



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
April 6, 2017**

NAME	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL
John Scott	Chairman	▪ Maintenance	250-681-5681	jdscott650@gmail.com
Tom McEwen	Vice Chairman	▪ Clubhouse ▪ Social	250-768-3439	tommc.strata@gmail.com
Bryon Dickie	Treasurer	▪ Finance	250-864-1040	bryondickie@shaw.ca
Charlie Milazzo	Secretary	▪ Landscaping ▪ Irrigation	778-754-1000	charliem.strata@gmail.com
David Reid	Councilor	▪ Maintenance	250 826 3751	davidr.strata@gmail.com
John Cole	Councilor	▪ Communications	778-754-7265	elocconsult@klondiker.com
Jo-Anne Luchka	Councilor	▪ Welcome/Volunteer/Election	250-300-6504	joluchka@gmail.com

NAME	PORTFOLIO	PHONE	EMERGENCY	EMAIL
Mike Makin	Strata Manager	250-860-1411	250-860-1411	mmakin@kelownarealestate.com
Kanina Wright	Unlicensed Assistant	778-754-1521	250-860-1411	kwright@kelownarealestate.com

Past minutes of meetings may be found on the Sonoma Pines Website at www.sonomapines.info

Location: Clubhouse, 3999 Sonoma Pines Drive, West Kelowna, B.C.

Call to Order

The meeting was called to order by John Scott at 9:00 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

Present: John Scott, Charlie Milazzo, John Cole, Tom McEwan, Bryon Dickie, David Reid

Absent: Jo Luchka

On behalf of Coldwell Banker Horizon Realty:

Mike Makin, Kanina Wright

1) Approve Agenda – the following items were added to the agenda;

- a) Purchase of a new computer for the Community Services Coordinator
- b) Review of cost allocation for 2138 & 2147 Serrento Lane

MOTION: The agenda to be approved as amended.

Seconded and CARRIED with all in favor.

2) Previous Minutes

MOTION: The minutes for the Board Meeting of March 2, 2017 be approved with the following correction; The landscape alteration agreement for 3691 Sonoma Pines Drive which included replacing existing bark mulch with crushed rock, it was stated in the minutes that approval was not required. The Board has further reviewed and approved this alteration application.

Seconded and CARRIED with all in favor.

- 3) **WFN Advisory Council Update** – The WFN advisory board Annual General Meeting will be held on Wednesday April 26th at the Sensisyusten School Gymnasium, 1920 Quail Lane starting at 4:00 p.m. There is parking within the "central core" and golf cart transportation is available for anyone wishing or requiring assistance. Owners are welcome to attend.

The intersections at Carrington, Elk and Butt Rd. are continuing to experience delays due to the fact that the Ministry of Transport needs to acquire more land to facilitate these improvements. Gord Couch discussed with an engineer reviewing the cost to install basic traffic lights at these intersections with the Ministry of Transportation. The Ministry of Transportation is now considering installing a 4 way stop within the 2017 year and has obtained budget approval.

4) Correspondence

- a) 3853 Sonoma Pines – rock wall repair

Requests have come in from single family homeowners to replace their rock walls with allan block. Due to the nature of these requests and questions relating to the relationship of single family expenses to the CRF, the SPHM Board established a temporary moratorium on any alterations of these walls to consider the impact on the community.

Some points that have been raised so far:

1. Rock walls are part of the architectural standard of the community, just as is our standard for exterior home finishes.
2. Rock walls are included in the depreciation report as part of SPHM, i.e. a common cost shared by both single and multi family homeowners.
3. We need to discuss with our lawyer the implications, if any, of payments for repairs on single family property.
4. In any case, no repairs will take place this fiscal year 17/18 and if homeowners in single family wish to take these on their own they need to submit an alteration agreement and pay for their own rock wall repairs or replacement similar to the original material and design.
5. Regarding rock walls on common property such as those that were constructed on upper Sonoma Pines Drive with below standard materials, additional quotes will be asked for this summer with the plan being to complete repairs next spring.

- a) **Bird feeders within the community** – all violations are to be reported directly to Coldwell Banker.
- b) **Verona Lane & Alvarado Trail** – installation of "no exit" signs.

MOTION: Be it resolved that the Board approves the installation of a "no exit" sign on Verona Lane due to the fact that Verona Lane is close enough to be effected by the lower level gate.

Seconded and CARRIED with all in favor.

Alvarado Trail – Coldwell Banker to notify owner that the Board denies the request as it is deemed not necessary.

- c) **Warning notification for illegally parked vehicles** – The Safety & Security committee has agreed to come up with a 2 part form that the Community Services Coordinator can place on vehicles in violation. The CSC to keep a log of all offenders. Any owners with parking related concerns, please contact Kanina Wright at Coldwell Banker.
- d) **Installation of park bench by mailboxes** – The Board deems that there have not been enough requests from owners to warrant a new bench.

- e) **2186 Alvarado Trail – front lawn area to be replaced with crushed rock** – the CSC and landscaper to inspect and assess damages. Coldwell Banker to notify the homeowner that an inspection will take place. The request for installation of rock was denied however any damaged lawn will be replaced.
- f) **2162 Serrento Lane – cracked wall** – Coldwell Banker to send communication to the owner suggesting that they have this concern reviewed by the engineer who has worked on other homes within the community with similar issues. It will also be suggested that the owner take this information back to Rykon. Coldwell Banker to create a database of all owners with similar issues.
- g) **3827 Sonoma Pines – rock wall repair** - see response to item 4 a). Coldwell Banker to send a notice to the owner explaining that Asahi will take care of the fallen rocks in the short term.
- h) **Del Mar Lane – lack of street sign** – Charlie Milazzo is discussing this concern with Ryan Siemens of Rykon who is aware of the lack of street sign.
- i) **2157 Alvarado – installation of fence** – CSC to come up with an appropriate solution as the location of the gas meter in relation to the parking stall poses a potential safety issue.
- j) **Doggy stations – poop bags** – to be addressed under New Business.

1) Committee Reports

- a) **Administrative Committee** – report attached
- b) **Clubhouse Committee** – Discussions are happening with Ryan Siemens regarding the settling of the clubhouse. Future committee meetings will be happening to review the current gym equipment. Rocky Mountain Fitness has done some repair work and both treadmills are now functioning properly.
- c) **Communication Committee** – the April newsletter has gone out to all homeowners.

Finance Committee – report attached. Suzanne Larouche completed an internal audit of financials prepared by APM and was able to locate many errors. A number of adjustments are being addressed as such, the Feb financials were not approved until these are completed.

Thank you to Suzanne for all your hard work and thank you to all the committees for putting their budgets together. The upcoming Budget Town Hall meeting is scheduled for May 6th.

MOTION: Be it resolved that the Board approves to have designated funds returned to respective CRFs, except for the P-3 gate fund.

Seconded and CARRIED with all in favor.

- d) **Landscape Committee** – the committee will be moving forward with the red stake program. The CSC will pick up the red stakes in October of each year and in February the CSC will install the red stakes at each home on the list. For the 2017 year, the red stakes will be delivered by the CSC to each home shortly.

MOTION: Be it resolved that the Board approves \$6000 for landscape repairs from the surplus from the 2016/2017 budget. The CSC is responsible to manage this work.

Seconded and CARRIED with 4 favor, 2 opposed.

- e) **Maintenance** – report attached. 2 street lights have been switched over to a LED bulb as a test program. The bulbs are located at 3805/3807 and 3811 Sonoma Pines Drive. A review is being done to note the benefits of switching over entire community as well as the process required to complete the switch over.
- f) **Safety & Security Committee** – report attached
- g) **Social Committee** – nothing to report
- h) **Welcome Committee** – nothing to report

2) Coldwell Banker Operational Update

We are currently working on the financials as well as preparing for the upcoming AGM.

Any service/operational requests from the Board or committee members are to go through Kanina Wright directly. Kanina to coordinate requests with the CSC.

3) Alteration Agreements

a) 2313 Pine Vista Drive – extension of existing patio

MOTION: That the owner **2313 Pine Vista Drive** be granted approval for the alteration to the property by extending the existing concrete patio 5' x 24' using interlocking paving stone with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

b) 2171 Alvarado Trail – installation of solar tube

MOTION: That the owner **2171 Alvarado Trail** be granted approval for the alteration to the property by installing a non lit solar tube in their kitchen area with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

c) 2127 Talavera Place – installation of privacy screen

MOTION: That the owner **2127 Talavera Place** be granted approval for the alteration to the property by installing a lattice privacy screen consistent with the pictures submitted and the height of the privacy screen reviewed and confirmed by the CSC. Once confirmed the application is approved with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

d) 2217 Terrero Place – replace existing iron railing around deck with glass railing

MOTION: That the owner **2217 Terrero Place** be granted approval for the alteration to the property by replacing the current iron deck railing with glass railing with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

e) 2155 Serrento Lane – extension of back patio

MOTION: That the owner **2155 Serrento Lane** be granted approval for the alteration to the property by extending their rear existing concrete patio with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

f) 3822 Siringo Lane – installation of solar tube

MOTION: That the owner **3822 Siringo Lane** be granted approval for the alteration to the property by installing a non lit solar tube in the kitchen area with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

g) 3822 Siringo Lane – replace existing lawn with loose rock

MOTION: That the owner **3822 Siringo Lane** be granted approval for the alteration to the property by removing existing lawn underneath overhead deck and replacing with loose rock with the following conditions; that the expense

of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

h) **4146 Solana Place – removal of 2 dead trees**

MOTION: That the owner **4146 Solana Place** be granted approval for the alteration to the property by removing 2 dead trees with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

i) **2373 Mesa Vista Court – replace a failing rock wall**

MOTION: That the owner **2373 Mesa Vista Court** be granted approval for the alteration to replacing a failing rock wall with similar type rock at the expense of the owner with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

j) **2282 Pine Vista Place – replace existing iron railing around deck with glass railing**

MOTION: That the owner **2282 Pine Vista Place** be granted approval for the alteration to the property by replacing the current iron deck railing with glass railing with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

k) **2157 Serrento Lane – extend existing concrete patio**

MOTION: That the owner **2157 Serrento Lane** be granted approval for the alteration to the property by extending the existing concrete patio with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

l) **3909 Sonoma Pines Drive – landscape alteration**

MOTION: That the owner **3909 Sonoma Pines Drive** be granted approval for the alteration to the property by installing fountain grasses between 3907 & 3909 & 3911 Sonoma Pines Drive with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

DEFERRED subject to the presentation of an irrigation plan.

m) **2116 Verona Lane – installation of a privacy arbour**

MOTION: That the owner **2116 Verona Lane** be granted approval for the alteration to the property by installing a privacy arbour with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

n) **2172 Alvarado Trail – installation of motorized sun shade**

MOTION: That the owner **2172 Alvarado Trail** be granted approval for the alteration to the property by installing a motorized sun shade with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

DEFERRED for further evaluation by the Board.

o) **2238 Terrero Place – replace existing iron railing around deck with glass railing**

MOTION: That the owner **2238 Terrero Place** be granted approval for the alteration to the property by replacing the current iron deck railing with glass railing with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

p) **4143 Solana Place – increase patio and install hot tub**

MOTION: That the owner **4143 Solana Place** be granted approval for the alteration to the property by extending the ground level patio and installing a hot tub with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor subject to the owner draining the hot tub in a respectable manner

q) **2173 Alvarado Trail – landscape alteration**

MOTION: That the owner **2173 Alvarado Trail** be granted approval for the alteration to the property by installing perennials, tall grasses and mulch with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

DEFERRED subject to the presentation of an irrigation and planting plan.

r) **3698 Sonoma Pines Drive – landscape alteration**

MOTION: That the owner **3698 Sonoma Pines Drive** be granted approval for the alteration to the property by replacing plants with grass with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

DEFERRED subject to the presentation of an irrigation plan.

s) **3703 Sonoma Pines Drive – landscape alteration**

MOTION: That the owner **3703 Sonoma Pines Drive** be granted approval for the alteration to the property by installing crushed rock in the front bed between sidewalk and house with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

Seconded and CARRIED with all in favor.

t) **3911 Sonoma Pines Drive – landscape alteration**

MOTION: That the owner **3911 Sonoma Pines Drive** be granted approval for the alteration to the property by modifying the landscaping with the removal and installation of plants and crushed rock with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

DEFERRED subject to the presentation of an irrigation plan.

4) Old Business

- a) CSC Position – Gord Hammond has been hired as the new Community Services Coordinator. He started work on April 3rd.
- b) Satellite dish rule – the rule to be voted on at the next board meeting.
- c) Short term rental rule – tabled for discussion at future meetings. It has been requested that the Safety & Security committee come up with the wording.
- d) Additional dog doo station

MOTION: Be it resolved that the Board approves the addition of another dog station between 2090 & 2092 Candalera Place.
Seconded and CARRIED with all in favor.

- e) Removal of doggie poop bags

MOTION: Be it resolved that the Board approves eliminating the supply of bags for the dog doo stations.
Seconded and CARRIED with 5 in favor, 1 abstention.

- f) Clubhouse water ingress – the Clubhouse committee is reviewing
- g) Exterior paint color codes/clarification – the information located on the website to be updated to provide clarity.

5) New Business

- a) **Upper RV parking fee increase** – deferred for discussion at a future meeting
- b) **New computer for CSC**

MOTION: The Board approves up to \$800 from miscellaneous common for the purchase of a new computer for the CSC.
Seconded and CARRIED with all in favor.

- c) 2138 & 2147 Serrento Lane monthly fees – Coldwell Banker is investigating and will be contacting those owners directly.

6) By-Laws Enforcement - In Camera Session – no visitors were present – nothing to report

Note:

The Sonoma Pines Annual General Meeting will be held on May 25th. If you would like to contribute and are interested in participating in next years Board or any of the Committees please contact a Board member. If you are not prepared yourself, consider nominating someone who would be great at it. We'd like to hear from you. Contact details are on the first page of the minutes.

7) Termination

The meeting was terminated at 12:17am

8) Next Meeting

Board meetings are held on the first Thursday of every month, at 9:00 a.m. Owners are welcome to attend these meetings as observers.

The next Board meeting is scheduled to be held on **May 4th, 2017** at 9:00 a.m. in the clubhouse.