with Rykon Construction to work through issues that arise related to the development of Sonoma Pines Clubhouse Through this process we have achieved collaborative cooperative communication with both parties.
- This approach led to the formation of two committees (Working and Social) which Rykon Construction was represented to work with the committees to provide their assistance in procurement of equipment and services. The Working committee was tasked to provide manpower to install tables and chairs, mounting hardware and assist the Social committee to facilitate the needs of the clubhouse fit and finish.
- Through cooperative process, the Committees have accomplished their goal of staying on budget by maximizing allocated purchasing dollars to provide the basics to facilitate the clubhouse opening and functionality for homeowners and residents enjoyment.
- This has been achieved through donations from homeowners, local sales and prudent accountability. And most of all countless hours of volunteer committee work
- The Social committee has worked hard creating and scheduling social and fitness activities which now will be delivered electronically to all residents from our newly established Sonoma Pines Community Clubhouse email distribution list.,
- Your committees are dignified of their accomplishments, working towards a common vision of a clubhouse, a cornerstone, for the homeowners and residents of Sonoma to congregate, socialize, to build a community through social interaction and community spirit.
- At this stage we are energized and prepared to develop the basement. Space utilization and designation was achieved through committee process, identifying user groups and dedicating the space for their needs.
- Through volunteer work, detailed drawings have been submitted to Rykon Construction for estimate to develop the downstairs. The development of the downstairs consists of the following space designations
- Gym - Used to promote health and wellness throughout the committee with fitness equipment consisting of commercial grade treadmills, Elliptical trainers, free weights, Universal Gym, stretch out area and much more
- Meeting Room- to be used for Council Meetings, Committee meetings etc.
- Multipurpose room- fitness classes, yoga, Tai Chi, Pilates, and Step classes etc...
- Arts and Crafts Room - Artwork, quilting, and a plethora of other
- Foyer a place to hang your coat and acclimatize and meet locals
- 2 Washrooms - handicapped gender neutral
- Clubhouse Sustainability

Currently the clubhouse is generating revenue from rentals, advertising, garage sales, 50/50 draws, fundraisers, donations where all funds are channeled to APM for deposit. Through your



support we anticipate the Clubhouse will generate \$10k per year which will be used to offset operating costs, consisting of cleaning contractor, janitorial supplies, stationery etc.

- During 2012 we established the lamp standard registry

Establishment of Lamp Standard Registry- Which affords residents the opportunity to report defective lamp standards. Which in turn are reported monthly to the vendor for servicing. This eliminates unnecessary trips and billing for travel time.

- Second RV Park

Proposed for South West side of SPD beyond the lower gate.
Currently in negotiations with Rykon.

- Signage

Council approved parking signage which has been posted throughout the community
Policy

- Development and implementation of purchasing policy as a guideline for Council and committees alike to adhere to.
- Implementation of a Code of Conduct for board members to adhere to. This code of conduct will be enacted at the next board meeting of Council
- These policies are available for reading on the Sonoma Pines website Community Blog.
- Your comments are welcome.

New Initiatives (2013)

Propose SPHOA pet registry

Purpose: For pet owners to form a committee to deal with pet issues.

Through committee process, suggest recommendations to Council to solve these issues.

- Barking Dogs
- Pet feces
- Dog Park
- Unleashed dogs
- Installation, funding and maintenance of dog feces collection stations mounted on selected lamp standards throughout Sonoma Pines.

This Committee Chairperson would report to Council and expected to attend monthly Council meetings. We are looking for volunteers to form the pet owner's community committee to step forward to drive and develop this new initiative.

Resident Handyman

Sonoma Pines is at the point it needs a handyman to deal with fencing repairs, painting and all general maintenance issues that arise within Sonoma Pines. We recommend a local resident be selected to perform this work. This will provide savings to homeowners not having to outsource for services outside our community which entails premiums for travel time etc....

In closing, I feel I have articulated 2012 was a very busy year for Council with the Clubhouse coming on line, change in landscaping vendors, and the managing day to day issues within



Sonoma Pines.

I look forward to continuing on as a volunteer serving this Community with loyal volunteers who work hard to achieve the goals to attain the vision of Council.

Although the work is arduous at times, and human resources are scarce, I applaud all the volunteers who have worked hard to achieve the goals throughout 2012 and 2013.

Thank you for your support Tom McEwen

VICE-CHAIR REPORT (J. Young)

For this milestone year of development at Sonoma Pines, I would like to add some 2012-13 activities that your Board has undertaken additionally to those presented by our Chair, Tom McEwen.

1. April 2013, the launch of the Sonoma Fitness Program comprising of yoga, Pilates, tai chi classes in the Clubhouse which to date has generated more than \$ 3100. in Clubhouse revenue. This program has taken all of us through a short learning curve and thusly, we have added and subtracted some of the classes due to scheduling difficulties. We remain undaunted and have recently added an evening "Belly fit" class and a resurrected Pilates for 7 p.m. each week. This program is designed for all residents and you are encouraged to take advantage of qualified instruction, delivered at low-cost in our own backyard.

2. I continue to work for over 1.5 years with RCMP and Ministry of Transport officials concerning the traffic calming and 4 way stop on Carrington and Butt Rds. After several meetings, Ministerial letters, surveys, I have been reassured that this issue remains topical for all stakeholders involved.

I will consistently stay current with this serious issue as traffic has easily quadrupled and speeding on Hwy 97, Butt and Carrington remains significant to all of us.

3. Sonoma Pines Community Newsletter as a primary communications vehicle complementing Board Minutes and APM (property management) communiques will be launched likely by the end of May and delivered to you both electronically and hard copy to those residents without

computers. I am the Publisher with Ed Dorosz as Editor and we respectfully seek 2-3 residents who may have publishing and advertising experience to join our newsletter team.

4. Community CPR Course - St. John's Ambulance and the West Kelowna Fire Department have been approached to explore the feasibility to conduct CPR courses on site in the Clubhouse to significantly increase the number of residents with this qualification. We feel such quality will be beneficial to all in case of emergency. Information will be provided to all of you as it becomes available.



5. Block Watch/Neighbourhood Watch - we began this program at Sonoma a couple of years ago with West Kelowna RCMP and the Central Okanagan Crime Prevention Co-Ordinator with weak response. With the 8-9 community break and enters and three robberies across the Highway 97

last fall, we are of the opinion, residents are likely more receptive to an active Neighbour Watch campaign. However, due to some organizational technical miscues, all safety and security programming has been halted by the Regional District for several months. I have been informed by the Regional District very recently that they are ready to reinstate such programs and I expect this word before the end of June. We will then be able to utilize our Clubhouse for Sonoma Block Captain training and revamp our community campaign.

6. Sonoma Pines Community Logo Clothing - I introduced this item several years ago after I was able to establish a liaison with a Kelowna manufacturer on Ellis. My expectation was to work jointly with the Rykon people to offer hats, vests, and polo shirts with the Sonoma logo affixed for very reasonable cost to add to our community spirit and pride. I have requested to discuss this further with Rykon management and our Board to seek reintroduction of this worthy initiative.

7. Fitness for Seniors - Bobbi Kittle, Pursuit Fitness Kelowna, has fitness programs for seniors and an article in Cap News and is very qualified to teach a class for all of us here in the Clubhouse or outside on our lawn. If you are interested, please let me know quickly, as I have asked Bobbi to offer me a proposal.....

Thank you for your support and co-operation
Joel Young

COMMITTEE REPORTS

The Landscape Committee Chair, B. Wiltshire, provided a verbal update for owners regarding the latest in landscape developments. United Landscape is the new contractor providing landscape services. At the onset of the landscape season, and during discussions at the AGM, many concerns were raised regarding the quality of the lawn maintenance service. A meeting will be held with United Landscape to discuss the concerns. United Landscaping will be placed on a probation period with the expectation to improve the lawn maintenance service or an alternative service provider will be sought. Probation period will end July 15

APPROVAL OF FINANCIALS AND OPERATING BUDGET

The finance committee continues to invest the Contingency Reserve Funds into a GIC. The chairs focus for the coming year will be to see an increase in owner's participation in community operations i.e. pet registry, maintenance and social committees. More participation and volunteers will mean cost savings to the HOA and will help develop more community spirit.

R. Zivkovic presented a verbal summary of the proposed budget highlighting three major areas responsible for the increase in maintenance fees: insurance premiums, utility rates and consumption, and Clubhouse basement renovation expense. In spite of 25% savings in the new



landscaping contract and other discounts in garbage and recycling the average increase for most owners was limited to a range of 5% to 8%.

It was moved and seconded to approve the proposed budget for 2012/2013. The floor was open for general discussions. Multi-family owners asked that the multi-family proposed budget discussions be deferred until the multi-family meeting. Discussions resumed regarding the common area proposed budget. An internal loan from the contingency reserve fund will be made to finance the Clubhouse basement construction at a 3% borrowing cost over three years. It is projected that WFN will proceed with water meter reading of individual homes within 2 years.

A call to question was made, and a vote taken. The motion to approve the proposed SPHOA common area budget for 2013/2014 was carried.

RYKON DEVELOPMENT UPDATE

Mike Maschek, of Carrington Road Holdings Ltd., provided the owners with a general overview of the upcoming phases. Construction of phase 10 (33 lots) and 11 (23 lots) are underway. Phase 12 will start approximately next year in 2014. The additional 2nd R.V. lot is being designed. The lease arrangement with the HOA of the second R.V. lot is being negotiated. The lease will be based on a user fee arrangement. WFN will commence work on the detention pond to improve surface water drainage within the next couple of months. Carrington Road Holdings will apply a ½ final lift of asphalt on Sonoma Pines Dr, all the way to the new show homes next year 2014.

Rykon Construction will continue to work with council on the clubhouse basement project (drawings were on display) and other community initiatives as it arises. The floor was open for general questions.

Owners graciously acknowledged all the council members for their contributions to the community and thanked them for their time and efforts, all followed by a big round of applause.

ELECT COUNCIL - The chair opened the floor to volunteers and nominations for the coming year.

The following names were nominated for council: Tom McEwen, Joel Young, Bob Wiltshire, Greg Marshall, John Scott, Cameron Johannsen, Kimberly Westgate (Rykon Rep.), Pat Arnieri, Murray Reiter.

It was moved and seconded to close the floor for nominations; motion carried.

It was moved and seconded to accept the nominees to SPHOA Council as newly elected Council members for the 2013/2014 term; motion carried.

MEETING TERMINATED – There being no further business, it was so moved to terminate the meeting at 9:00 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 28TH, 2013 AT 7:00 PM AT THE OWNER CLUBHOUSE ON SONOMA PINES DRIVE 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 9:05 P.M.

APPROVAL OF MINUTES – The minutes of the Annual General Meeting held May 8, 2012 was distributed to owners.

It was moved and seconded to approve the AGM minutes of May 8, 2012 as distributed; motion carried.

REPORT ON INSURANCE –

The Certificate of Insurance was included in the notice package and the chair Robert Zivkovic provided a summary of coverage's. The changes in the insurance from 2012 to 2013 resulted in the increase in premiums reflected in the renewal policies of June 2012 to June 2013. In June 2012 the insurance renewal for Sonoma Pines Homeowners Management Ltd. was based on a property limit of \$ 58,141,893. There were constant additions during the 2012-2013 insurance year as units were completed and added to the Sonoma policy. All of these additions resulted in the June of 2013 renewal insurance being based on a property limit of \$72,405,823. This year it's been pre-arranged for a property limit availability of \$85,000,000 anticipating the construction and growth over the coming year. Sonoma only pays for insurance as units are added to the Sonoma policy.

The current 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 \$60,856,993. 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. Please note, that subsequent to the AGM, negotiations will take place with the insurance provider to decrease costs, water damage deductibles will be renewed at \$10,000. Please inform your insurance provider of the increase of the deductible. Your home owner insurance policy should reflect the increased coverage of the deductible in the amount of \$10,000 for water damage.

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.



It was moved and seconded to approve the proposed SPMFA budget 2012/2013 as presented. The floor was open for general discussions. It was further moved and seconded to amend the proposed budget by increasing the contingency reserve fund to \$130,000 being a 100% of the full funded model in the depreciation report. After brief discussions of the motion, a vote was taken. The motion to amend the proposed budget was not carried.

Discussions resumed on the proposed budget. The question was called and a vote taken. The motion to approve the proposed SPMFA budget 2013/2014 carried.

General community discussions took place. An owner inquired as to the time frame of the 2nd R.V. lot. The 2nd R.V. lot is under review for viability and cost analysis. Further updates will be posted in the regular council meeting minutes.

ELECT COUNCIL - The chair opened the floor to volunteers and nominations for the coming year. The following names were nominated: Tom McEwen, Bob Wiltshire, Greg Marshall, John Scott, Cameron Johannsen, Murray Reiter, Pat Arneri.

It was moved and seconded to accept the nominees to SPMFA Council as newly elected Council members for the 2013/2014 term; motion carried.

MEETING TERMINATED – There being no further business, it was so moved to terminate the meeting at 9:40 p.m.