



**Sonoma Pines Homeowners Association &
Sonoma Pines Multi-Family Association
Council Meeting Minutes
14 January, 2015**

NAME	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL
Rob Taylor	Chairman	▪ Safety & Security	250-768-8926	robt.strata@gmail.com
Charlie Milazzo	Vice Chairman	▪ Landscaping ▪ Irrigation	778-754-1000	charliem.strata@gmail.com
Bryon Dickie	Treasurer	▪ Finance	250-864-1040	bryondickie@shaw.ca
John Scott	Secretary	▪ Maintenance ▪ Communications	250-681-5681	jdscott650@gmail.com
Tom McEwen	Councilor	▪ Clubhouse	250-878-7565	tommc.strata@gmail.com
Sandi Bellamy	Councilor	▪ Social	250-878-4799	Bellamysandi49@gmail.com
Jo-Anne Luchka	Councilor	▪ Welcome/Volunteer/Election	250-300-6504	joluchka@gmail.com
Barbara McPhee	Project Manager	▪ Rykon	250-768-4269	bmcphee@rykon.ca

NAME	PORTFOLIO	PHONE	EMERGENCY	EMAIL
Kevin Jersey	Strata Manager	250-869-8828	250-808-3837	sonomapines@associatedpm.ca

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

Call to Order

The meeting was called to order by Rob Taylor at 8:57 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

Present: Rob Taylor, Charlie Milazzo, Jo Luchka (skype), John Scott, Sandy Bellamy, Tom McEwen, Bryon Dickie (skype).

Absent:

On behalf of Rykon Construction Management Ltd:

Barbara McPhee,

On behalf of Westbank First Nations

Gord Couch

On behalf of Associated Property Management (2001) Ltd:

Kevin Jersey

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

Request that under 7.f , the following be added to the agenda; "revision to street "

Moved by: J. Scott	Seconded by: C. Milazzo that;	
The agenda be approved as amended		
For: 7	Against: 0	Abstained: 0
		CARRIED

2) Previous Minutes -

Moved by: T. McEwen	Seconded by: S. Bellamy that;
That the minutes from December 3 rd , 2015 be approved;	
For: 7	Against: 0 Abstained: 0

CARRIED

3) WFN Advisory Council Update - Gord Couch

- Three members completing master's degree
- Advisory council has met with WFN Chief and Council – discussed the possible modification of the intersection of Carrington and Butt Rd. The Council determined that the intersection of Carrington and Elk Rd. will be done first and that the Butt Rd. intersection will be considered at a later date, most likely in 2017.
- Council intends to raise their profile with residents of WFN land who are not members of WFN. August 2017 election of council will facilitate more information being disseminated with an expectation that the council meetings will be open to residents. This is dependent on securing a facility with sufficient space.
- Concern was expressed to the BC Assessment Authority. WFN will seek information with respect to the methodology being used to determine comparables, as many people feel that the assessments reflect a higher value than current markets support. Individuals who feel that the assessments are out of line should appeal thru the regular channels. The deadline for appealing assessments is the **31st of January 2016**.
- The HOA Council questioned the recent sewer and water rate increase. The representative advised that he will inquire with the utilities department and provide the background relating to the recent increase to the HOA at a later date.
- Gord Couch left meeting at 9:12 a.m.

4) Michele Coutu addressed the Council – The resident and owner addressed the council with concerns pertaining to the southern access to the HOA. A copy of the highlights of the presentation are attached to these minutes.

5) Rykon Construction Update – A summary of the update is attached to these minutes.

- Correction to November minutes "Drainage Along Candalera Place –The storm drains behind units 2068-2074 have a French drain into the creek and the area at the utility right-of-way at 2090 Candalera has 3 grated catch basins that drain into the storm sewer."
- Rykon has been maintaining a website "Living at Sonoma Pines" - Rykon is offering control of that website to the HOA once they have finished the construction. The website is currently being maintained by a Sonoma Pines resident. The Sonoma.com website has not been updated on a regular basis and was/is part of the Rykon/Carrington marketing program. Council referred the matter to the Communications Committee for review and recommendations.
- 1 residence remains for sale. It is anticipated that the last turnover of residences will take place by the end of May 2016.
- Q – Efflorescence issues – Rykon advised that a treatment program was done in the Fall of 2015 on 8-9 homes. It will not be known if the treatment was successful until late Spring. The specific homes will be identified in final report to the HOA.
- Q – Banners on lamp standards - Rykon advised that they would remove all the banners and brackets if requested by the HOA.

Moved by: J. Scott	Seconded by: C. Milazzo that;
Rykon remove the banners and hardware from the lamp standards	
For: 7	Against: 0 Abstained: 0

CARRIED

- Q – When will the walk thru for phases 8 and 9 be completed. Rykon indicated that infrastructure walk-throughs are conducted by Rykon and their contractor, a limited number of representatives from the HOA have been invited as a courtesy. The sign off of phase 8 and 9 and 10-11-12 have been brought up on previous occasions and dealt with. The Council commented that the landscaping and irrigation systems that are deficient have not been corrected and have not been signed off by HOA on phases 8 and 9. Phases 10-11-12 are still under construction and walk-throughs will be done in the Spring of 2016.

6) Correspondence

- a) **2122 Verona Lane** – Request for presentation to Council (see item 4 in minutes)
- b) **2168 Serrento Lane** – Owner reported a faulty sliding door. Council advised that the repair was completed by supplier as a result of direct contact by owner.
- c) **Owners e-mails regarding snow removal** - Council considered all the issues that were presented by the owners regarding the snow removal program and have instructed the contractor regarding procedure where needed. Council wishes to advise the owners that due to restricted space to pile snow, the contractor may have to do so on boulevards and lawns. Any damage caused by the practice will be corrected in the Spring. If damage has been caused to other common property, such as fences etc. owners should advise the council by sending an e-mail to the property manager at Associated Property Management.
(sonomapines@associatedpdm.ca)

More information on Snow Removal is contained in the attachments.

- d) **Response to Bylaw Contravention Notice** (to be addressed in camera)
- e) **Bylaw Complaints** (to be addressed in camera)
- f) **Complaint regarding parking** (to be addressed in camera)
- g) **Complaint regarding dogs voiding on common property** (to be addressed in camera)
- h) **Owner Comments regarding Surveillance Cameras** Forwarded to the Council and the Safety and Security Committee for consideration.

7) Committee Reports

- a) **Finance Committee** – Report attached to these minutes.

Moved by: B. Dickie	Seconded by: T. McEwen that;		
The financial statements for November 2015 be accepted.			
For: 7	Against: 0	Abstained: 0	CARRIED

- i. **Garbage Collection Quote** - Three quotes for the service were received. The lowest quote was from Waste Management, the contractor currently providing the service, and the committee recommended that the contract be renewed for a three year term.

Moved by: B. Dickie	Seconded by: C. Milazzo that;		
The Waste Management be engaged for garbage and recycling removal for a 3 year term, the expense to be paid from the Garbage line item in the operating budget.			
For: 7	Against: 0	Abstained: 0	CARRIED

The Council directed APM to advise Waste Management of their decision and request that a contract be prepared for council to sign. It was further requested that APM contact the unsuccessful contractors and thank them for participating in the RFQ process.

- ii. **Long Distance Charges** – The agency agreement between APM and SPHOA includes a charge for long distance phone calls. The charge is the greater of the actual cost or \$3.00 per call. APM advised that many owners do not have a local land line, and use cell phones as a home phone. Owners who have permanent residences out of province or elsewhere in BC may have a cell phone for that jurisdiction, which incurs a long distance charge when called from Kelowna. The Strata Manager advised that the charge might be avoided by using his personal cell phone, which is a blocked number. Some owners do not answer calls from a blocked number, which would leave their call to APM unanswered. When possible the Strata Manager will answer the phone call by sending an e-mail, if the owner has provided same. The Strata Manager can be reached at the following e-mail address, which is preferred over a phone call;

Kevin.Jersey@associatedpm.ca

Emergency situations should NOT be relayed by e-mail, but rather by calling the APM general number and advising the receptionist of the nature of the emergency. APM can be reached at **250 712-0025**
For after hour emergency calls, owners should call 250 808-3837

Moved by: B. Dickie	Seconded by: C. Milazzo that;		
Any long distance charges added to home owners' ledger.			
For: 7	Against: 0	Abstained: 0	CARRIED

- iii. **\$5 gate fee for Solana Place Residents** - Tabled until next meeting.
- iv. **Changes to Balance Sheet for November Financials** - Included in the Finance Committee report and the Operations Update from APM both attached to these minutes.
- b) **Landscaping** – No report
- c) **Irrigation** - No report
- d) **Clubhouse Facility Management** - Report attached to these minutes.

Moved by: T. McEwen	Seconded by: C. Milazzo that;		
The Clubhouse Facility Management Report be accepted.			
For: 7	Against: 0	Abstained: 0	CARRIED

The report included a number of proposed projects, the funding for which is being forwarded to the Finance Committee for consideration and recommendations to the Council with respect to budget allotments.

e) **Communications** – No report

f) **Maintenance** – Report attached to these minutes.

i. Homeowner Survey on Wood Accent and Pergola Colors

Moved by: J. Scott Seconded by: C. Milazzo that;
Council approve a survey of Sonoma Pines residents to seek their feedback on the Maintenance Committee suggested colors for wood accents on homes, pergolas, dividers etc. This survey is to take place in February of 2016 using I Contact email services and the Sonoma Pines homeowner email list.
Prior to the survey, background information will be sent to homeowners via email and the SP website
For: 7 Against: 0 Abstained: 0 CARRIED

Moved by: J. Scott Seconded by: S. Bellamy that;
Associated Property Management provide the owner e-mail list to SPHOA and that the list be updated on a monthly basis.
For: 7 Against: 0 Abstained: 0 CARRIED

ii. Street Light Repairs

Moved by: J. Scott Seconded by: C. Milazzo that;
Council directs APM to request Krueger Electrical to service the following streetlights by the end of January and to detail the work on their invoice.

Street Light Issues Jan 5 2015

1. On Sonoma Pines drive (the main road), next to 3835 Sonoma - Light Cycling
2. Across from 2150 Serrento Lane - Light is OUT
3. Across from 2219/2221 Terrero Place - Light Cycling
4. In front of 4100 Solana Place - Light Cycling
5. The light is on the corner across from 2165 Madera.
6. In front of 3845– Light Cycling
7. Across from 2165 Sonoma Pines

For: 7 Against: 0 Abstained: 0 CARRIED

g) **Safety & Security** – Report attached to these minutes.

i. Upper RV Lot

Moved by: R. Taylor Seconded by: T. McEwen that;
The exit from the upper RV lot be a right turn only and signs be erected the cost up to \$150.00, to be paid from the signage budget.
For: 7 Against: 0 Abstained: 0 CARRIED

Moved by: R. Taylor Seconded by: C. Milazzo that;
The handicap sign for the clubhouse be relocated from the Terrero Place hill and placed on the downhill side of Sonoma Pines Drive just back from Terrero corner.
For: 6 Against: 1 Abstained: 0 CARRIED

ii. Security Cameras at Clubhouse

Moved by: R. Taylor Seconded by: C. Milazzo that;
Based on the recommendation of the Safety & Security Committee to the use of the exterior security camera currently installed at the clubhouse, be it resolved that the Clubhouse Committee be directed to develop the rules and regulations for its use in accordance with Provincial Privacy Laws for Council to consider.
For: 7 Against: 0 Abstained: 0 CARRIED

h) **Social** – Report attached to these minutes

i) **Welcoming, Volunteers and Elections** – Report attached to these minutes.

7) **APM Operation Update** – Report attached to these minutes

- a) **Financial Statement Summaries**
- b) **2013/2014 surplus** - To be examined further by APM
- c) **Balance Sheet Changes – November financial statements**
- d) **Expense Coding Procedures**

8) **Previous Business**

- a) **Garbage Removal Contract** – See above in 7.a.i
- b) **2162 Serrento Lane** – APM advised that a letter was sent to Travelers Insurance, the carrier for the New Home Warranty Policy, advising of the deficiency (cracks in drywall in basement) but to date there had been no response. Council directed APM to follow up with a second letter.
- c) **Community Services Coordinator** – The Administration Advisory Committee is to take over the process of creating a job description and advertising for the position.

9) **Alteration Agreements**

- a) **2094 Candalera Place** – Hot Tub Installation (Ratification)

Moved by: C. Milazzo	Seconded by: T. McEwen that;		
The request to install a hot tub on common property previously approved by the Council by e-mail be ratified.			
For: 7	Against: 0	Abstained: 0	CARRIED

- b) **2201 Terrero Place** – Entrance Modification

Moved by: C. Milazzo	Seconded by: T. McEwen that;		
The request to modify the front entrance way as submitted to the council be approved.			
For: 0	Against: 4	Abstained: 3	DEFEATED

- c) **2153 Serrento Lane** – Retractable awning installation.

Moved by: S. Bellamy	Seconded by: T. McEwen that;		
The request to install a retractable awning as presented in the application be approved on the condition that the color of the awning is consistent with those that have been installed elsewhere in the neighborhood.			
For: 7	Against: 0	Abstained: 0	CARRIED

10) **New Business**

- a) **Single Family Home Bulk Pricing** – Bartlett Tree Service provided a quote for servicing the trees on the lots of the single family homes, the cost for which would be the responsibility of the individual home owners. Council requested that APM provide that bulk pricing quote to the single family owners, and create a response form for them to complete and return to APM if they wanted the service. The cost of the services performed by Bartlett is to be paid by SPHOA initially, but is to be added to the ledger of each specific home owner.
- b) **Administrative Advisory Committee** Description and terms of reference are attached to these minutes.

Moved by: J. Scott	Seconded by: C. Milazzo that;		
An Administrative Advisory Committee be created, consisting of three people appointed by the Council, for the purpose as outlined in the terms of reference, to report to the Council on specific matters. Be it further resolved that Sandi Bellamy be appointed as the liaison between the committee and the Council.			
For: 7	Against: 0	Abstained: 0	CARRIED

- c) **Legal Expense** – Legal opinion regarding property damage from golf balls.

Moved by: J. Luchka	Seconded by: C. Milazzo that;		
The expense relating to Thomas Butler LLP providing research and a legal opinion pertaining to damage to property from golf balls be approved and paid from operating budget line item 7031.			
For: 7	Against: 0	Abstained: 0	CARRIED

- d) **Document request from Kent MacPherson for Depreciation Report update.**

Council directed APM to provide the requested HOA documents to Kent MacPherson.

The Rykon representative left the meeting at 11:10 a.m.

11) In Camera Session

Moved by: R. Taylor Seconded by: S. Bellamy that;
The meeting commence an in camera session at 11:19 a.m. to discuss matters that are of a sensitive nature and may be subject to privacy legislation.

For: 7 Against: 0 Abstained: 0 CARRIED

Moved by: R. Taylor Seconded by: S. Bellamy that;
The meeting conclude the in camera session at 12:05 p.m.

For: 7 Against: 0 Abstained: 0 CARRIED

Moved by: J. Scott Seconded by: S. Bellamy that;
A large decorative boulder be placed on the corner of 2217 Talavera Place to prevent motorists from driving over the common grassed area.

For: 7 Against: 0 Abstained: 0 CARRIED

12) Termination

The meeting was terminated at 12:05 p.m.

13) Next Meeting

Council 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 council meeting was scheduled to be held on the 4th of February 2016 at 9:00 a.m.

December 22, 2015

To: Sonoma Pines Council

SECURITY AND SAFETY: SOUTH RV PARKING LOT AND SOUTH GATE

Reference: Sonoma Pines Town Hall Meeting, November 21, 2015

1. **Introduction.** This letter is intended to clarify the subjects discussed at reference and induce action. The issues are difficult to fully comprehend during large public meetings. They may also be part of future handover negotiations between Council and Carrington Road Holdings Ltd. (call it "Carrington") developing Sonoma Pines and as such, potential solutions are discussed. The subjects are raised as issues that may go in the wrong direction, affecting the security, safety, and privacy of many homeowners.

2. **Control of South RV parking lot.** Carrington controls the South RV parking lot and current homeowners were told by the RYKON Sales Representative early in October 2013 that the lot was part of Sonoma Pines. Being second to buy in Phase 11, we chose our corner location based on the understanding that Sonoma Pines would control the site, providing a buffer zone between our house and anything external to the project for security, safety and privacy reasons. Houses were to be built there. Surprisingly, on October 7th 2013, Lease to Own Terms proposed by Carrington for the South RV parking lot were rejected at a Special Annual General Meeting. Yet, the RV parking lot was developed during Spring 2014 in spite of this rejection. The importance of control is obvious. Carrington is probably not in the business of managing a RV parking lot and the lot may be sold to a third party interested in re-developing the site contrary to our own interest. Security, safety, and privacy issues would then be out of our hands.

The decision by Sonoma Pines residents to reject Carrington's Terms for the South RV parking lot was made before adjacent homeowners could influence this decision by living there. Imagine the north RV parking lot in private hands... and homeowners affected directly by its development not part of the discussion... We bought our property with the understanding that the quality of the project, the security, safety and privacy of residents in Phase 11 (and Phase 12 for that matter) would be the same than in earlier phases. This is what Carrington sold us. No less than the reputation of Carrington is in play.

3. **Location of South gate.** The gate's present location, within the residential area of Phases 11 and 12, presents many problems. There are security, safety, and privacy issues, unforeseen at the time, as the turn-around south of the gate is used as a parking area and a lookout by outsiders near our properties, often at night. Drug dealing and drinking have been spotted at that location. There has been a theft on a property backyard adjacent to and facing the gate recently. We also have fast traffic south of the gate as people speed downhill or uphill.

4. **Potential Solutions.** Some issues have higher priority than others. Problems associated with control of the South RV parking lot and the gate location, if not solved,

will not go away, as they are going to the core of the project's quality. This being said, there are a few options.

Control of the South RV parking lot. The issue is obviously one of money as the business case to buy the lot appears weak for now. Negotiations with Carrington should include the points raised in this letter and emphasize the company's reputation. It may soften up Carrington's position and reduce the Lease to Own Terms proposed to Sonoma Pines, making sense financially.

Location of South Gate. Relocation of the gate south of the South RV parking lot would solve the security, safety and privacy issues, negate the need for an emergency exit (unnecessary with a manual overdrive for emergency vehicles on a new door), create needed visitor parking space on Del Mar Court, and eliminate the speed issue with the new gate midway through the hill. Only a service gate is required and doesn't need to be expensive. The actual gate could be de-activated with the columns left in place. This is by far the best solution, solving all concerns.

A partial solution involves the removal of the turn around by narrowing the access to the South gate and adding explicit signage on Boucherie Road and Sonoma Pines Drive at the bottom of the hill (No Thru Road, No Turn Around, Private Community Access Only). Traffic could be slowed down with a speed bump between the RV parking entrance and exit. The removal of the turn around would still require a visual barrier between houses on Verona Lane and Sonoma Pines Drive, and a physical barrier to stop vehicles literally jumping from Sonoma Pines Drive to Verona Lane through the visitor parking lot as seen repeatedly by adjacent homeowners since summer 2014. The partial solution may improve but will not eliminate the security and safety concerns.

5. **Presentation to Council.** In view of the complexity and urgency of these issues, I request to present them at the January Council meeting scheduled for January 14, 2016. I am at your disposal to solve these issues. I do not consider them as "future projects" in the same sense than a tennis court for example, to be decided by a majority vote, but as "projects to be completed with Carrington", before the handover is completed. I would appreciate to be kept informed of the situation in due course.

Sincerely yours,

Michel Coutu
2122 Verona Lane
West Kelowna, BC
V4T 3M1
Tel: 778.754.1260
E-Mail: coutumichel@outlook.com



(A.) POSSIBLE GATE LOCATION

(B.) POSSIBLE VISITOR PARKING ON DEL MAR COURT

January 14, 2106

Sonoma Pines Home Owners Association Board Meeting

Rykon Construction update submitted by Barbara McPhee, Project Manager, Sonoma Pines

- 1) Correction to minutes November 2015. As requested in email sent November 25, 2105 to Rob Taylor and Kevin Jersey et al See attachment.

Change to be made as per Rykon Update presented by Ryan Siemans, please ensure that this correction is noted in the minutes:

Drainage Along Candelera Place - The following is the correct information and wording:

“ The storm drains behind units 2068 – 2074 Candelera have a French drain into the creek and the area at the utility right-of –way at 2090 Candelera has 3 grated catch basins that drain into the storm sewer”.

- 2) Rykon has paid the invoice for the domain “livingatsonoma.com” to cover 2016 – 2019. This is a homeowner run website which Rykon has agreed to pay for while construction continued. At the completion on the project spring/summer of 2016 we will notify the HOA to advise that the domain/website will be cancelled unless the HOA wishes to take it over.
- 3) Status of sales. (1) remaining unit for sale.

Finance Committee Meeting Notes

December 23, 2015

In Attendance: Lisa Murray, Norm Asselstine, Bryon Dickie (Chair)

The Committee reviewed the November financial statements and recommended they be presented to Council for approval. There was no one-page summary as requested of APM.

A number of questions surrounding the statements were sent to APM for comment. The biggest change was the elimination of the Capital Assets and Accumulated Depreciation from the Balance Sheet and we have requested that APM explain to Council how this impacts the statements and where are these items accounted for elsewhere.

Additionally Social Club revenue has been eliminated from the income statement, as these funds are independent of the HOA. A cheque for \$3914.36 was received from the Social Club, which represents revenue from rentals, fobs and advertising and will be credited to our HOA revenue next month.

The Finance Committee has been involved in the following:

1. Reviewing the first round of the 2016-17 budget submissions. A couple of areas have been identified as having significant increases, and warrant further review or prioritization.
2. We have received three bids for a three-year contract to cover our garbage and recycling requirements. Based on the current bids it appears we will have a 5% increase in rates in each of the next three years. We have made calls to RDCO and WFN to see if they would consider bidding on these services, but they declined or never returned calls.
3. Requested that a preliminary report of the depreciation report be tabled with the Finance Committee to ensure assumptions and modeling are accurate.
4. Modeling various unit entitlement formulas for strata fees once the full build out of the community is completed.

We are currently being charged long distance fees by APM to cover phone calls from Sonoma Pines residents who are out of town or out of country. The Finance Committee recommends that Council discuss this and pass a motion that any discussion with APM should be done in writing or by email. In the event a long distance call is necessary with a homeowner, then that homeowner should pay the cost of that call plus any upcharge from APM.

The committee reports the following:

- 1) Games room is now painted and ready for decorating using budgeted funds from the Social Committee account.
- 2) Clubhouse Management meeting agenda being prepared and meeting to be scheduled for last week of January
- 3) External rope lighting is defective and will be dealt with upon the return of Gerry Tonn.
- 4) Kitchen shutter is now installed and paid for from Social Committee fund.

Suggested Clubhouse projects for 2016

- 1) Completion of sidewalk to driveway
- 2) Installation of drinking water filtration system.
- 3) Installation of Flag pole.
- 4) External wiring improvements in front of clubhouse to facilitate ease of installation of seasonal
- 5) Lighting. (cease the use of extension cords)
- 6) Supply and installation of landscape lighting at front of clubhouse.
- 7) Supply and installation of hand railing down entrance walkway to clubhouse.
- 8) Supply and installation of fans and misters on rear patio to provide cooling and removal of smoke and gases while using the BBQ.

Tom McEwen

Chairperson

SPCCMC

Maintenance Committee Motions January 14, 2016

I move that Council approve a survey of Sonoma Pines residents to seek their feedback on Maintenance Committee suggested colors for wood accents on homes, pergolas, dividers etc.

This survey is to take place in February of 2016 using I Contact email services and the Sonoma Pines homeowner email list.

Prior to the survey, background information will be sent to homeowners via email and the SP website.

I move that Council directs APM to request Kreuger Electrical to service the following streetlights by the end of January and to detail the work on their invoice.

Street Light Issues Jan 5 2015

1. On Sonoma Pines drive (the main road), next to 3835 Sonoma - Light Cycling
2. Across from 2150 Serrento Lane - Light is OUT
3. Across from 2219/2221 Terrero Place - Light Cycling
4. Terrero across from clubhouse - Light Cycling
5. In front of 4100 Solana Place - Light Cycling
6. The light is on the corner across from 2165 Madera.
7. In front of 3845 Sonoma Pines – Light Cycling

Snow Removal Update January 2016

It looks like we have managed to survive our first series of snowfalls and Council would like to address one of the issues that has come up.

We have received some emails regarding the issue of snow being pushed onto lawns and boulevards throughout the community.

As there is not a lot of spare room in Sonoma Pines for piling or “storage” of snow, much of it has ended up on boulevards or lawns. Given current circumstances, Council considers this the most reasonable option until the snow melts.

If these piles become too large we will resort to trucking excess snow out of the community; however, snow removal entails additional expenses related to rental of trucks and fees to dump the snow. We hope to avoid incurring additional snow removal expenses.

If you are concerned about damages to fences, or sprinkler heads, our contract with Interior Snow Removal calls for those being repaired come spring. Please bring any damage to the attention of Associated Property Management at sonomapines@associatedpm.ca and we will ensure it is taken care of.

We greatly appreciate your patience and understanding.

Motions from the Safety & Security Committee

1. Resolved that the exit from the upper be right turn only and a suitable sign installed in the existing sign-post.
2. Resolved that the handicap sign for the clubhouse be relocated from the Terrero Place hill and placed on downhill side Sonoma Pines Drive just back from Terrero corner.
3. Based on the recommendation of the Safety & Security Committee to the use of the exterior security camera currently installed at the clubhouse, be it resolved that the Clubhouse Committee be directed to develop the rules & regulations of its use in accordance with Provincial Privacy Laws for council to consider.



Social Committee Report December 2015

Christmas Happy Hour

Our Christmas Happy Hour was a great success. We had approx 78 people. This was the highest attendance we have had since the clubhouse opened. The Secret Santa Gift exchange was enjoyed by all.

Food Bank/Toy Drive

Many many thanks to our amazing Sonoma Pines residents who donated to our Food Bank/Toy Drive. A lot of trips were made to deliver the goods to the Food Bank over the month of December.

New Years Dance

Our annual New Year's Eve dance was also a great success with 73 attending. Many thanks to Charlie for his music.

Upcoming events:

Hawaiian Happy Hour – January 15th

Happy Hour – January 29th

Valentines Potluck – February 12th

Welcome Committee Report

December meeting

homeowners from 9 new homes attended for a total of 17
plus 3 committee members and one Council member

January meeting

2 new homeowners have been invited plus 6 who have not been able to attend thus far

Sonoma Pines Council Meeting 14 January 2016

Associated Property Management (2008) Ltd Operational Update

- a) Financial Statement Summaries - Financial statements are provided to Council by the 20th of each month which are reviewed by the finance committee. The council members related to the various committees who are responsible for specific line items, such as landscaping, maintenance, utilities, have the opportunity to review all the specific invoices and ledger entries within the material provided to them prior to the Council meeting.
The expense statement indicates the monthly expenses and cumulative year to date revenues and expenses each month.
- b) 2013/2014 surpluses - APM has provided an accounting for the surpluses operating revenues that were directed in the AGM held following the end of that fiscal period. Resolutions directed funds from the various surplus amounts to be spent on specific items. In the fiscal period following, an entry was created relating to funds that had been "earmarked" but not yet spent, within the Operating Account as Line 1111 Designated Funds. The practice of designating funds from retained earnings is not normally done within the property management industry (strata). The usual procedure is to pass a resolution (majority vote) to move retained earnings into the Contingency Reserve Fund, and then pass a resolution (3/4 vote) to allocate specific amounts for purchases or services, which would then appear on the balance sheet under line item 1151 Designated Funds Contingency.
Surpluses from the fiscal 2014/2015 were added to the revenue line to reduce strata fees for the specific categories of owners as per the resolution at the AGM. This appears in the Expense statement for the current fiscal period under lines 4600, 4601, 4602 on a monthly basis.
- c) Balance Sheet Changes - At the request of the Finance Committee and the Treasurer, the line item 1500 and 1550 relating to the depreciation of the Clubhouse improvements and equipment was removed. This was done upon approval from the APM accounting department and the firm of MNP LLP who oversees the accounting depart. This is in keeping with industry practices relating to strata corporation financial reporting.
Line item 1151, which reports the total amount of allocated, but unspent, Contingency Reserve Funds, was expanded to include the specific allocations, using sub-codes of line 1151. This was done to facilitate the awareness at a glance, of the funds remaining to be spent of owner approved allocations of the Contingency Reserve Fund(s).
- d) Expense Coding of Invoices – Due to the previous errors in coding of invoices which resulted in posting to line items in the expense statement which resulted in the overstating or understating of expenses to date, APM recommended a change in the process of payment of HOA payables. APM provided the members of Council and various committees with a chart of accounts which includes the posting codes affixed to the invoices to ensure proper posting to the expense statement. The changes included the following;
- ◆ Invoices will be coded by the Strata Manager and forwarded to the Treasurer or designated person for approval. Invoices are initialed by that designated person and scanned back to the Strata Manager.
 - ◆ Upon receipt of the initialed invoices, cheques are cut and expenses posted to the appropriate line items
 - ◆ Cheques attached to the coded and approved invoices are presented to the designated persons with authority to sign cheques on behalf of the HOA
 - ◆ APM Managing Broker co-signs the returned cheques, which are then forwarded to the appropriate contractor or person.

Administrative Advisory Committee

Terms of Reference

The anticipated growth and complexity of Sonoma Pines community services operations has resulted in the need for on-site resource(s) to help effectively manage the daily operational activities of Sonoma Pines community.

The role of the Administrative Advisory Committee (AAC) is to recommend administrative and operational procedures for the effective delivery of community services to home owners in Sonoma Pines and for recommending the hiring and supervision criteria for onsite resource(s) to the Sonoma Pines Home Owners Association (SPHOA). Council

The AAC is comprised of 3-5 people with the appropriate skills as determined by the SPHOA Council and includes a member of the SPHOA Council who will function as the liaison between AAC and SPHOA.

The AAC assists the SPHOA Council in creating Job Postings and Job Descriptions for community services positions including a detailed list of duties, key qualifications or employment requirements. A Job Posting and a Job Description outlining job functions, duties and responsibilities including remuneration range will be prepared by the AAC and recommended to Council for approval.

Members of the AAC are guided by the SPHOA Council Ethical Guidelines of Conduct.

The Terms of Reference for the AAC are subject to change at the discretion of the SPHOA Council.

Community Advisory Committee Report – January, 2016

The committee met for the first time this month.

Terms of Reference were reviewed and have been sent to Council for approval.

Operations/Resident Manager

The committee members have recommended that the Job Title be changed to “Community Services Coordinator. Three members of the committee are currently working on fine-tuning the job description and job posting, which we are hopeful to have ready to present to Council by the end of January. A manual will be put together for the successful applicant with Sonoma Pines Policies and Procedures.

Document Management Strategy and Retention of Personal Information will be discussed at a later meeting.