



**Sonoma Pines Homeowners Association &
Sonoma Pines Multi-Family Association
Council Meeting Minutes
4 February, 2016**

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 8:58 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

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

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;

- a) **Landscaping** – a quote from Bartlett Tree Experts
- b) **Two correspondence** is items

Moved by: Charlie Milazzo	Seconded by: Tom McEwen that;
The agenda be approved as amended.	
For: 7	Against: 0 Abstained: 0

CARRIED

2) Previous Minutes -

Moved by: Charlie Milazzo Seconded by: John Scott that;
That the minutes from 14 January, 2016 be approved with no amendments.
For: 7 Against: 0 Abstained: 0

CARRIED

3) WFN Advisory Council Update – Gord Couch

- WFN is working on having interested parties such as Sonoma residents, given the opportunity to attend WFN council meetings, but is having a problem finding a suitable venue.
- RCMP contacted WFN and advised that there had been a serious B & E in Sun Village where the resident was assaulted. Personal safety and security is of concern to all residents and has been expressed to the local detachment. The RCMP member, the position funded by WFN, has offered to conduct seminars regarding personal safety and home security. Constable Rohal Williams will be contacted by the Council to arrange for a presentation at a town hall meeting.
- Property assessments have been sent out and the appeal date has passed. BC Assessment has been invited to attend a WFN Advisory Committee meeting to explain how the assessments are determined because they do not appear to be related to actual sales of similar properties.
- Q - To explain the water and sewer bill increase A- Advised that they were not based on consumption rates. Q - would it be possible to have billing related to consumption - A- Will enquire to see if the Utilities Department can attend a meeting with Council to discuss the situation.
- Gord Couch left the meeting at 9:15 a.m.

4) Rykon Construction Update – Report Attached

- Q – Is efflorescence issue report available? A- Rykon is waiting for results of the 6 month treatment programs to see which is the most effective.

5) Correspondence

- a) 2162 Serrento Lane – Owner expressed concern with the New Home Warranty Response indicating that house shifting was not covered under the foundation insurance of the NHW 2/5/10 policy. Council discussed the fact that a number of claims had been submitted since the start of the community but did not know how many or if any of them had resulted in action or a payout. Council requested that APM send a letter to Travelers Insurance and request a list of claims submitted (claims history).
- b) 2162 Serrento Lane – New Home Warranty Claim Denial - see above.
- c) 3839 Sonoma Pines Drive – Owner reported that their vehicle had been broken into.
- d) 4143 Solana Place – Owner reported builder deficiencies. Because this address is part of the Single Family area which is like a bare land strata lot, the HOA is not responsible for any deficiencies. Council requested that APM advise the owner.
- e) Responses to Bylaw Contravention Notices (to be dealt with in camera)
- f) Doggy Bags- An owner reported observing owners taking excessive amounts of doggy bags from the dispenser maintained by the HOA. Council wishes to advise owners that these doggy-bag stations are provided to assist owners in keeping the common property feces free. Council request that owners not abuse the supply of free doggy-bags. An article will be put in next issue of the HOA newsletter.
- g) 2163 Serrento Lane – An owner reported dog feces being left on common property as a result of dog owners not cleaning up after their pets.
- h) 2144 Serrento Lane – The owner reported that New Home Warranty had denied a claim relating to the house shifting and causing cracks in drywall and doors to not properly close. Council will address the issue further once a list of submitted and denied claims is obtained.

6) Committee Reports

- a) **Administrative Advisory Committee** – Report attached . The job description for the Community Services Coordinator position will be posted once it is approved by council.
- b) **Clubhouse Facility Management** - Report attached.
- c) **Communications** – Report Attached

Moved by: John Scott Seconded by: Bryon Dickie that;
We include in our rules that: Sonoma Pines HOA shall require each Owner to provide an email address for the purpose of permitting Council, SPHOA or SPMFA to deliver Notices, Records, Documents, or responses to Correspondence via email to each Owner, pursuant to S. 61 of the Strata Property Act
For: 7 Against: 0 Abstained: 0 CARRIED

NOTE TO OWNERS FORM COUNCIL Further instructions on how to provide the email address to the strata will be sent to you. The strata wishes to reduce its printing and photocopying costs. By sending owners

Notices and other items via email, we can save approximately \$5,000 per year. The owners will have the opportunity to vote to convert this Rule to a Bylaw at the next Annual General Meeting of the strata. If you do not use email, please consider asking a family member or other trusted person to act as your agent in this matter. If you still wish to receive strata Notices, Records, or Documents via pick up or via the mail, please note that you will be assessed the photocopying and postage charges for such service. If you wish to order hard-copies of strata records, the cost is \$.25 per page plus postage costs, if applicable. Please call 250 712-0025 Ext 311 to order strata records or please write to:

Kevin Jersey
Associated Property Management (2001) Ltd
#1 - 1441 St Paul Street
Kelowna, B.C. V1Y 2E4

d) Finance Committee
i. Financial Authorization for Committees

Moved by: Bryon Dickie Seconded by: John Scott that;

The chairs of the following committees be authorized to expend up to \$1,000 for expenses they deem as appropriate within the scope of their portfolio budget.

- Landscape Committee
- Irrigation Committee
- Maintenance Committee
- Welcome Committee
- Clubhouse Committee
- Communications Committee

In addition the Property Manager be authorized to expend up to \$1,000 for any expense necessary to fund budgeted operational activities of Sonoma Pines.

In all cases the expenditures will be included in the monthly report from each committee and Property Manager that is tabled at council. These expenditures will follow the same financial operating processes currently being used in Sonoma Pines.

Council reserves the right to make changes to the authorization should any concerns arise regarding budget or procedures.

For: 7 Against: 0 Abstained: 0 CARRIED

ii. Approve Financial Statements for December 2015

Moved by: Bryon Dickie Seconded by: Sandi Bellamy that;

The financial statements for December 2015 be accepted.

For: 7 Against: 0 Abstained: 0 CARRIED

A Town hall meeting for personal insurance is to be scheduled at which BFL and APM will participate in explaining the strata insurance policy to owners and suggest what additional personal coverage they should have.

e) Irrigation – No report. The first meeting for the year is scheduled for the afternoon of 4 February.

f) Landscaping –No report. The first meeting is yet to be scheduled.

- A quote was received from Bartlett Tree Services for the installation of root barriers to protect sidewalks from the elm tree near the clubhouse The quote of \$2,700 will be presented to the finance committee and it will be decided if it should be included in the operating budget for next year or if it should be taken from the Contingency Reserve Account by way of a $\frac{3}{4}$ vote.
- Gravel on lawn areas – The committee will explore ways to take up the gravel without damaging the grass.

g) Maintenance – Report attached

i. Maintenance Schedule

- Wood accent trim survey is in the beta testing stage
- Proposed maintenance calendar is included with these minutes

ii. Marmot Control

- RFP to be sent out by APM

Moved by: John Scott Seconded by: Charlie Milazzo that;

APM forward a RFP to the pest control companies in the area for the trapping of marmots.

For: 7 Against: 0 Abstained: 0 CARRIED

h) Safety & Security – Report attached

Owners are requested to call the West Kelowna RCMP if they see suspicious activity. The non-emergency number is **250 758-2880**. In the case of an emergency owners should call 911.

Given the concern about the rash of break-ins in the area, the Committee will discuss the private security systems that are available from various providers and report to the Council. It was noted in the discussion that most of the dwellings in Sonoma Pines were pre-wired with a security system. Owners can activate it by engaging the services of a monitoring company.

i) Social Committee – Report attached

j) Welcoming, Volunteers and Election – No report

7) APM Operation Update

- a) Receivables – Reminder letters sent
- b) Bylaw Contraventions – Sent as per Council instructions
- c) Previous Year Surplus – item 8.a (5)
- d) Financial Documents were forwarded to Kent MacPherson for Depreciation Report Update.

8) Previous Business

- a) **Solana Place Gate-** The gate committee conducted a survey of the majority of the owners on Solana Place regarding the continuation of the \$5 per month charge for gate upkeep. 25 of the 40 owners indicated that they were in favor of discontinuing the surcharge, until the surplus is used up by the monthly cost of the phone bill relating to the gate.

Moved by: Tom McEwen	Seconded by: Charlie Milazzo that;		
Monthly \$5 surcharge for the owners on Solana Place be discontinued as of the 29 th of February 2016, with no charge being posted from the 1 st of March on until the surplus is used up or Council determines it should be re-instated..			
For: 7	Against: 0	Abstained: 0	CARRIED

- b) **Previous Operating Surplus 2011 to 2015 –** An accounting of the retained earnings or operating surplus for the years 2011 thru to 2015 was provided to the Council by APM. Council requested that APM arrange for their accounting staff to attend and make a further explanation.
- c) **Community Services Coordinator -** Dealt with above.
- d) **Legal bill for Golf Ball Damage Research**

Moved by: Tom McEwen	Seconded by: Charlie Milazzo that;		
The expense for the legal research relating to golf ball damage be re-coded to 7030 Common Consulting Services			
For: 2	Against: 5	Abstained: 0	DEFEATED

9) Alteration Agreements

- a) **2159 Alvarado Trail (ALT2159) -** Modification request to install decorative door light at front door.

Moved by: Charlie Milazzo	Seconded by: Tom McEwen that;		
The request to modify 2159 Alvarado Trail by installing a decorative door light as submitted to the HOA be approved.			
For: 7	Against: 0	Abstained: 0	CARRIED

- b) **3809 Sonoma Pine Drive (SPD3809) -** modify deck

Moved by: Charlie Milazzo	Seconded by: Sandi Bellamy that;		
The request to modify 3809 Sonoma Pines Drive by replacing the existing deck railing and deck surface as submitted to the HOA be approved.			
For: 7	Against: 0	Abstained: 0	CARRIED

- c) **2375 Mesa Vista Court (MVC2375) -** Modification request to install an outdoor ceiling fan in the patio area.

Moved by: Sandi Bellamy	Seconded by: Tom McEwen that;		
The request to modify 2375 Mesa Vista Court by installing an outdoor ceiling fan as submitted to the HOA be approved.			
For: 7	Against: 0	Abstained: 0	CARRIED

- d) **2407 Mesa Vista Court (MVC2407)** – Modification request to top-coat the driveway. Council noted that this request was approved in 2015 but the home owner did not complete the modification. The request is being made a second time to ensure that the time delay is not an issue.

Moved by: Charlie Milazzo	Seconded by: John Scott that;		
The request to modify 2407 Mesa Vista Court by top-coating the driveway as submitted to the HOA be approved.			
For: 7	Against: 0	Abstained: 0	CARRIED

10) New Business

- a) **Insurance Appraisal Request by BFL** – Council requested that APM obtain a quote for an insurance appraisal from Eames, Kent MacPherson and Suncorp Valuations.

11) In Camera Session

All guests and owners who attended as observers left the meeting.

Moved by: Rob Taylor	Seconded by: Tom McEwen that;		
The meeting commenced an in camera session at 10:47 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: Tom McEwen	Seconded by: Sandi Bellamy that;		
The meeting conclude the in camera session at 11:06 a.m.			
For: 7	Against: 0	Abstained: 0	CARRIED

12) Termination

The meeting was terminated at 11:07 a.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 3rd of March 2016 at 9:00 a.m. in the Clubhouse.

February 4, 2016

Rykon Construction report for SPHOA Board meeting presented by Barbara McPhee

1. One residential unit left to sell in the development
2. Currently handing over an average of five homes a month until the completion of the project with the last homes taking possess in mid to end of May
3. Infrastructure work such as roads and landscaping to be completed as weather permits, we approximate completion in June-July
4. Efflorescence treatment will be reviewed in late spring, weather dependant. Review and findings on the most effective treatments.

Community Advisory Committee – February 3, 2016

Present: Linda Metcalfe
Maggi Gilmore
John Cole
Rob Taylor
Sandi Bellamy

Committee will work on finalizing the Job Posting for the Community Services Coordinator and have ready for the February 11th Management Meeting. Once approved by council, it will posted on Castanet, Kijiji, in the Sonoma Pines newsletter and on our Community bulletin board.

The committee is working on the budget for this position including salary, office equipment, etc.

On a go forward basis a Policy and Procedure Manual will be written and added to as the successful applicant takes on more responsibility.

SPCHMC January 25, 2016 Meeting Minutes

Present: Chairperson McEwen, Sandi Bellamy, Allan Brown, Ivars Dravinskis
Lorna Wright, Dianna Eskildsen
Regrets: Charlie Milazzo, Pauline Marshall, Abbas Dharamsi, Gerry Tonn
Meeting underway at 10am and finished 1pm

Chairperson spoke about a request for addition to clubhouse schedule for residents to participate in seminars about Holistic Nutrition facilitated by Louise Lawrence. This request is tabled until the next meeting. It is agreed upon to schedule our next meeting on a Friday to facilitate her request to provide management committee the benefits to the community and how or who will manage the logistics of seminars.

A request from committee members not to schedule next meeting on Happy Hour Friday is duly noted.

Also discussed that representation from the library committee is required, If not able to attend, perhaps a delegate be chosen or memo provided from the committee, re status of the library inclusive of wants and needs.

Lorna discussed shopping with committee members for items to enhance the look of the games room.

Ivars suggested sports memorabilia from West Coast Athletics as a source for sports items to decorate the walls. It was reiterated that the budget is \$800.00 taxes in for merchandise.

Social Committee has no requests at this time.

Allan Brown brought up the need for a mat that lays on the floor in front of the dart board to protect the carpet from wear and tear, which also provides proper throwing distance lines for those playing darts. Need to supply and install protection on surrounding walls from stray darts damaging the drywall.

Request for future equipment consists of a rowing machine, chin up bar and ballet leg bar for stretching.

Allan will send a memo stating cost of equipment.

Chairperson presented a plan to move dartboard to alternative location, safely out of range from the pool and shuffleboard tables.

Chairperson spoke about the need to expose more residents to awareness and the use of two AED's located in the clubhouse.

Allan Brown volunteered to take this on and report back on methodology.

The committee established a thirty day window from Dec.25 (weather permitting) to remove and store seasonal decorations inside and outside of the Clubhouse.

Chairperson spoke about operations plan and itinerary for "Canada Day Flag Raising Ceremony" to be conducted outside of the clubhouse.

Ceremony to begin at 1pm Friday July 1 2016.

Possible participants : Gerry Tonn, Cam Ritchie, Allan Brown, Ivars Dravinskis, George Leggett, Walt Rintouel, Bill Hoy, Gordon Jackson and any others who are willing to participate in this event.

Dignitaries: Dan Albus, Christy Clark, Chief Louie will be invited to attend.

Chairperson to contact all above to form a committee and availability of dignitaries.

Discussed and agreed that the kitchen water has a distinct chlorine odour and requires a filtration system to remove the chlorine and any other impurities.

Lorna to ask Bruce to source from Andrew Sherritt at a discounted price.

Sandi to price from Home Depot and report back.

Max cost \$500.00 to be installed by volunteers.

Alan Brown supported by Social Committee to purchase Wet & Dry shop vacuum for the clubhouse.

Need cost and budget before approving purchase.

Also look into different matting at entrance to gym and main door of the Clubhouse to reduce or eliminate sand and gravel being tracked into the Clubhouse.

Reported use of the clubhouse by persons unknown leaving mess behind. Dianna to follow with name and address of whom is using the facility and report to Chairperson.

Discussion of raising the damage deposit to \$500.00 for any renter who opts to use the games room during their rental of the Clubhouse. Approved and will be implemented at the completion of the games room.

Upon the purchase of a second used pool table like for like with existing table, and the completion of all other changes to the games room, correspondence be sent out to homeowners promoting the games room and were looking for a games room coordinator.

A request from SPHOA Chairperson for a plaque to be mounted in the library with engraved names of all those whom have served on council from the beginning of the development.

Ivars has volunteered to source and cost out the project. Chairperson to source names of past Council members.

Chairperson has spoken with Tom Eskildsen who will volunteer re- painting of door trim. Chairperson McEwen to provide paint, painting to take place this spring

Chairperson spoke re donations from Rykon Construction; their tentatively offering printed photos from throughout the development amongst other items of interest to the community.

Discussed and approved residents are able to purchase second Key Fob.

Information will sent out to residents through communication committee.

Chairperson discussed the use of video security cameras required around the clubhouse.

If approved by Council and the AGM, the cameras will be deployed.

Ivars reported back on the use of acoustic tiles in the ballroom to improve sound ability.

The tiles and installation are very expensive and need site visit by vendor to provide cost estimate.

In the meantime the best way to deaden the sound is to close all blinds during events.

Meeting Adjourned 1pm. Next meeting TBD

Tom McEwen

Chairperson

SPCCMC

250.768.3439

Notes from Communications Meeting January 20, 2016

Newsletter February Issue

Update From Council

Haiti Update

Lower Gate in Sonoma Pines

Donation To Gym

Social Committee Update - none

Sonoma Pines Snowshoe Group

Suds Club (abridged version)

Street lights update/reminder

Question to residents- do we want to include an announcement section (births/milestone birthdays and passing's) in the Newsletter?

Sonoma Pines Domains

Sonomapines.com not available

Livingatsonoma.com available

Current Domains we have registered		Renewal Date
Livingatsonomapines.com	ours	\$17 Nov 2017
Sonomapines.ca	ours	\$13 Nov 2016
Sonomapines.info	ours	\$17 Nov 2017

We agreed to ask Rykon to shut down the livingatsoomapines.com site.
In the future we will renew only the sonompines.info domain

Discussion

Working on revisions to and ideas on TORs

John will do an application for trademark on SP logo and tagline

Budget 2016/17- we will maintain our advertising at 2 spots per issue for the year and try to keep each newsletter to 4 pages.

Community Safety Checkup - May 2016 - John will follow up with Safety and Security in the New Year.

Surveys and Emails to Residents Update

March 2016 Issue

Next years budget is approaching

Town Hall dates

Volunteers

Article on Jenna's scarves and blankets

Next meeting tentatively scheduled for Wednesday Feb 17th at 1:00 pm

Maintenance Committee

Thursday, January 21, 2016

Attendees: Vern Sarver, Nick Schritt, Vern Valan, John Scott

Regrets: Bob Nichol, Ken Smith, Glen Hemming

- ❑ Snow Removal - Update.
 - We will meet with Jason from Interior Snow Removal next summer to discuss issues that arose during this season.
 - Complaints of damages will be forwarded to Vern S who will maintain an inventory and meet with Jason to discuss repairs once the snow has gone. Jason has covered the costs of repairs in the past and will do so again this year as per contract
- ❑ Wood Accents Survey- Update.
 - John will complete the survey in February. No feedback on the web site information
- ❑ Review 2016 Maintenance Committee Agenda

A draft annual maintenance calendar was put in place by Suzanne Larouche as a checklist of when projects should be scheduled which coincides with the budget projections from the maintenance committee for next year

 - No comments on the marmot control rfp
 - Marmot rfp will go to council for approval in February and be posted to see if anyone in the community is interested in contracting for the project as sent out to other pest control companies.
 - Concrete and asphalt inspection and curb and road lines annual inspection will be taken on by Vern S and other members of the committee. (Glen your name was mentioned, as other members would like you to participate when you return.)
 - More information on other annual inspections needs to be gathered before we can schedule them. We will do an information package for homeowners to ensure they are aware of what parts of their homes should be inspected annually. John will contact some roofing inspectors as recommended by CHOA to get their comments on roofing inspections.(thoroughness of inspections and frequency recommendations)
 - In preparation for the fencing rfp Vern and Vern complete a fencing map of Sonoma Pines incorporating the locations and types of fences surrounding our community.
 - John will talk to company who did the catch basin maintenance this year to get an idea of the conditions of the catch basins when cleaned and get a recommendation on frequency of cleaning. Note sent to Charlie requesting locations of backflow valves.
 - We will add new tires for the electric cart and batteries to the 2016/17 2020 budget.

Revised maintenance calendar attached

- ❑ Loss Control Report – Clarification on “*Develop documented water damage emergency plan*”. John had nothing to report at this time.
- ❑ Update on street signs damage Vern S. – two stop signs run over by cars and will be repaired within the next couple of weeks.
- ❑ We discussed the idea of setting up a group of repair people who can take on small repair projects within the community. Vern S. will coordinate their activities and we will put a note in the newsletter to see who is interested.
- ❑ Updates on the “As built”. Vern V. has just about completed the infrastructure map (copy provided) of Sonoma Pines but needs a map of the roads in phases 10,11 and 12 in auto cad format. Rob T. will follow up with Rykon. Vern has asked to be invited to the next irrigation committee in order to clarify mapping requests from the committee.
- ❑ Streetlight Monthly report – Nick will do February inspection Bob and Ken will do April to May. Questions were raised regarding retrofits and cycling. Information on both those topics was researched by Suzanne and is attached. It was suggest to review street light retro fitting in 5 years as the costs may have gone down.
- ❑ Door Glass Insert – changes to the requirements. Rob T will talk to Rykon and take a look at the doors in question and get back to the committee in February.
- ❑ Maintenance Committee – format will remain as is.
- ❑ Unfinished business list from Suzanne – next meeting.
- ❑ Next Meeting February 17.

**Sonoma Pines Maintenance
2016 Calendar**

<p style="text-align: center;">JANUARY</p> <ul style="list-style-type: none"> • Review 20-year projected expenditure worksheet. • Monthly streetlight inspection. 	<p style="text-align: center;">FEBRUARY</p> <ul style="list-style-type: none"> • Review & update maintenance info on the Community Website. (on hold) • Monthly streetlight inspection.
<p style="text-align: center;">MARCH</p> <ul style="list-style-type: none"> • Road sweeping. • Concrete and asphalt annual inspection – C • Curb & road lines annual inspection. • Monthly streetlight inspection. • Send out RFPs for 2016 fence and wood accent painting 	<p style="text-align: center;">APRIL</p> <ul style="list-style-type: none"> • Fire hydrants annual maintenance. • Start of 5-month Marmot Control program. • Drain covers; pop-ups and sewer annual inspection and repairs. • Doors & patios annual inspection MF. • Monthly streetlight inspection.
<p style="text-align: center;">MAY</p> <ul style="list-style-type: none"> • Starts of fence repairs and painting. • Sanitary mainline flushing. • Decks & balconies annual inspection. • Home water pressure check. • Monthly streetlight inspection. 	<p style="text-align: center;">JUNE</p> <ul style="list-style-type: none"> • Curbs & road lines painting. • Building envelope & foundation annual inspection MF. • Doors & windows annual inspection MF. • Monthly streetlight inspection. • Send out RFP's for gutter cleaning and snow removal
<p style="text-align: center;">JULY</p> <ul style="list-style-type: none"> • Concrete & asphalt repairs - C • Roofing, eaves troughs & gutters inspection MF. (part of RFP) • Starts 3 year catch up repainting of wood accents & fascia boards. • Monthly streetlight inspection. 	<p style="text-align: center;">AUGUST</p> <ul style="list-style-type: none"> • PRV Station Hazard Assessment. • Backflow valves annual testing. • PRV Station annual maintenance. • Monthly streetlight inspection.
<p style="text-align: center;">SEPTEMBER</p> <ul style="list-style-type: none"> • Catch basins annual maintenance. • Monthly streetlight inspection. • Gutter cleaning MF. 	<p style="text-align: center;">OCTOBER</p> <ul style="list-style-type: none"> • Starts monitoring snow fall for snow clearing services. • Monthly streetlight inspection.
<p style="text-align: center;">NOVEMBER</p> <ul style="list-style-type: none"> • Monthly streetlight inspection. • Electric cart inspection – look for maintenance & repairs that may be needed required. 	<p style="text-align: center;">DECEMBER</p> <ul style="list-style-type: none"> • Prepare next year budget on maintenance items. • Monthly streetlight inspection.

Safety & Security Committee

Meeting Summary
Feb 1, 2016, Clubhouse

Attendees: Nick Schritt, Charlie Milazzo, George Leggett, Paul Kaiser, Rob Taylor, Darrell Bellamy

Regrets: Johnny Luchka

No Parking Signs

Darrell conducted a survey of Sonoma Pines Dr. If a `No Parking sign` is placed on each lamp post from the top of Sonoma Pines Dr. to the bottom gate, 40 signs will be required along with 4 support posts. Discussion amongst members of the committee - are signs required on every lamp post - It was requested that members of the Safety & Security committee conduct their own survey and we will discuss at our next meeting

Security - Lower Gate

Fencing will be constructed in the area of our lower gate. many issues to be considered prior to construction. Sonoma Pines Council currently working on this matter.

Railing at Clubhouse

Safety & Security committee fully supports the Clubhouse committee, and recommends that a railing be constructed outside the upper door of the clubhouse and along the walkway towards Terrero Pl., as soon as funds are available.

Safety & Security Budget

Committee felt that a budget was not required as Safety & Security only recommends changes or concerns, that upon approval of council, will be carried out by other committees i.e. Maintenance.

Lower Gate - Change of Security Code

Paul will be looking into changing the security code for the lower gate, and will advise. Darrell will be working with Paul as a second contact for the gate.

Residential B. & E. and Thefts from Auto

Three occurrences have taken place between January 28th and February 1st. Rob has advised A.P.M. to distribute information to residence, and follow-up will be continued thru our monthly newsletter.

Next Meeting Monday February 29th 9:00 AM

Social Committee Report January 2016

Hawaiian Night

January 15th was our first Hawaiian Night to try to beat the winter blues. It was very well attended. Next year we are attempting to get some Hula dancers and a Ukulele player.

Games Room Decorating

Some of the Social Committee went out and purchased items to finish off our games room and try to make it a bit more welcoming. The Clubhouse Committee had received the go ahead to spend up to \$800 and we managed to come in under budget. Some of the items purchased were a neon sign, a Marquee sign and a new dart board case, along with some smaller wall decoration items. We showcased these at Happy Hour on the 29th. The consensus was that we did very well.

Valentines Potluck Dinner

Our annual Valentines Potluck Dinner will be February 12th

Sadie Hawkins Dance

Our first ever Sadie Hawkins Dance will be held on February 26th from 5pm to 10pm with music by Charlie.

Upcoming events:

Valentines Potluck – February 12th

Sadie Hawkins Dance – February 26th

St Patrick's Happy Hour – March 11th