



# Sonoma Pines Homeowners Association Annual General Meeting Minutes

June 4, 2015

Location: Westbank Lions Community Centre, Main Hall, 2466 Main Street, West Kelowna, BC

## Call to Order

The meeting was called to order at 6:00 p.m.

## Approve Attendance

It was confirmed that a total of 196 voters were represented at the meeting, including those represented by proxy. It was declared that a quorum was present.

## Elect Chairperson

The President, Rob Taylor, chaired the meeting.

## File Proof of Notice of Meeting

**MOTION (moved and seconded)**: that a copy of the notice of meeting and mailing labels will be filed as proof of notice of meeting.

Upon vote the motion **CARRIED** with a clear majority in favour.

## Approve the Agenda

**MOTION (moved and seconded)**: that the agenda shall be approved.

Upon vote the motion **CARRIED** with a clear majority in favour.

## Approve the Minutes from the Last General Meeting

**MOTION (moved and seconded)**: that the minutes from the May 29, 2014 annual general meeting shall be approved.

Upon vote the motion **CARRIED** with a clear majority in favour.

## Deal with Unfinished Business

No unfinished business was discussed.

## Receive Council Reports

**Report from President** - The president read a report.

**MOTION (moved and seconded)**: that the report from the President shall be received.

Upon vote the motion **CARRIED** with a clear majority in favour.

## Ratify any New Rules

### Landscape Guidelines

**MOTION (moved and seconded)**: that the landscape guidelines shall be ratified.

Upon vote the motion **CARRIED** with a clear majority in favour.

## Report on Insurance Coverage

It was noted that the insurance renewal was being negotiated. The policy was scheduled to renew on June 11, 2015. Both proposals being considered by the council included a \$10,000 deductible for water damage.

## Approve the Annual Budget

### Approve Proposed Budget for Year Ending March 31, 2016

**MOTION (moved and seconded)**: Be it resolved by majority vote that the budget shall be approved.

Upon vote the motion **CARRIED** with a clear majority in favour.

*[One (1) voter joined the meeting. 197 voters were represented at the meeting.]*

## New Business

### Parking Bylaws

**MOTION (moved and seconded)**: Be it resolved by a special majority that the bylaw 4 (SPHOA Parking Restrictions) shall be repealed and replaced with attached Parking Regulations.

**MOTION TO AMEND (moved and seconded)**: that parking on streets with residential access will be reduced to just one side.

Upon vote the motion to amend **FAILED** with 2 in favour, 85 opposed, the remaining voters abstained.

**MOTION TO AMEND (moved and seconded)**: that general parking prohibitions point 1 shall be amended to add an exception to Mesa Vista Court.

Upon vote the motion to amend **FAILED** with 3 in favour, 154 opposed, the remaining voters abstained.

Upon vote the [original] motion **CARRIED** with 102 in favour, 26 opposed, the remaining voters abstained.

### Depreciation Report

**MOTION (moved and seconded)**: Be it resolved by a special majority that the council is authorized to spend up to \$6,000 from the contingency reserve fund to update the depreciation report.

Upon vote the motion **CARRIED** with 93 in favour, 2 opposed, the remaining voters abstained.

### Lower Pressure Reducing Valve

**MOTION (moved and seconded)**: Be it resolved by a special majority that the council is authorized to spend up to \$10,000 from the contingency reserve fund to upgrade the lower pressure reducing valve.

Upon vote the motion **CARRIED** with 129 in favour, 2 opposed, the remaining voters abstained.

### Landscaping and Irrigation

**MOTION (moved and seconded)**: Be it resolved by a special majority that the council is authorized to spend up to \$162,100 from the contingency reserve fund for landscaping and irrigation improvements.

Upon vote the motion **CARRIED** with 169 in favour, 23 opposed, the remaining voters abstained.

### Acquisition of Recumbent Bike

**MOTION (moved and seconded)**: Be it resolved by a special majority that \$2,700 shall be transferred from the operating fund (from operating surplus) to the contingency reserve fund. The council is authorized to spend up to \$2,700 from the contingency reserve fund for a Recumbent Bike for the clubhouse.

Upon vote the motion **CARRIED** with 102 in favour, 29 opposed, the remaining voters abstained.

### Shelves for Clubhouse

**MOTION (moved and seconded)**: Be it resolved by a special majority that \$400 shall be transferred from the operating fund (from operating surplus) to the contingency reserve fund. The council is authorized to spend up to \$400 from the contingency reserve fund to purchase and install shelves in the clubhouse.

Upon vote the motion **CARRIED** with 108 in favour, 7 opposed, the remaining voters abstained.

## Clubhouse Exterior Lighting

**MOTION:** SPECIAL MAJORITY RESOLUTION: Be it resolved by a special majority that \$2,000 shall be transferred from the operating fund (from operating surplus) to the contingency reserve fund. The council is authorized to spend up to \$2,000 from the contingency reserve fund to purchase and install lights for the exterior of the clubhouse.

Upon vote the motion **CARRIED** with 111 in favour, 15 opposed, the remaining voters abstained.

## Election of Council

The following were nominated and allowed their names to stand for council:

Bryon Dickie, Joel Young, Rob Taylor, John Scott, Charlie Millazo, Jo Luchka, Sandy Bellamy, and Tom McEwen.

The election of council was conducted by ballot.

**MOTION:** that that election of council will be conducted by ballot. Those nominees who receive a majority in favour of their election shall be elected to council. In the event that more than 7 of the nominees receive a majority, the top 7 nominees will be elected.

Upon vote the motion **CARRIED** with a clear majority in favour.

### The ballots tabulated as follows:

<b>Bryon Dickie</b>	184 in favour	2 opposed	<b>elected</b>
Joel Young	35 in favour	86 opposed	not elected
<b>Rob Taylor</b>	189 in favour	3 opposed	<b>elected</b>
<b>John Scott</b>	180 in favour	6 opposed	<b>elected</b>
<b>Charlie Millazo</b>	186 in favour	4 opposed	<b>elected</b>
<b>Jo Luchka</b>	169 in favour	9 opposed	<b>elected</b>
<b>Sandy Bellamy</b>	163 in favour	15 opposed	<b>elected</b>
<b>Tom McEwen</b>	148 in favour	34 opposed	<b>elected</b>

## Termination

The meeting was terminated at 7:44 p.m.

## Next Meeting

Next council meeting was scheduled to be held on June 11, 2015 at 9:00 a.m.

## Annual Report from SPHOA Council for the AGM

We have had a very successful year and were able to bring forward a number of new initiatives and processes within our budget.

I want to thank my colleagues; Charlie Milazzo, Jo Ann Luchka, John Scott and Karen Dickie. It has been a pleasure working with you this past year and I, as a resident of Sonoma Pines, really appreciate the work and commitment you have made to our community.

The success we have realized this year was a direct result of the volunteer spirit in Sonoma Pines. Through each of the many new committees we introduced, volunteers have stepped up and made contributions. We are a better community because of you and I thank you for getting involved.

Council is providing you with this annual report as a snapshot of the year. A fundamental approach from this council was to govern our Home Owners Association much like a small municipality with the few guiding principles.

We strived to have full and open communications with home owners. Council established regular monthly meetings with agendas being sent in advance and minutes published in a timely fashion. These meetings were held in the clubhouse and we encourage everyone to attend. Through the winter we even had councilors participate through Skype. We conducted a number of Town Hall sessions on a variety of topics to provide an opportunity for everyone to understand what we were doing and to have input on the policies and direction of our community. Council also invited the WFN Advisory Council chair to attend and be a standing item on our council agenda to keep us updated on WFN activities – this was the first time they ever attended one of our meetings and were very appreciative.

All councilors signed an Ethical Guideline of Conduct and Values to govern how we as individuals and a governing body should operate.

Another principle was that council would focus on policy and our property manager (APM) would be responsible for all operational activities. APM would also be our technical advisor on all matters associated with strata regulations.

One of the first orders of business for this council was to introduce a number of committees to provide advice and direction to council. We struck these committees with terms of reference which outlined their scope and responsibilities and solicited community volunteers to be engaged.

And that you did!

I'd like to share with you for a few minutes the key accomplishments of the committees.

The Finance Committee took on the challenge to be our “eyes on the books” each month. They requested a summary of the monthly financial highlights be provided by APM to help council understand any budget variances. This effort continues and is a work in progress. They also undertook an audit of the APM processes that uncovered a couple of anomalies but felt their financial practices were basically sound. The Finance Committee was a key advisor to council on the budget being presented today, and will play a major role in the contract management processes on a go forward basis.

The Communication Committee was introduced to address the flow of information to homeowners. They resurrected the newsletter, set advertising and editorial guidelines and successfully produced and distributed it virtually every month. The feedback on this newsletter has been positive and well received by residents. This committee has developed a WEB site that is updated regularly with current information, minutes and events including the Social Committee functions. They have also introduced a Sonoma Pines Facebook page as another vehicle to keep owners informed.

The Landscaping Committee was formed to address the growing concern over degrading service levels from our contractor. The initial focus was to establish an operational process whereby all calls would go through APM and they would produce and update a hot list of action items that could be tracked. This allowed our contractor (United) to focus on their tasks rather than dealing directly with the large volume of individual owner requests. Bartlett was secured to complete a tree inventory and provide tree/shrub maintenance plan. A key highlight from the landscaping Committee was the development of the Landscaping Guidelines that were discussed at a town hall meeting and are here for your consideration at tonight. These guidelines provide operational standards for the contractors and owners. They also developed a list of species of shrubs and perennials for use throughout Sonoma Pines. Another key highlight was the coordination of volunteers who produced an absolutely fabulous “Oval Garden” at our entrance. Although there has been improvement in landscaping maintenance, the committee is working on an RFP process that will be used to determine our landscape maintenance strategies and contractors for the next few years.

The Landscaping Committee initially included the irrigation responsibility, but recommended to council that this was large enough to be a separate portfolio.

The Irrigation Committee was established and will focus on inventory, operations and shut down actions this year. They will also be looking at contract options for next year as a separate service from any landscaping responsibility.

The Clubhouse Committee has evolved though the year to coordinate all operational responsibilities for this asset. This committee has established a Library subcommittee and an exercise room subcommittee to focus on these aspects of the clubhouse. They have made minor changes and brought forward a number of items for your consideration tonight.

The Social Committee continues to be the “Heart & Sole” of our community. They operate at “arms length” from council but are involved with the Clubhouse, Communications & Finance Committees.

The Maintenance Committee was instrumental in bringing forward a number of service levels and maintenance practices such as snow removal and concrete repair. This committee commissioned the development of a community map which is used extensively. A new alteration agreement process and exterior wood finishing standards are being drafted and are expected to be implemented early into our next year.

The Safety and Security Committee has been active on the Carrington Road intersection plans and provided council with details for our response to the WFN development next to our upper entrance gate. They advised council to use the Commissionaires for parking by-law enforcement and towing if necessary. This committee has connected with both the Regional Crime Prevention unit and the RCMP to determine if any programs need to be introduced. Both have advised that Sonoma Pines continues to be one of the safest communities in the region.

Near the end of the year we established a Welcoming committee that will develop an information package and welcome new residents. They will also be responsible for encouraging residents to volunteer and coordinate interested candidates considering a council position.

Associated Property Management (APM) is contracted to provide our operational support. Council has introduced a number of tools to help them keep us and the residents updated on the status of their operational activities. Although there are various “hot lists” in place, we still need more attention from APM in dealing with outstanding items in a timely fashion.

As our community grows to the 495 homes next year, it is becoming increasingly clear that we need to review how our operational management practices are being addressed. The inclusion of a part time operations manager in our budget submission for this year is a start.

We are nearing completion of Sonoma Pines. Rykon Construction has advised they expect to be finished by fall of 2016 and discussions on transition with the developer, Carrington have started. We expect the head lease will be transferred to us by the end of next year and we need to decide on how to best organize and operate for the following year. As you can see in our budget projections, we have identified the need for expertise and help as we move forward with this transition. We have met with WFN Engineering and Development Planning as a step towards developing a working relationship with once Rykon is finished.

Next year is a pivotal time in our community’s future as we become a stand-alone organization. I look forward to being part of the new council and working through this transition.

In closing I’d like to remind everyone that we all have made a significant investment in our Sonoma Pines homes. We want to ensure our investment is protected and retains the same prestigious image that inspired us to purchase in the first place. To this end, our community is really a product of all our involvement and requires that we each play a part to ensure Sonoma Pines continues to be one of the best housing complexes in the Okanagan Valley.



# Sonoma Pines Multi-Family Association Annual General Meeting Minutes

June 4, 2015

Location: Westbank Lions Community Centre, Main Hall, 2466 Main Street, West Kelowna, BC

## Call to Order

The meeting was called to order at 6:00 p.m.

## Approve Attendance

It was confirmed that a total of 83 voters were represented at the meeting, including those represented by proxy. It was declared that a quorum was present.

## Elect Chairperson

The President, Rob Taylor, chaired the meeting.

## File Proof of Notice of Meeting

**MOTION (moved and seconded)**: that a copy of the notice of meeting and mailing labels will be filed as proof of notice of meeting.

Upon vote the motion **CARRIED** with a clear majority in favour.

## Approve the Agenda

**MOTION (moved and seconded)**: that the agenda shall be approved.

Upon vote the motion **CARRIED** with a clear majority in favour.

## Approve the Minutes from the Last General Meeting

**MOTION (moved and seconded)**: that the minutes from the May 29, 2014 annual general meeting shall be approved.

Upon vote the motion **CARRIED** with a clear majority in favour.

## Deal with Unfinished Business

No unfinished business was discussed.

## Receive Council Reports

No reports from council.

## Ratify any New Rules

No rules were proposed to be ratified.

## Report on Insurance Coverage

It was noted that the insurance renewal was being negotiated. The policy was scheduled to renew on June 11, 2015. Both proposals that were being considered by the council included a \$10,000 deductible for water damage.



## Approve the Annual Budget

### Approve Proposed Budget for Year Ending March 31, 2016

**MOTION:** Be it resolved by majority vote that the budget shall be approved.

Upon vote the motion **CARRIED** with a clear majority in favour.

## New Business

### Parking Bylaws

**MOTION (moved and seconded):** Be it resolved by a special majority that bylaw 3 (SPMFA Parking Restrictions) shall be repealed.

Upon vote the motion **CARRIED** with 73 in favour, none opposed, remaining voters abstained.

### Driveways and Patios

**MOTION:** Be it resolved by a special majority that the council is authorized to spend up to \$22,300 from the contingency reserve fund for maintenance to driveways and patios as identified in the depreciation report.

Upon vote the motion **CARRIED** with 38 in favour, none opposed, remaining abstained.

## Election of Council

The existing council members retired from office. The following were nominated and allowed their names to stand for council:

Jo Luchka  
Charlie Milazzo  
John Scott  
Rob Taylor

**MOTION:** that the nominees shall be elected to council.

Upon vote the motion **CARRIED** with a clear majority in favour.

## Termination

The meeting was terminated at 8:08 p.m.

## Next Meeting

Next council meeting was scheduled to be held on June 11, 2015 at 9:00 a.m.