



**Sonoma Pines Homeowners Association &  
 Sonoma Pines Multi-Family Association  
 Council Meeting Minutes  
 DATE, 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 9:00 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:** None

**On behalf of Rykon Construction Management Ltd:**

Barbara McPhee

**On behalf of Associated Property Management (2001) Ltd:**

Kevin Jersey

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

- a) Correspondence - 3790 Del Mar Lane
- b) Standing agenda item – Home Owner Presentation to following WFN Presentation
- c) Alteration agreements 2180 and 2178 Alvarado Trail
- d) Hall rental for AGM

Moved by: Byon Dickie                      Seconded by: Charlie Milazzo that;  
 The agenda be approved as amended

For: 7                      Against: 0                      Abstained: 0                      CARRIED

2) Previous Minutes -

Moved by: Sandi Bellamy	Seconded by: Tom McEwan that;
That the minutes from 4 February 2016 be approved.	
For: 7	Against: 0
Abstained: 0	

CARRIED

3) WFN Advisory Council Update - None

4) Home Owner Presentation

- i. 4136 Solana Place and 4138 Solana Place – The owners advised the Council that now that the golf course is open for the season they are again having golf balls landing in their yard. In previous years golf balls smashed windows and narrowly missed guests sitting on the patio. The owners asked if there was a possibility of the HOA erecting netting to protect the owners along the golf course fairways. Council advised that the properties in question are part of the single family section, and the owners are responsible for the yards surrounding their residence. The home owners were advised that some information had been received from a lawyer but no decisions had been made or solutions determined by the HOA to date.

5) Rykon Construction Update - Report attached.

- i. Q: Is a map of irrigation lines available up to phase 9? A: Will request from United Landscaping.
- ii. Q: Sign off for phase 8 to 12? A: To be scheduled.
- iii. Q: Efflorescence report? A: A report will be provided to the HOA once testing is complete (first part of May)
- iv. Q: Scheduled for removal of signs on Carrington? A: Marketing company has been requested to remove, weather permitting Spring
- v. Q: Landscaping for P10,11,12 to be finished? A: Anticipated mid May to end of May for residences, June for common areas. 1 year warranty on landscaping starts when completed.

6) Correspondence

- a) **3871 Sonoma Pines Drive** – Correspondence was received from the owner regarding landscaping deficiencies. Council determined that the issue would be forwarded to the Landscaping Committee for action. A member of the committee will inspect the property and report to the committee for recommendations.
- b) **Responses to Bylaw Complaints** – To be dealt with in camera..
- c) **2140 Serrento Lane** – Correspondence was received from the owner regarding an ongoing landscaping issue that was left over from the 2015 season. Council determined that the issue would be forwarded to the Landscaping Committee for action.
- d) **2293 Pine Vista Place** – Correspondence was received from the owner advising that the snow removal contractor had caused damage to the front lawn. Council decided that the issue would be handled by the Maintenance Committee who directs the snow removal contractor, and by the Landscaping Committee regarding any repairs to the lawn that might be required.
- e) **2177 Alvarado Trail** – Correspondence was received from the owner regarding a landscaping deficiency that was left over from the 2015 season. Council requested that APM contact the owner and request the details of the outstanding issues and forward the information to the Council.
- f) **2165 Alvarado Trail** – Correspondence was received from the owner advising that two windows appear to have broken seals.

Moved by: Charlie Milazzo	Seconded by: Bryon Dickie that;
Associated Property Management engage a contractor to repair or replace the defective windows at 2165 Alvarado Trail, the cost to be paid from the MF Repair and Maintenance budget line item 6002.	
For: 7	Against: 0
Abstained: 0	

CARRIED

- g) **3905 Sonoma Pines Drive** – Correspondence was received from the owner regarding an outstanding issue with the exterior paint. Council decided the issue would be handled by the Maintenance Committee.
- h) **2189 Alvarado Trail** – Maintenance – Correspondence was received from the owner regarding an issue in the back yard that was to be dealt with by Command Contracting. Council decided that the issue would be dealt with by the Landscaping Committee but asked that APM again contact the contractor to determine when they would be attending to the project.
- i) **3832 Siringo Lane** – Correspondence was received from the owner regarding a tree located on the property. Council advised that ALL trees on common property are under the care of Bartlett Tree Service. Council requested that APM advise the owner accordingly.
- j) **4147 Solana Place** – Correspondence was received from the owner regarding a rock wall and mud on the property due to erosion. Council decided that the Maintenance Committee would contact the owner to advise that location of the property line, which would indicate that the specific rock wall is the responsibility of the owner given that it is in the single family section of Sonoma Pines.
- k) **3917 Sonoma Pines Drive** – Correspondence was received from the owner advising that there was a broken seal in one of the patio door windows. Council decided that the Maintenance Committee would attend and inspect the door.

Moved by: Charlie Milazzo      Seconded by: Sandi Bellamy that;  
Associated Property Management engage a contractor to repair or replace the defective windows at 3917 Sonoma Pines Drive, the cost to be paid from the MF Repair and Maintenance budget line item 6002, if directed by the Maintenance Committee.

For: 7      Against: 0      Abstained: 0      CARRIED

- l) **2162 Serrento Lane** – Correspondence was received from the owner regarding an internal wall separating from the outside wall, requesting that an engineer attend to inspect the structure of the building. Council directed APM to send a notice to Travelers Insurance to initiate a claim.
- m) **3790 Del Mar Lane** – Correspondence was received from the owner regarding building deficiencies that are to be addressed at the 1 year inspection. Council was advised that the builder has attended. Council requested a written response from the builder.
- n) **2163 Alvarado Trail** – Correspondence was received from the owner requesting that the HOA repair the damage to the exterior of the building caused by a failed attempt by persons unknown, to break into the dwelling.

Moved by: Tom McEwen      Seconded by: John Scott that;  
The Council direct Vern Sarver to attend and effect the repairs to the patio door and stucco at 2163 Alvarado Trail and that the cost of the repairs be paid from the M/F Repair and Maintenance Budget and posted to line item 6002.

For: 7      Against: 0      Abstained: 0      CARRIED

## 7) Committee Reports

- a) **Administrative Advisory Committee** - Report Attached
- b) **Clubhouse Facility Management** - Report Attached

- i. **Flag pole** – A flagpole has been donated to the HOA to be installed on the upper level of the lot beside the sidewalk. The labor is to be supplied by volunteers with a hard cost of \$200 for tool rental and supplies.

Moved by: Tom McEwen      Seconded by: Charlie Milazzo that;  
A flag pole be installed outside the common clubhouse by volunteers, and that an expense of up to \$200.00 be approved for the rental of tools and supplies to be paid from the Miscellaneous line item 7500.

For: 7      Against: 0      Abstained: 0      CARRIED

### c) Communications

- i. **Owner List** – Council requested that APM provide an updated owner list at the end of each month and that contact information for prospective owners be provided prior to the possession date. APM advised that the computerized owner database that is being requested has confidential information within the spreadsheet, and that the Council should ensure that the requirements of the privacy legislation are being adhered to, particularly in the case of non-council members and former council members maintaining and using the information.

Moved by: John Scott      Seconded by: Charlie Milazzo that;  
APM provide the updated SPHOA Master List Excel Spreadsheet at the end of each month to the Secretary of the SPHOA Council, and that the contact information for prospective owners be provided to the Welcome Committee as soon as received.

For: 7      Against: 0      Abstained: 0      CARRIED

### d) Finance Committee

- i. **CRF Payback for Insurance Premium Loan**

Moved by: Bryon Dickie      Seconded by: Charlie Millazzo that;  
The amount borrowed from the CRF to pay the HOA annual insurance premium be repaid on a monthly basis from the operating budget and that the full amount of the loan from the CRF be repaid during the same fiscal period that it was borrowed.

For: 7      Against: 0      Abstained: 0      CARRIED

### ii. **Transfer \$125K from BMO CRF to Valley First GIC**

Moved by: Bryon Dickie      Seconded by: Charlie Milazzo that;  
\$125,000 be transferred from the SPHOA Cash - BMO - Contingency Account to a two-year GIC at the SPHOA Valley First Savings CRF account.

For: 7      Against: 0      Abstained: 0      CARRIED

iii. **January 2016 Financial Statements**

Moved by: Bryon Dickie The January 2016 financial statements be accepted. For: 7	Seconded by: Tom McEwen that; Against: 0	Abstained: 0	CARRIED
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Council requested the current balance in the Phase 3 Gate account, to be provided by e-mail.

iv. **Insurance Appraisal**

Moved by: Bryon Dickie Kent MacPherson be engaged to provide an insurance appraisal for Sonoma Pines at a cost not to exceed the quote of \$3,000.00 with an additional fee of \$300.00 per year for updates for the following two years, provided to John Scott, to be paid from the annual Insurance Budget line item 7015. For: 7	Seconded by: Charlie Milazzo that; Against: 0	Abstained: 0	CARRIED
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e) **Irrigation** – Report Attached

f) **Landscaping**

i. **Notice To Owners regarding Yard Waste Pickup** – Council requested that the notice be sent by separate e-mail to all owners.

ii. **Reported Landscaping Issues**

Moved by: Charlie Milazzo APM forward any correspondence relating to landscaping issues directly to the Chair of the Landscaping Committee. For: 7	Seconded by: Sandi Bellamy that; Against: 0	Abstained: 0	CARRIED
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iii. **M/F Home owners contracting for landscaping services outside HOA – discussion**

Moved by: Charlie Milazzo Landscaping issues must be submitted to the HOA by an alteration agreement prior to work being done by a contractor engaged by a Multi Family Homeowner. For: 7	Seconded by: Sandi Bellamy that; Against: 0	Abstained: 0	CARRIED
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g) **Maintenance** – Report Attached

i. **RFP for Marmot Program**

Moved by: John Scott The Maintenance Committee be given a budget of \$7,000.00 to administer a marmot control program and engage the contractor of their choice, to start on the 1 <sup>st</sup> of April 2016, and that it be charged to the next fiscal period. For: 7	Seconded by: Tom McEwen that; Against: 0	Abstained: 0	CARRIED
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ii. **20 Year Maintenance Schedule presented to council**

iv. **Annual Maintenance Schedule Update** – Was presented to Council. An RFQ to be created for fence painting.

v. **Roofing Inspection Quotes** – Quotes were received from a number of inspection companies . A meeting will be arranged for the inspection companies to address the maintenance committee.

h) **Safety & Security**- Report Attached.

i) **Social Committee** – Report Attached

j) **Welcoming, Volunteers and Elections** – Report Attached

7) **APM Operation Update**

a) **Lower Gate Deductible** – APM has been advised that ICBC will forward a cheque in the amount of \$5,000 once they receive the required report(s) from the local detachment of the RCMP.

b) **Travelers Insurance** – Travelers has indicated that they will provide a claims history for the common property policy for the HOA. The Secretary requested that APM make a second request and that a copy of the e-mail be sent to the Secretary of the Council.

8) **Previous Business**

a) **Insurance Appraisal** – Dealt with above.

b) **Operating Surplus from Previous Years**- Council requested additional information regarding the use of operating surpluses back to 2010.

Moved by: John Scott      Seconded by: Charlie Milazzo that;  
APM provide the year end financial balance sheet for the past 5 years along with the General Ledger for the Operating Surpluses.  
For: 7                      Against: 0                      Abstained: 0                      CARRIED

The Strata Manager advised that operating surpluses are a product of the balance sheet which reflect the amount the expenses exceed or are less than the budgeted amounts. It is a value which changes from month to month and is carried forward into the following fiscal period. It is not an expense code against which expenses are charged. At any point in a fiscal period, an amount can be taken from the surpluses or Retained Earnings as it is known, and journaled into the Contingency Reserve Account(s) or at the beginning of the next fiscal period, journaled from the operating bank account on a monthly basis to offset part of the expenses paid normally by strata or maintenance fees as part of the approved budget.

**9) Alteration Agreements**

a) **2157 Alvarado Trail** – Request to modify the window(s) in the upper panel of the front door.

Moved by: John Scott      Seconded by: Sandi Bellamy that;  
The owner be granted permission to make the modification as included in the written application.  
For: 7                      Against: 0                      Abstained: 0                      CARRIED

b) **2373 Mesa Vista Court** – Request to modify the deck by installing a vinyl surfaced and a glass railing.

Moved by: Sandi Bellamy      Seconded by: Tom McEwen that;  
The owner be granted permission to make the modification as included in the written application.  
For: 7                      Against: 0                      Abstained: 0                      CARRIED

c) **2183 Alvarado Trail** – Request to widen the common driveway.

Moved by: John Scott      Seconded by: Charlie Milazzo that;  
The owner be granted permission to make the modification as included in the written application.  
For: 0                      Against: 7                      Abstained: 0                      DEFEATED

d) **2243 Terrero Place** – Request to make an addition to the patio

Moved by: Charlie Milazzo      Seconded by: John Scott that;  
The owner be granted permission to make the modification as included in the written application.  
For: 0                      Against: 7                      Abstained:                      DEFEATED

More detail including building materials along with neighbor approvals are required from the home owner.

e) **2243 Terrero Place** – Request to install a sun screen.

Moved by: Charlie Milazzo      Seconded by: John Scott that;  
The owner be granted permission to make the modification as included in the written application.  
For: 0                      Against: 7                      Abstained:                      DEFEATED

f) **2164 Talavera Place** – Request to enlarge the patio.

Moved by: John Scott      Seconded by: Charlie Milazzo that;  
The owner be granted permission to make the modification as included in the written application.  
For: 0                      Against: 7                      Abstained: 0                      DEFEATED

More detail including building materials along with neighbor approvals are required from the home owner

g) **2178 Alvarado Trail** – Request to install exterior LED lights.

Moved by: Charlie Milazzo      Seconded by: Sandi Bellamy that;  
The owner be granted permission to make the modification as included in the written application subject to neighbor approval.  
For: 7                      Against: 0                      Abstained: 0                      CARRIED

h) **2180 Alvarado Trail** - Request to install exterior LED lights.

Moved by: Charlie Milazzo	Seconded by: Sandi Bellamy that;		
The owner be granted permission to make the modification as included in the written application subject to neighbor approval.			
For: 7	Against: 0	Abstained: 0	CARRIED

**10) New Business**

- a) **Depreciation Report Update** – Council directed APM to request updated version.
- b) **AGM Meeting Location** - Council has reserved the Westbank Community Hall for the HOA AGMs

**11) In Camera Session**

Moved by: Rob Taylor	Seconded by: John Scott that;		
The meeting commence an in camera session at 11:13 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: Rob Taylor	Seconded by: Bryon Dickie that;		
The meeting conclude the in camera session at 12:01 p.m.			
For: 7	Against: 0	Abstained: 0	CARRIED

**12) Business Arising**

Moved by: John Scott	Seconded by: Charlie Milazzo that;		
The owner of 2201 Terrero Place be approved to modify the dwelling by extending the front courtyard and modifying the railing as per the re-submitted request.			
For: 0	Against: 6	Abstained: 1	DEFEATED

The reason that the modification request was denied is because the resulting modification would not be consistent with the Santa Fe exterior appearance for the community.

**13) Termination**

The meeting was terminated at 12:02 p.m.

**14) 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 7<sup>th</sup> of April 2016 at 9:00 a.m. in the Clubhouse



## Sonoma Pines

### Community Services Coordinator

Sonoma Pines is a community comprised of 495 single and multi-family homes situated in West Kelowna, British Columbia. The Sonoma Pines Home Owners Association (SPHOA) is responsible for the daily administration of the community services operations on behalf of the homeowners.

SPHOA is currently seeking an individual to assist in the day-to-day operations of the community, on a part-time basis. Reporting to SPHOA Council (SPHOAC), duties will include oversight of community maintenance and contractors, as well as communications with homeowners.

This position will be the liaison between homeowners, community service providers, Council members and contractors and will practice timely and efficient quality customer service. This "hands on" position will provide the successful applicant with a unique environment in which to learn on the job by employing "best practices" in strata operations management.

#### Key Qualifications:

- Ability to communicate effectively and professionally both verbally and in writing
- Self-motivated, reliable and flexible
- Computer skill proficiency using MS Office Suite
- General knowledge and understanding in exterior building maintenance and repairs, landscaping and irrigation and community infrastructure
- Experience working in a strata environment or managing large properties would be an asset
- Completion of training courses or a vocational program in property or strata management or real estate would be an asset

This is a seasonal, part-time contract of approximately 20 hours per week, weekdays only, from March to October. There may be rare emergency call outs.

Please forward a copy of your resume to [sonomapinesjobs@gmail.com](mailto:sonomapinesjobs@gmail.com)

We thank all candidates in advance for their interest; however, only those individuals who most closely meet our requirements will be contacted for an interview.

## Report from Clubhouse Management Committee

1) Rodent Infestation discovered and reported by Yoga group. Orkan Man called. Set traps. Mouse captured by sticky pad provided by Management Committee.

No other infestation evident. Damaged Door seals purchased & replaced by volunteers.

2. Social Committee funding for games room improvements is depleted. Thank you Social Committee for your generous donation and hours of volunteerism.

3. Clubhouse Management Committee proposes a motion to install a donated flag pole outside of main entrance of clubhouse.

The installation of the flag pole is proposed to be on the upper level just right of the sidewalk. Labour to install flagpole will be provided by volunteers. Flag has been donated by MP Dan Albus. Management Committee requests budget from miscellaneous account (7500) in the amount of \$200.00 for tool rental and supplies.

4. Management Committee in Liaison with Social Committee is preparing a Flag raising social event and BBQ for Canada Day.

Correspondence inclusive of itinerary of events will we send out via communications committee to residents. We anticipate a short parade with drummers and pipers to attend. Parade route starts from Lower Solana Gate, down Sonoma Pines Drive up Terrero, parade terminating at the Clubhouse entrance door. Dignitaries invited: Dan Albus, Christy Clark.

This concludes the Management Committee report.

Tom McEwen

Chairman

SPCCMC



Committee Rpt

SPHOA Irrigation Committee  
Minutes of Meeting of Feb. 4, 2016

Attending: Judith Gregson, Charlie Milazzo (Council Liaison), Dennis Storer (Committee Chair)

Guest: Vern Valan (Sonoma Pines Resident, mapping specialist)

Regrets: Ivars Dravinskis, Dan Nedelec, Ed Wheeler

- A. The meeting was called to order at the Clubhouse lower level Board Room at 2 pm.
- B. Vern Valan (Sonoma Pines resident) addressed the meeting with an update on his efforts to incorporate the Irrigation System components into detailed maps of our sub-division using TurboCAD software. We provided him with clarifications on Timer Box locations and designations.
- C. The committee then reviewed current water costs and the likelihood of water restrictions that may be imposed during the coming summer season. We will need to adjust programming to accommodate restrictions, but the current system wiring only allows for alternate day programs, not odd/even address based watering.
- D. Councillor Charlie advised that Council is instituting a \$1000/month discretionary spending limit for Committee Chairs to expedite small projects/repairs. We then reviewed the adequacy and allocations of the proposed operating budget for the coming year.
- E. Charlie reviewed communication and spending authorization protocols for the Committee to follow.
- F. The Committee discussed the concept of assigning responsibility for a section of the Irrigation System to each member to provide quick response and follow-up during the operating season. The next meeting will bring further discussion and assignments.
- G. Charlie asked Evergreen Irrigation to quote on certain small Irrigation system alterations identified at the previous meeting of Oct. 15/15.
- H. Security of Timer and Valve Control boxes was reviewed and actions were discussed.
- I. The next meeting was scheduled for Thursday Mar. 24/16 pending confirmation from Committee members. In the meantime, we expect to meet *ad hoc* with the Irrigation service provider to discuss seasonal startup and small project quotes.
- J. The meeting was adjourned at 3:30.

March 3, 2016

Report for SPHOA Board meeting March 3/16

Submitted by Barbara McPhee, Rykon Representative

Update:

- One unit left for sale in the development
- Drywall repairs in clubhouse to be scheduled with Tom
- Irrigation as built. United Landscaping will provide the locations of the main lines only at no cost, if HOA would like further detailed report on the individual zone locations they will provide a quote to produce the report.
- Efflorescence treatments still being monitored
- Landscaping starting in Phase 10, 11 and 12 along with fences being installed along Sonoma Pines Drive and borders development.

Use of Security Cameras – members of the Safety & Security Committee reviewed the Use of Security Cameras document prepared by Tom McEwen and George Leggett. Changes to be made to the document will be put forward at a meeting scheduled for 1:00 pm Tuesday March 1<sup>st</sup> 2016.

Recent B. & E.'s - The Safety & Security Committee members were updated with the known results of our recent B. & E.'s – West Kelowna R.C.M.P. arrested a male subject on February 4<sup>th</sup> 2016. These occurrences are currently before the courts.

No Parking Sign Locations – members of the committee felt that “No Parking” signs should be erected on each lamp post on Sonoma Pines Dr. to avoid any confusion or misunderstanding of where parking is prohibited.

Recent Suspicious Occurrences Feb. 22<sup>nd</sup> & 23<sup>rd</sup>. - At approximately 4:00 am on Feb 22<sup>nd</sup> and 23<sup>rd</sup> two males were observed parked in a small grey SUV adjacent to 2215 Terrero Pl. These occurrences were not reported to the R.C.M.P. therefore identity is unknown.

Town Hall Meeting – Members of the Safety and Security Committee will be arranging a town hall meeting to take place in May 2016. Committee members will be contacting Police, Fire, Westbank First Nations By-laws and Emergency Health Services for participation in this meeting.

If I have missed something or screwed it up, please let me know.

Thanks  
Darrell

## Important Notice for Residents Regarding Yard Waste Pick-up

Our new Contractor Asahi will begin servicing Sonoma Pines on March 15. The first Yard Waste Pick-up will take place Tuesdays starting March 22 thru November 8 with restrictions as to contents allowed and method of placement:

- Must be placed on the edge the road (not driveway or Boulevard) by 7:00 AM on pick-up day
- In a container (of 32 to 50 gallons) or a tarp (6x8 maximum) or CLEAR only plastic bags, however containers are the preferred method -Branches should not be tied
- Waste must be VEGETATION ONLY -NO GARBAGE and NO RECYCLABLES (including plant pots or containers) Should the items not allowed be included your home will be removed from the Pick-Up List

These rules are in place because our Contractor is subject to the same restrictions for the disposal of Yard Waste. Should they not be followed by Homeowners we may be forced to remove this service from Sonoma Pines

Residents must NOT engage in requesting private transactions of any kind with Asahi Employees. Asahi Employees are instructed to concentrate on their work and to not engage with Residents. Should you have any request or require information or have any issues they must be directed to the Sonoma Pines Property Manager. Asahi will not take calls from residents.

## Maintenance Committee Meeting

Wednesday, February 17, 2016  
9:00 a.m. Club House Boardroom


Attendees: Nick Schritt, Vern Valan, Rob Taylor, John Scott

Via Skype: Glen Heming

Guests: Suzanne Larouche

Regrets: Bob Nichol, Ken Smith,

- Depreciation and Maintenance Plan
  - Suzanne presented a draft of the 20 year maintenance plan and projected expenditures. The current draft is based on 100% funding of the depreciation report that is being finalized. This report will need to be updated every year as part of the annual maintenance budget process. Although the operational budget may change year to year the reserve portion should remain constant until the next depreciation report. The committee discussed the need for additional accounting code numbers to ensure accurate tracking of operational and depreciation items over time.  
Question- Can Vern S. add approximate dates of construction to the fencing inventory list?  
Does the amount in the depreciation report for "Painting" include an amount for door frames?  
Can we investigate power washing as a way of prolonging life and colour of exterior wall finishes?
- Update on roofing inspections.
  - John updated the committee on where we are with quotes for roof inspections for MF homes. One quote has been received and 3 additional meetings will take place this week. All quotes should be available by next meeting.
- Wood Accents Survey- Update.
  - The committee agreed on 3 colours to recommend to Council for consideration in the wood accents survey, Copper, Brown Bear and Cedar.
- Loss Control Report – Clarification on "*Develop documented water damage emergency plan*". (John - nothing to report)
- Updates on the "As built".
  - Vern presented his information regarding "information gaps" in the maps he has received from Rykon and actual circumstances in the community. Vern will supply Rob T. a list and Rob will follow up with Rykon.

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- ❑ Streetlight Monthly report
    - Nick reported only one light out in his recent survey
    - John will check with APM to see if any other issues and decide on whether to call Kreuger.
  - ❑ Door Glass Insert – feedback from Rob T. on discussions with Rykon and current inventory of full glass door inserts.
  - ❑ Rykon is building new homes with full glass inserts. Alteration Reference Table will need to be updated to reflect this change.
  - ❑ Open items to be discussed for Rykon transition.
    - Members of the committee are asked to consider and notify the chair of any items or "latent construction deficiencies" they believe should be discussed with Carrington as part of the turnover. If you could get back to me with any points by next Wednesday, February 24 that would be great.
  - ❑ Topics for "Maintenance" section of SP website
    - We have added a section to the website titled "Maintenance". The objective is to add information to homeowners about home or community maintenance, so they are aware of maintenance issues they should be considering around their homes and maintenance issues and what the committee is doing around Sonoma Pines. Again if you have some ideas please send them along with the above points by next Wednesday, thanks.

Next Meeting March 29<sup>th</sup>, 9:00 am at the clubhouse

## GENERAL CONDITIONS

**Term:** The contract shall commence effective **April 1, 2015** for an initial (2) year term. This contract may be renewed for an additional 2 years, based on mutual agreement of value and service.

**Acceptance of proposal:** SPHOA reserves the right to accept or reject any or all proposals or cancel this RFP at any time.

**Health and Safety Requirements:** The individual shall observe all safety precautions throughout the performance of this contract to ensure he/she and residents are safe at all time. Only use of non-toxic & non-poisonous baits will be permitted.

**Evaluation and Selection:** A committee will review the proposals and present their recommendations to SPHOA Council for final decision. Evaluation will be based primarily on demonstrated ability and experience, approach to pest control, reference and price.

**Non-Solicitation:** Applicants will not contact any SPHOA Council members with respect to this RFP at any time prior to the award of a contract or termination of the RFP. SPHOA may reject the proposal from an applicant that makes any such contact.

**Right of Termination and Cancellation:** SPHOA reserves the right to terminate the contract upon 30 days written notice if the contractor fails to meet the level of service and performance agreed upon or deemed to operate in an unsafe manner.

**Invoicing:** Payment will be made net 30 days after a detailed invoice has been received and reviewed by APM. The invoice should include number of hours, dates, type of work performed and location as well as cost of materials.

Proposals must be received on or before 5:00 p.m. local time on

**Friday, March 4, 2016**

To apply:

Please complete the "**Proposal Submission Form**" attached.

Comm. Hse Rpt

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Welcome Committee

**Kevin Jersey**

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**From:** Jo Luchka <joluchka@gmail.com>  
**Sent:** Wednesday, February 24, 2016 11:09 AM  
**To:** Kevin Jersey  
**Subject:** Fwd: Welcoming Committee Report

Please include this as Welcome Committee report. Thank you.

Jo

Sent from my iPad

Begin forwarded message:

**From:** Terry Gmail <terry.milazzo@gmail.com>  
**Date:** February 24, 2016 at 9:40:47 AM MST  
**To:** Jo-Anne Luchka <joluchka@gmail.com>  
**Subject:** Welcoming Committee Report

February meeting included 3 new Homeowners .  
An additional 3 were unable to attend due to working during the day .  
It was decided that an evening meeting time should be offered as well .  
The Clubhouse was booked to accommodate this - the current second Thursday each month  
@7:00 PM -To give Homeowners the choice of time

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