

Robert Zivkovic, *Strata Property Manager*

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**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) HELD ON MARCH 3RD, 2011 AT 9:00AM AT TWO EAGLES GOLF COURSE 3509 CARRINGTON ROAD, WESTBANK, B.C.**

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**Present:** A. Gregson      P. Perschon (Rykon)      B. Wiltshire      D. Newton  
                 J. Young                M. Barrett                N. Asselstine      R. Zivkovic (APM)

**Regrets:** M. Slabotsky      O. Wright

**CALL TO ORDER**

The meeting was called to order at 9am.

It was moved and seconded to appoint A. Gregson as chair; motion carried.

**APPROVAL OF AGENDA**

It was moved, and seconded to approve the agenda; motion carried.

**APPROVAL OF MINUTES**

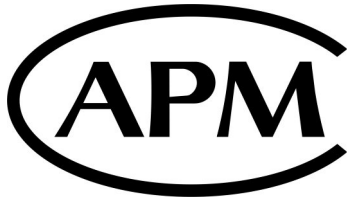
It was moved and seconded to approve the SPHOA and SPMFA council minutes for November 25<sup>th</sup>, 2011; motion carried.

**FINANCIAL REPORTS**

Transition Update

APM has finalized and reconciled the financial statements to date.

It was moved and seconded to approve the January 2011 financials; motion carried.



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Owners are reminded that strata fees are due on the 1<sup>st</sup>. of each month. Late fee penalties will apply to overdue accounts. Council will continue to actively pursue outstanding balances.

It was moved and seconded to approve the filing of a lien on 3909 Sonoma Pines Drive if payment is not received within the requested time period; motion carried.

The financial committee has prepared a draft budget for 2012. The AGM has yet been scheduled; a notice package will be prepared and include the proposed budget.

A \$5.00 increase in management fees for unoccupied lots has been proposed and accepted by Carrington Road Holdings Ltd. for the 2012 budget period.

Insurance has been pre-paid until June 2011 and will be renewed with Western Financial Group. Multi-family homeowners are reminded to maintain adequate insurance coverage for contents, upgrades and for the possible assessment of the Association's insurance deductible on your home owner's policy.

In order to update current replacement values an appraisal will be required.

It was moved and seconded to approve the request for an appraisal report; motion carried.

### **RV Parking:**

No report.

### **Safety and Security**

J. Young presented a block watch summary to the council. A proposal and discussions took place to hire a private security patrol company to provide regular on site patrols.

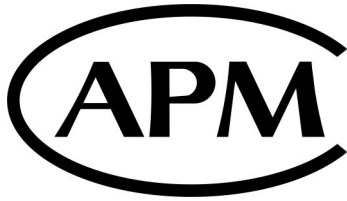
It was moved and seconded to move forward with a review of the proposal to increase security patrols in the community; motion carried.

Expenses associated with security patrol service will be proposed in the 2012 budget.

### **Landscape Committee Reports**

As the new landscape service provider, Asahi Contracting will provide warranty services to the remaining phases that qualify for warranty protection.

A proposal to improve the front entrance lighting was discussed. The committee will further review different designs and features to enhance lighting and curb appeal to the front entrance.



## **Correspondence**

### **Alteration Requests**

- 4146 Solana Place (SF) Cindy Lee, request to plant trees has been approved.
- 3970 Sonoma Pines Drive – unapproved removal of shrubs has been waived by council.
- 2282 Pine Vista- to install patio pavers at front of house has been approved.
- 3833 request to replace a dead tree has been declined.
- 2403-golf ball netting will be approved subject to a professional installation and final approval from the council.
- 2138-a request to install solar panels has been approved.

Damages to landscaping during snow removal will be reconciled with the contractor.

It was moved and seconded to approve the purchase of up to \$750 for dog litter bags and a dispenser to be installed in a convenient location for pet owners; motion carried.

Owners are kindly reminded to please pick up after your pets.

## **NEW/OLD BUSINESS**

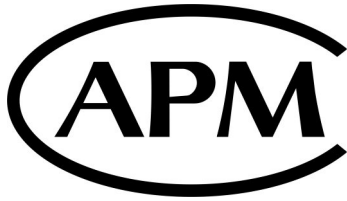
### **Construction Related:**

Rykon Construction has proposed to repaint the fascia boards that have failed on homes which closed (sold) in the past 24 months. Council will review the proposal prior to accepting. A concern was raised that correspondence between Rykon and the council should be communicated to council as a whole.

Starline, the window supplier, has been contacted and confirms repairs will be made to pre-determined discolored window trim to homes in phase 5 both multi-family and single family. Repairs will take place over the course of the season.

Voting and proxy procedures were discussed for the annual general meeting. It was agreed that voting and proxy procedures will follow the strata property act guidelines. Owners will maintain equal voting rights. Further information will be sent out with the AGM notice package.

Complaints have been filed from owners regarding an unlicensed home based business. Council has given APM direction to enforce the owner to cease all activity related to the home based business. A complaint will be filed with the WFN office bylaw enforcement division.



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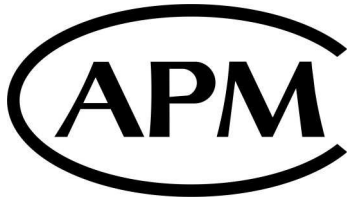
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Council will discuss with Rykon on the Association structuring of Phases 7 & 8. Should both phases be a separate Association or enveloped by the existing Multi-family Board? Both phases are automatically included in the common community HOA.

Modern PurAir Duct cleaning and Total Air Quality will not be invited to the make a presentation to the council to discuss services which may benefit homeowners. Council will further review the request. Council decided sufficient marketing was being done in the community for this service.

The next meeting is scheduled for April 14<sup>th</sup>, 2011 at 9 am - same location.

**TERMINATION** – It was moved to terminate the meeting at 11:15 am; carried.



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**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) HELD ON APRIL 14, 2011 AT 9:00 AM AT TWO EAGLES GOLF COURSE 3509 CARRINGTON ROAD, WESTBANK, B.C.**

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**Present:** M. Slabotsky    A. Gregson    P. Perschon (Rykon)  
              D. Newton        J. Young       M. Barrett  
              N. Asselstine    B. Wiltshire   R. Zivkovic (APM)

**Regrets:** O. Wright

**CALL TO ORDER**

The meeting was called to order at 9:00 am.

**APPROVAL OF AGENDA**

It was moved, and seconded to approve the agenda; motion carried.

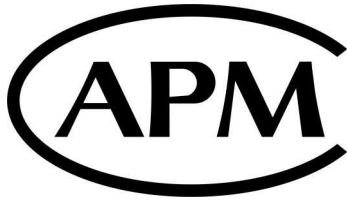
**APPROVAL OF MINUTES**

It was moved and seconded to approve the SPHOA and SPMFA council minutes for March 3rd, 2011; motion carried.

**FINANCIAL REPORTS**

The finance committee met with APM's accounting department to finalize the year end financial statements 12 months ending March 31, 2011.

It was moved and seconded to approve the year end financial statement for March 2011 to present at the Annual General Meeting; motion carried



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The proposed operating budget for 2012 was presented to council by the finance committee. Council and the Finance Committee reviewed in detail the 2012 proposed budget to be presented at the upcoming Annual General Meeting.

It was moved and seconded to approve the proposed 2012 operating budget as amended to be presented at the upcoming Annual General Meeting; motion carried.

The Annual General Meeting will take place on May 17<sup>th</sup>, 2011 at the Holiday Inn at 7:00pm (registration at 6:00 pm). Notices will be sent to all owners.

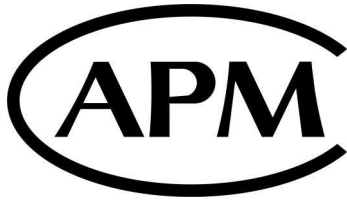
Owners are reminded that strata fees are due on the 1<sup>st</sup> of each month. Late fee penalties will apply to overdue accounts. Council will continue to actively pursue outstanding balances.

### **RV and General Parking:**

Council will continue to enforce the parking rules of the community. Deloro towing has been contracted to provide towing and monitoring services. Deloro parking signage and contact info will be placed near the front entrance. The parking rules will be enforced accordingly. Vehicles will be towed at the vehicle owner's expense. The rules are below:

#### **Parking Restrictions**

4. (1) An owner, tenant, occupant or visitor must not park trucks exceeding 1 ton, campers, recreational vehicles, equipment, unlicensed vehicles, boats, trailers, containers, except on areas specifically approved and designated by the SPHOM, except for the purpose of loading and unloading which will not exceed 24 hours. (Amended May 2009)
  - (2) Boat, recreational vehicle and utility trailer parking on the street is prohibited.
  - (3) A resident or visitor shall not use any part of a lot as a parking stall other than the concrete driveway.
  - (4) An owner or visitor must not permit a vehicle to be parked or left unattended in a manner that interferes with driveway entrances or access to driveway entrances.
  - (5) Any vehicle parked in violation of rule 4 may be subject to removal by a towing company authorized by the SPHOM, and all costs associated with such removal will be charged to the owner of the lot.
- Owners are permitted to be on one reservation list at a time either the short or long stall list.
  - Proof of insurance is mandatory on all RV's and other items being stored in the storage lot. Please fax insurance copies to 250-712-2265 (APM).



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### **Safety and Security**

J. Young presented a Commissionaires security patrol services proposal to provide enhanced security patrol services to the community. General discussions and review of the proposal will be conducted by the new council.

Expenses associated with security patrol service will be contained within the 2012 operating budget.

### **Landscape Committee Reports**

A proposal to improve the front entrance lighting continues to be under review. The committee will further review different designs and features to enhance lighting and curb appeal to the front entrance.

It was moved and seconded to approve repairs to the current lighting system; motion carried.

Concerns were raised regarding areas of retaining rock wall deterioration. Rykon construction will be contacted regarding the concerns raised to the rock walls.

Irrigation memos will be sent to owners advising of times and dates for the irrigation clocks to be turned on.

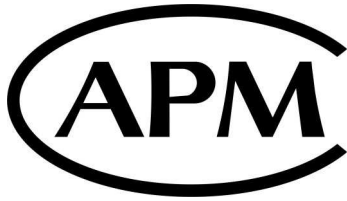
### **Correspondence**

#### Alteration Requests

- 2154- Has been approved to...install a glass railing subject to standard height.
- 2403- Approved to install netting subject to professional installation.
- 4139- Is approved re: cedar trees installation.
- 2395- Is approved subject to final inspection of 3 cedar plantings.
- 3703- Is approved for satellite dish.
- 4107- Is pre-approved subject to providing a diagram of the location of the new vent for further review.
- 2291- Is approved to install awning subject to meet color code, and size
- 2144- Council requires further details. A council member will review.
- 2383-Council continues to review plans and drawings of patio request.

Owners are kindly reminded to please pick up after your pets.

### **NEW/OLD BUSINESS**



**Construction Related:**

Rykon Construction has proposed to repaint the fascia boards that have failed on homes which closed (sold) in the past 24 months. Also, Rykon has moved to using black primed fascia to prevent discoloration. Council will review the proposal prior to accepting. In addition, Council will seek a broader inclusion of homes for fascia repairs.

Starline, the window supplier, has been contacted and confirms repairs will be made to pre-determined discolored window trim to homes in phase 5 both multi-family and single family. Repairs will take place over the course of the season.

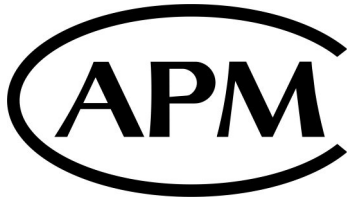
An authorized home based business has been shut down indefinitely by West Bank First Nations bylaw division.

A request for volunteers in creating a community newsletter is asked to please contact [sonomapines@associatedpm.ca](mailto:sonomapines@associatedpm.ca) or contact 250-869-8790.

The next meeting is scheduled for after the Annual General Meeting.

**TERMINATION** – It was moved to terminate the meeting at 11:25 am; carried.





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**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOCIATION (SPMFA) HELD ON JUNE 9<sup>TH</sup>, 2011 AT 9:00 AM AT TWO EAGLES GOLF COURSE 3509 CARRINGTON ROAD, WESTBANK, B.C.**

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**Present:** M. Slabotsky    A. Gregson    P. Perschon (Rykon)  
                  J. Young            M. Barrett    N. Asselstine  
                  B. Wiltshire        O. Wright     R. Zivkovic (APM)

**Regrets:** T. McEwen

**CALL TO ORDER**

The meeting was called to order at 9:20 am.

**APPROVAL OF AGENDA**

It was moved, and seconded to approve the agenda as amended; motion carried.

**APPROVAL OF MINUTES NA**

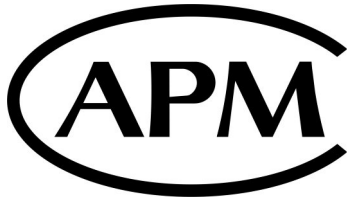
**OFFICER POSITIONS**

The floor was open to nominations for council positions for the HOA (Home Owners Association). The nominees are as follows:

Mike Barrett Chair	Norm Asselstine officer at large
Marc Slabotsky (Vice Chair)	Tom McEwen officer at large
Andrew Gregson (Treasurer/Secretary)	Orville Wright officer at large
Bob Wiltshire officer at large	Joel Young officer at large

**Subcommittees are as follows:**

Finance:     Andrew Gregson (Chair), Norm Asselstine, Mike Barrett  
Landscaping: Bob Wiltshire



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Safety and Security: Joel Young

It was moved and seconded to close the floor to nominations and accept the nominees to the respective council positions and committees; motion carried.

Council has effectively joined the common and multi-family Board into one operating Board to effectively and efficiently manage the community affairs of the Sonoma Pines community.

### **FINANCIAL REPORTS**

The finance committee reviewed the financials of April 30<sup>th</sup>, 2011. The committee will meet with APM's accounting department to make minor changes to the formatting of the financial statements. The financial reporting system has made good progress. The HOA is in good financial position to meet its financial obligations.

It was moved and seconded to approve the financial statement for April 2011; motion carried

Council discussed creating a legal entity to represent and manage the HOA (Home Owners Association). Further discussions and reviews will take place to explore the relationship between the HOA, SPHOM and SPMFM on implementing and structuring a Home Owners Association under the Society Act of B.C.

Council supports M. Barrett's nomination interest to run for the WFN advisory council.

Owners are reminded that strata fees are due on the 1<sup>st</sup>. of each month. Late fee penalties will apply to overdue accounts. Council will continue to actively pursue outstanding balances.

**RV and General Parking:** No report

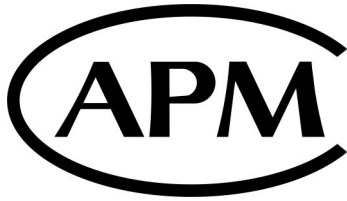
### **Safety and Security**

The Commissionaires security services proposal was reviewed by council. Council discussed at length the proposed security program with intent on monitoring the current security services for 6 months. A decision will be deferred until then.

Friendly reminder: Joel Young has met with Duane McTavish, Crime Prevention Coordinator, Central Okanagan region to plan educational workshops for safety & security with each Sonoma phase.

The first workshop will start for phase 1 owner(s) on June 29, 7:00pm at the West Kelowna new Police Station. Any questions from phase one owner can call Joel at 250 707-3854.

### **Landscape Committee Reports**



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Complaints were received regarding landscaping concerns i.e. lawn cutting. Asahi will be advised of the complaints in order to rectify the concerns raised.

Repairs to the front lighting at the main entrance will be complete in approximately three weeks. Council will review designs and quotes on improving the design of the current light system at the front entrance. Rykon will be asked to contribute to the costs of upgrading the front entrance.

Concerns were raised regarding areas of retaining rock wall deterioration. Rykon construction has been contacted regarding the concerns raised to the rock walls. Site inspections will be conducted and a geo-tech report has been requested by Rykon. Updates will follow.

Council has declined the request to install a realtor board at the front entrance.

### **NEW/OLD BUSINESS**

#### **Construction Related:**

Rykon Construction and the HOA will commence staining of multi-family fascia boards. The work will be completed in July for multi-family homes in phase 4 and 5.

Starline, the window supplier, has been contacted and confirms repairs will be made to pre-determined discolored window trim to homes in phase 5 both multi-family and single family. Repairs will take place over the course of the summer.

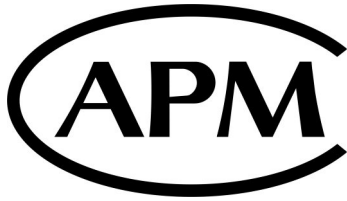
A request for volunteers in creating a community newsletter is asked to please contact [sonomapines@associatedpm.ca](mailto:sonomapines@associatedpm.ca) or contact 250-869-8790.

#### **ALTERATION REQUESTS:**

4147 Solana Place - Elaine Jensen - The trees I want to plant are replacement trees that came with the property. There is one evergreen in the back that was removed last year because it was dead when I moved in. It forms part of the line of trees that divide my property from 4109 Solana. There was also a tree in the front that was removed because it was dead. Every lot has one of these trees. I would like to replace both trees with the same ones that died. I believe the front one is a Red Autumn Maple? Not sure what type the fir is in back. I am not looking to add more trees, just to replace 2 dead ones. APPROVED.

2282 Pinevista Place – Ed and Dianne Murray – (Single Family) -- window (see complete package) APPROVED.

2134 Serrento Lane – David and Elizabeth Hunt – (Multi-Family) -- install a retractable awning above the courtyard at the front of the house measuring an 11 ½ feet wide span at the soffit and with a 10 foot lateral arm. The work would be undertaken by the Valley Canvass and Awning



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Company. The color of the awing material would be “café au lait” with a matching valance. The lateral are and span brackets are white coated aluminum. APPROVED.

2221 Terrero Place – Bruce and Rai-Elin Sharpe – (Single Family) -- retractable screen installed on the front door colors will match the existing trim. PRE-APPROVED.

3703 Sonoma Pines Drive – Phyllis Andersen – Pre-Approval – (Single Family) -- Install a 24 inch satellite dish on the back side of the building’s roof top, down low by the cave south side. Not visible from the street front of the property. PRE-APPROVED.

2289 Pine Vista Place – Arnold & Lynda Walter – Pre-Approval – (Single Family) -- Install a 24 inch Shaw Direct satellite dish. The work is going to be done by Shaw Direct. APPROVED.

2105 Talavera Place – John Aigner Connie Webber – (Multi-family) -- 1) Install hot tub on the bottom Patio, Purchased & Installed by Wet Zone. 2) Install habitat screens on the bottom patio windows (Habitat Retractable Screens provide superior solar protection—preventing UV damage, optimizing comfort and privacy—without obstructing your view). Owners will purchase Insurance to cover the additions. APPROVED.

4147 Solana Place – Elaine Jensen – (Single Family) – Replace the dead tree in the front yard with a Maple and the dead tree in the back yard with a Fir. APPROVED.

2382 Mesa Vista Court – Darlene Philbrick – (Single Family) – 1) Install 2 new windows, 1 in the Kitchen and 1 in the Master bath. 2) 2 Sun Tunnels in the kitchen. 3) Add to the back patio and change the back landscaping. APPROVED.

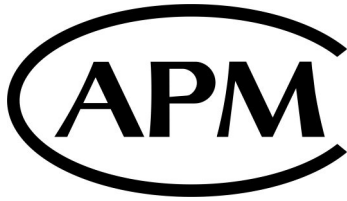
Alteration Request Withdrawn: 4107 Solana Place – Ron & Eva Jonah – (Single Family) – Install an exhaust vent in the downstairs unfinished part of the basement, for purpose of a portable air conditioner.

Owners are kindly reminded to please pick up after your pets.

**Rykon Annual BBQ** – Rykon will be hosting its Annual BBQ at the Sonoma Pines Sales Centre on Friday, July 15<sup>th</sup> between 11:00 and 1:00. An invitation will be forwarded to all owners and residents requesting RSVP’s.

The next meeting is scheduled for July 14<sup>th</sup>, 2011.

**TERMINATION** – It was moved to terminate the meeting at 11:15 am; carried.



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**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOCIATION (SPMFA) HELD ON JULY 14<sup>TH</sup>, 2011 AT 9:00 AM AT TWO EAGLES GOLF COURSE 3509 CARRINGTON ROAD, WESTBANK, B.C.**

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**Present:** M. Barrett      A. Gregson      P. Perschon (Rykon)  
              J. Young            T. McEwen      B. Wiltshire  
              O. Wright           H. Verkerk (APM)

**Regrets:** M. Slabotsky    N. Asselstine

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

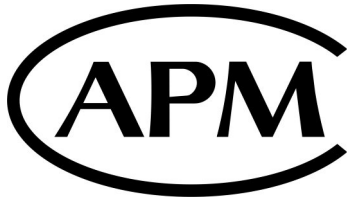
It was moved, and seconded to approve the agenda as distributed; motion carried.

**APPROVAL OF MINUTES**

It was moved, and seconded to approve the minutes of June 9<sup>th</sup>, 2011 as distributed; motion carried.

**FINANCIAL REPORTS**

- A. Gregson spoke to the board about investment opportunities and the options available. The finance committee recently met and reviewed the financial reports, investment planning for the Contingency Reserve Funds and the Associations maintenance fee collection policy. The board continues to review the different investment options available for the most practical return.
- B. The finance committee reviewed the financials of May 2011. The committee has met with APM's accounting department to make minor changes to the formatting of the financial statements. The financial reports for May have been tabled until the new formatting is in



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place and the financials are redistributed. The HOA is in good financial position to meet its financial obligations.

- C. A summary of the SP HOA maintenance fee process as administered by APM follows. This is for owner's information and is not indicative of any maintenance collection problems.

### **APM'S Accounts Receivable Policy for maintenance fees:**

SP home owners are responsible for the monthly maintenance fees and that responsibility can not be assigned to renters. A pre-authorized payment is the preferred payment type but an owner can select other means. Credit cards are not accepted due to their fee structures.

1<sup>st</sup> of the month – maintenance fees are due

During the second week of the month or on or after the 7<sup>th</sup>, APM retrieves an aged receivables report from the accounting system and reviews the owners in arrears.

Owners who owe for the current month, 0-30 days and/or 30-60 days will receive an account statement highlighting the outstanding balance and a request for payment within 14 days to avoid fines in accordance with the Rules & Reg's. If payment is not made, fines are applied.

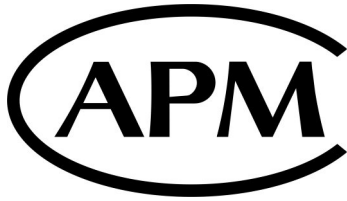
Owner who are 60-90 days or 90 + days will receive a notice of impending lien requesting payment be made in full, within 14 days, to prevent the placement of a lien, debt collection fees, registration fees and possible legal fees. Fines would be imposed in accordance with the Rules & Reg's. If payment is not made in full, a lien is registered and the owners are sent notification of this.

Owners who have had a lien registered and continue to default will receive one last notice and an opportunity to pay before they are sent for legal action. APM will also notify the mortgagee on title. Failing all the above the account is sent to a lawyer for further action, such as terminating the sublease.

### **Safety and Security**

Education Sessions: Joel Young provided the board with the latest safety and security report. The Phase One Education session was completed on June 29<sup>th</sup> at the RCMP building in West Kelowna. Three invitation notices were distributed to Phase 1 and only 6 owners attended. Joel along with the RCMP, Ambulance and Fire Dept. and the owners had informative discussions for close to an hour. Duane McTavish, Crime Prevention Co-Ordinator and Joel agreed to continue these sessions until complete with a second meeting scheduled for August 17<sup>th</sup> for phases 2 & 3. Hopefully, home owners will be represented in greater numbers.

Speed Watch: A campaign will get underway over the next month to reduce speeding. West Kelowna Citizens Patrol, Bob Davis and J. Young agreed to 4 separate speed checks in both the morning and late afternoon. A report and analysis will be obtained and presented to the board and



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Duane McTavish. The results will be available to the owners in the minutes and on the website. A hand held radar gun will also be used to conduct speed tests in Sonoma.

Concerns regarding speeding construction trucks were received and will be addressed with Rykon and the truck drivers.

Signage: Tabled

J. Young continues to express concerns with the Ministry of Transportation regarding the need of a 4 way stop sign or street light at the intersection of Carrington Road and the entrance of Sonoma Pines Drive.

Vehicle Theft: Recent theft of car contents has been known to occur on unlocked vehicles.

**Please ensure no valuables are left in your vehicle and that doors are secure and locked at all times.**

### **Landscape Committee Reports**

The landscape committee met last week with Rykon, United Irrigation, and Asahi Landscaping to review irrigation concerns, complaints and deficiencies. Most of the required irrigation repairs have been completed.

Complaints were received regarding brown spots and dry or browning lawns. Concerns expressed have been addressed and will be fixed with the recent irrigation repairs. Owners are asked to report all common area and multi-family irrigation concerns to APM. Single family homeowners are responsible for their own irrigation systems.

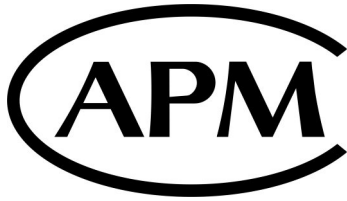
Phase 6 and the park will be turned over to the Association for maintenance this month. The board will address the grass concerns (top soil) with Rykon.

Overall, the board feels that the landscaping is progressing very well and the impressions received about the appearance of the community have been positive.

### **NEW/OLD BUSINESS**

Realtor Board: the board discussed and reconfirmed their decision not to install a realtor board.

Clubhouse: A homeowner request was received to take a vote on the construction of the clubhouse. The clubhouse is proceeding as part of the community plans in 2012. The clubhouse is a commitment of the developer and would increase the value of each residence. At the AGM it was stated that the clubhouse was on schedule for 2012. The Board will pursue this statement with a letter requesting further details concerning their plans and projected schedule.



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Phase 7 Golf Ball Damages and Safety Concerns: Phase 7 is an area of concern for golf ball damages and potential safety issues. Owners are advised that damage to their homes and private property should be covered by their own insurance policies. The HOA / MF building insurance have some coverage but the deductible portion is the responsibility of the owner. The safety issues will be addressed with Rykon and the golf course in order to seek a solution.

Rock Wall Concerns: Tabled. A geotech report has been obtained by Rykon and will be reviewed and discussed in detail at the next meeting.

Gates:

On July 13/2011 Carrington Road Holdings received approval from Westbank First Nations, and the Westside Fire Department for the lower Gates on Sonoma Pines Drive. With this approval, the final working drawings can now be complete by the MMM group. Once these drawings are finalized, on site construction will begin. Electrical wiring for the gates is now in process along Sonoma Pines Drive. Further updates will be forthcoming as we get closer to completion of the gates, as all residents current garage door openers will need to be programmed for use for the lower gates

The Phase 3 gate was damaged by a vehicle and is currently being repaired. All gate repair expenses are being assessed to the owners at fault.

Phase 2 Patio Foundation Concerns: The board discussed the deterioration of the phase 2 patio foundations. An application is being applied to the homes that have submitted a request. Owners must submit a service request application form with Rachel at Rykon, [Rachel@rykon.ca](mailto:Rachel@rykon.ca).

J. Young agreed to review the homes in phase 2 and submit a report to Rykon for review and attention.

Property Signs: The SPHOA has requested that Rykon install a few more signs. Rykon will address this at their next meeting.

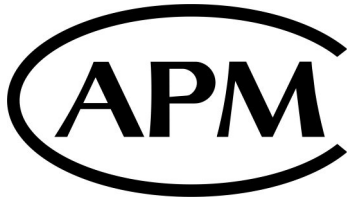
Parking and RV Wait List: The board discussed the RV Parking Wait List and the need for a second RV park. The size of the current lot does not support the communities need. There are currently 50 people on the wait list, some waiting since 2008. The Board will be looking to Rykon for a response to their request for a second RV park and an estimated completion schedule.

Gutters: The gutters are being inspected with the painting of the fascia boards. Gutters that are flagged for attention will be cleaned while painting is being completed.

**ALTERATION REQUESTS:**

4105 Solana Place, Bob & Ruth Nichol (SF) – Permission to install a 12'x12' patio in the front yard and plant boxwood hedge - **APPROVED**





Robert Zivkovic, *Strata Property Manager*

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2282 Pine Vista Place, Diane & Ed Murray (SF) – Permission to install a 12’x10’ awning above the front patio window. To be supplied and installed by Artistic Awning, colours to match stucco. – **APPROVED**

3901 Sonoma Pines Drive – John Jurjus (MF) – Permission to replace the balcony fence/railing with glass – **APPROVED**

**NEXT MEETING(S):**

The board agreed to hold a council meeting on the last Thursday of each month. The meetings have been scheduled as follows, pending quorum and availability;

Thursday, August 25<sup>th</sup>

Thursday, September 29<sup>th</sup>

Thursday, October 27<sup>th</sup>

Thursday, November 24<sup>th</sup>.

**TERMINATION** – It was moved to terminate the meeting at 10:25 am; carried.



**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON AUGUST 25<sup>TH</sup>, 2011 AT 9:00 AM AT TWO EAGLES GOLF COURSE 3509 CARRINGTON ROAD, WESTBANK, B.C.**

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**Present:** M. Barrett                      O. Wright                      B. Wiltshire  
                 J. Young                              T. McEwen                      P. Perschon (Rykon)  
                 H. Verkerk (APM)                      R. Zivkovic (APM)

**Regrets:** M. Slabotsky                      N. Asselstine                      A. Gregson

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

It was moved, and seconded to approve the agenda as distributed; motion carried.

**APPROVAL OF MINUTES**

It was moved, and seconded to approve the minutes of July 14th, 2011 as distributed; motion carried.

**FINANCIAL REPORTS**

The finance committee reviewed and similarly discussed the financials for July 2011. The HOA is in good financial position to meet its financial obligations.

**NEW/OLD BUSINESS**

**Safety and Security Report:**

1. West Kelowna Citizens Patrol Speed Watch conducted three (3) separate speed checks along Sonoma Pines Drive. The report was conducted to monitor and obtain an analysis which could confirm if there is a speeding problem within the community.

*Following are the results of 5 speed watch set-ups the West Kelowna Citizens Patrol did on Sonoma Pines Rd. during the week of July 16<sup>th</sup>.*

**SPEED LIMIT 40 Km/Hr.**

**July 19<sup>th</sup>: Location: Sonoma Pines Rd. & Terrero Place**

Time: 7:30 – 9:30 Total Cars Checked - 75  
 Under 40 Km. - 57  
 Between 41-50 - 17  
 Between 51-60 - 1  
 Time: 15:00-17:00 Total Cars Checked - 139  
 Under 40 Km. - 112  
 Between 41-50 - 25  
 Between 51-60 - 2

July 21<sup>st</sup> Location: 3694 Sonoma Pines Dr.  
 Time: 14:50 - 17:05 Total cars Checked - 174  
 Under 40 Km. - 154  
 Between 41-50 - 19  
 Between 51-60 - 1

July 22<sup>nd</sup> Location: 3692 Sonoma Pines Dr.  
 Time: 7,30-9:00 Total Cars Checked - 107  
 Under 40Km. - 80  
 Between 41-50 - 26  
 Between 51-60 1

On Wednesday morning using my Van and the hand held radar gun I wanted to see the speeds when there was no recognition of our Van.  
 Following are the results.

July 20<sup>th</sup> Location: Sonoma Pines Rd. & RV. Parking  
 Time: 7:20-9:20 Total Cars Checked 151  
 Under 40Km. Going West - 49 Going East - 30  
 Between 41-50 “ “ - 51 “ “ - 15  
 Between 51-60 “ “ - 5 “ “ - 0  
 Between 61-70 “ “ - 1 “ “ - 0

Total Cats Checked - 646  
 Cars going Under 40 Km. - 482  
 Cars going between 41-50 - 153  
 Cars going between 51-60 - 10  
 Cars going between 61-50 - 1

As per the above you can see that speeding is not a problem in Sonoma Pines. As the majority of cars are under the speed limit, perception could be the problem. With most of the cars going under the speed limit when a vehicle goes by around 50 Km. or over it appears to be speeding. During our patrol an elderly lady came up to thank us but when a car came past us she said he was going too fast when in reality he was only doing 53 Km. If this road was anywhere in the District of West Kelowna the posted speed limit would be 50 Km/Hr. even though it is curved it has sidewalks with a blvd between the roadway & sidewalk, therefore is quite safe.

Trusting that this is the information you wanted if you wish please pass this on to Joel Young.  
 The following patrollers took part in this survey:  
 Jim Russell, Jim Lindsay, Brian Thomas, Garth Saunders, Don Austin & Myself.

Regards,  
 Bob Davis

2. RV Security - with the rash of RV recent break-ins (five in total to date), Board members have sought and received several quotes for security enhancements. The Board will discuss and determine a suitable and affordable selection for a prompt addition to the RV Park

3. Sonoma Site Thefts - Recently, several vehicles, mostly trucks were entered by seemingly youths looking for cash and other valuables. In all instances the trucks were outside of the garages, on driveways and left open. Over the weekend of August 19-21, an owner in Phase 2 was awakened by RCMP at 4 a.m. to discover three youths, ages 13, 14 and 15 who were in his truck had been apprehended.

**Please ensure no valuables are left in your vehicle and that doors are locked at all times.**

4. Parking Enforcement – Please note WFN Law Enforcement and Del-Oro's Towing will be patrolling the Sonoma Pines community for unauthorized parking. Owners are asked to review and become familiar with the parking rules of Sonoma Pines. The WFN law enforcement contact information is below for owner's immediate use concerning parking, speeding and other disturbances. The Law Enforcement Officers work shifts so please send emails to both of them at [rjohns@wfn.ca](mailto:rjohns@wfn.ca) and [dheaton@wfn.ca](mailto:dheaton@wfn.ca) The phone numbers are 250-717-6147 and 250-863-8247. Owners are also asked to submit their parking complaints or concerns to APM in writing at [sonomapines@associatedpm.ca](mailto:sonomapines@associatedpm.ca)

The board discussed the parking rules and would like to outline the parking regulations for all owners' clarification and records:

Whenever possible, owners, residents and visitors should park in their driveway or garage

Parking is not permitted along any yellow curbs in Sonoma Pines.

Parking is permitted along Sonoma Pines Drive but vehicles must be moved every 24 hours.

Single Family homeowners and residents may park RV's on the sub roads only for the purpose of loading or unloading which will not exceed 24 hours.

Multi Family homeowners and residents may park RV's on the sub roads only for the purpose of loading or unloading which will not exceed 12 hours.

Parking is permitted on the street for the following single family sub roads, but this is restricted to visitors and guests only and does not include RV's or boats / trailers / ATV's;

Mesa Vista Court  
Pine Vista Place  
Solana Place  
Terrero Place

5. Safety & Security Workshops - The 2nd session was held August 17th in the new RCMP building in West Kelowna for Phases 2 & 3, along with Phase 1 who was re-invited to join in. The RCMP, Ambulance, WFN Enforcement, Fire & Citizens Patrol attended with a roomful of owners for about 1 1/2 plus hour discussion which we all enjoyed with the exchange. The sessions will continue every three weeks or so depending on the scheduling availability of the public agencies until late Fall, 2011 upon which the Board will produce a "quick hints" brochure for all owners.

**The next Safety & Security Workshop is scheduled for Phases 4&5 on Wednesday, September 14<sup>th</sup>, 2011 at 7:00 p.m. at the new RCMP building in Westbank.**

### **Landscape Committee Reports:**

The landscape committee provided an overview of the landscaping and the recent repairs to the irrigation systems. The front entrance has been updated and lights have been installed.

The committee continues to receive and address irrigation repairs and maintenance and owners are asked to report all common area and multi-family irrigation concerns to APM for attention.

The board continues to receive positive feedback about the overall appearance of the Sonoma Pines community.

### **Community discussion Points:**

1. Snow removal contract. The board will be obtaining quotes and selecting a new snow removal contractor for the 2011/2012 winter season. Quotes and a recommendation will be provided at the next meeting.
2. Water & Sewer update. The board discussed the 23% increase over the past year for water and sewer charges and the implementation of metered billing. M. Barrett continues to address concerns with WFN and update the board on completing the installation of the water meters. The meters / readers are expected to be tested starting September of 2011. It will take approx one year for WFN to study and test the meters with individual billing expected to start in September of 2012.
3. The painting of the multi family fascias has been completed in phases 4 & 5A. Gutters were also inspected and cleaned as required. Rykon will complete the homes in phase 5B and 6 mid to late September.

### **Rykon Updates:**

1. Phase 7 Golf Ball Concerns. Rykon meet with the Two Eagles Golf Course to discuss concerns about damages and potential safety issues. The golf course has acknowledged the concerns and will work to make improvements including remedial work to the 14<sup>th</sup> green.
2. Status of Rock Walls. Rykon commissioned a geotech report from Beacon Geotech Ltd. and provided comments from the report to the board. A second opinion and geotech report is being obtained and Rykon will provide a recommendation and solution once further information is available.
3. The Clubhouse is still on schedule for 2012. An exact date can not be confirmed at this time. More details will be available over the next two or three board meetings as details are confirmed.
4. The board discussed the gates at the bottom end of Sonoma Pines Drive and Boucherie Road. Renditions were provided for review along with gate functions and details. The gates are on schedule for completion near the end of summer/early fall 2011. Effective early fall there will no access through Sonoma Pines Drive for non residents. Only residents who have a programmed garage door opener will be allowed access. Signs will be posted advising "resident exit only".

**Further updates are included in the separate attachment titled "Rykon Summer 2011 Updates"**

## **Correspondence:**

1. Pets and Pet Excrements. Homeowners have raised concerns about pet excrements on lawns and common property. Owners are reminded to immediately pick up after their pets and the Board kindly asks owners to walk their pets in the park and ensure they do not urinate on other owner's lawns and gardens.
2. Barking Dogs. Please report excessive noise complaints, including barking dogs, to APM for attention.

## **Parking & RV:**

1. At this time there is no definitive response to a second RV park. Rykon has many factors to address and consider including location and drainage. Rykon will continue to review these factors and provide updates once available.
2. RV Wait List Rules. Please note the following RV Wait List Rules
  1. Owners are only permitted to be on one wait list, the short stall (26 ft) or long stall (40 ft). You can not be on both wait lists.
  2. Owners are not permitted to be on the wait list if they already have a stall, even if it is to upgrade or downgrade to a different size.

It was moved, and seconded to approve the RV Wait List Rules; motion carried.

## **New Business:**

The multi-family garage door window trims in have been inspected and will be replaced as per the contractor's recommendation.

## **ALTERATION REQUESTS:**

2161 Alvarado Trail, E. Paterson (MF) - Request to replace the deck railings at 2162 Alvarado Trail with Glass Panels – APPROVED.

2087 Candalera Lane, J. Luchka (MF) – request to install a 51 cm Satellite Dish. APPROVED.

2286 Pine Vista Place, S. Milsom (SF) – Request to revise the front entrance door to contain a 24” Wide x 48” high glazed unit – APPROVED

2159 Alvarado Trail, J. Farkas (MF) - Request to hang a sun face wall art by the front door measuring 35” X 35.5” - APPROVED

2143 Madera Court, L. Michie (MF) – request to install an awning on the upper deck - APPROVED

4139 Solana Place, D. Belland (SF) – request to install exterior wall glass blocks to ensuite bathroom which currently has no windows. – APPROVED

2385 Mesa Vista Crt, M. Lessard (SF) – request to install a partial BBQ enclosure with granite countertops and cabinet. – APPROVED

4102 Solana Place, K. Forbes (SF) – request to install a retractable awning over the back patio.  
Install 2 phantom screens on the front and back doors – APPROVED

**NEXT MEETING(S):**

The board agreed to hold a council meeting on the last Thursday of each month. The meetings have been scheduled as follows, pending quorum and availability;

Thursday, September 29<sup>th</sup>

Thursday, October 27<sup>th</sup>

Thursday, November 24<sup>th</sup>.

**TERMINATION** – It was moved to terminate the meeting at 11:00 am; carried.



**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON SEPTEMBER 29<sup>TH</sup>, 2011 AT 9:00 AM AT TWO EAGLES GOLF COURSE 3509 CARRINGTON ROAD, WESTBANK, B.C.**

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**Present:** M. Barrett            A. Gregson            P. Perschon (Rykon)  
              J. Young                T. McEwen            R. Zivkovic (APM)  
              M. Slabotsky            B. Wiltshire

**Regrets:** O. Wright            N. Asselstine

**CALL TO ORDER** The meeting was called to order at 9:00 a.m.

**CORRESPONDENCE**

An in camera appeal hearing took place with an owner responding to a bylaw violation for causing a disturbance by the owners barking dog.

The Board concluded that the bylaw violation warning letter was supported by multiple residents. The board also concedes that the HOA does not have specific dog barking guidelines and will not be developing any in the future. The board is committed to investigate all complaints prior to issuing any type of bylaw violation action.

An in camera discussion took place where an owner appealed the board's decision to decline an alteration request.

The Board concluded the hearing by upholding its decision to decline the alteration request.

**APPROVAL OF AGENDA**

It was moved, and seconded to approve the agenda as distributed; motion carried.

**APPROVAL OF MINUTES**

It was moved, and seconded to approve the minutes of August 25th, 2011 as distributed; motion carried.

**FINANCIAL REPORTS**

1. A. Gregson provided a verbal report to the board regarding investment products for the purpose of creating interest bearing accounts for contingency reserve funds. Upon further



review the board will make the necessary investments to ensure capital preservation with an interest bearing feature for the contingency reserve funds. The finance committee has reviewed the financial reports for August 2011. The HOA is in good financial position to meet its financial obligations.

It was moved and seconded to approve the financial reports for August 2011; motion carried.

### Safety and Security

J. Young presented the following report to the board.

#### Sonoma Pines SPOHA Board Meeting Safety & Security

1. Traffic Safety & Security Workshop for Phases 4 & 5 conducted at RCMP Bldg. Once again, poor attendance but valued for those who took the time to attend. All agencies attended and shared their roles & responsibilities.
2. RV Park - Security System awarded to Alarm Masters, reputable local firm and installation to be completed by Wednesday, Sept 29, end of day. Enhanced lighting will be added if necessary. We await final quotes for this service. We will explain to all RV owners when completed. Signs have been added to the RV gates and back fence indicating security surveillance in effect.

**Please ensure no valuables are left in your vehicle and that doors are secure and locked at all times.**

#### 3. Phase 3 Gates -

The Board has deferred its approval to stucco phase 3 gate pillars. Estimates will be sought to use a rock finish on the pillars which would carry the design of the entrance pillars and the proposed bottom gate throughout the community.

### Landscape Committee Reports

The impressions received about the appearance of the community continue to be positive. The Board is pleased with the outcome of the new landscaping contractor. Irrigation memos will be forwarded to applicable residents as the fall shut down of irrigation begins.

The landscape committee continues to deal with concerns and issues as it arises. Trees and shrubs continue to be monitored for replacement or improvement.

It was moved and seconded to approve awarding the snow removal contract to Interior Snow and Ice for the upcoming season; motion carried.

The remediation work on the fascia paint and gutter cleaning is complete. Garage door windows continue to be repaired for multi family residents due to discoloration of the seal.

### NEW/OLD BUSINESS

#### Rykon Updates:

The proposed installation of the bottom gates on Sonoma Pines Drive is moving forward. Once the new gate is installed, volunteers are requested to assist the Home Owners Association in re-coding resident's garage door openers to work with the gates. Please email [sonomapines@associatedpm.ca](mailto:sonomapines@associatedpm.ca) or call 250-869-8790 sign up. The Board thanks you for your support. Notices and advisements will be given to all residents relating to dates and times for programming resident gate openers.

Architectural plans are underway in developing the proposed Clubhouse. The Clubhouse is scheduled for completion in 2012.

Rock Wall Concerns: A geotech report has been obtained by Rykon and is being reviewed. A member of the Board will meet with Rykon to discuss the outcome of the rock wall report. Further information is forthcoming.

Foundation and Concrete Concerns: The board discussed concerns with the concrete on phase 2 patio foundations, sidewalks and driveways. A test application is being applied to a driveway using a new concrete repair material & penetrating sealers. If successful, the repair application will be applied to affected sidewalks and other concrete areas. Owners are requested to report any concerns to their concrete both foundational, and driveways by submitting a service request application form with Rachel at Rykon, [Rachel@rykon.ca](mailto:Rachel@rykon.ca) . It is imperative to report the concrete concerns within your warranty period.

The board will assess the need for fence painting maintenance requirements and areas that need a touch up. Funds will be allocated for this work, if required, in next year's budget.

An extra blue Capital Newspaper dispenser will be supplied by the mailboxes on Alvarado Trail.

Paul Perschon of Rykon construction has announced his resignation. The Board wishes Paul well in his new career endeavors. The Board will be advised of Paul's replacement in due course.

### **Old Business carry forwards:**

Clubhouse: A homeowner request was received to take a vote on the construction of the clubhouse. The clubhouse is proceeding as part of the community plans in 2012. The clubhouse is a commitment of the developer and would increase the value of each residence. At the AGM it was stated that the clubhouse was on schedule for 2012. The Board will pursue this statement with a letter requesting further details concerning their plans and projected schedule.

Phase 7 Golf Ball Damages and Safety Concerns: Phase 7 is an area of concern for golf ball damages and potential safety issues. Owners are advised that damage to their homes and private property should be covered by their own insurance policies. The HOA / MF building insurance have some coverage but the deductible portion is the responsibility of the owner. The safety issues will be addressed with Rykon and the golf course in order to seek a solution.

### **Gates:**

On July 13/2011 Carrington Road Holdings received approval from Westbank First Nations, and the Westside Fire Department for the lower Gates on Sonoma Pines Drive. With this approval, the final working drawings can now be complete by the MMM group. Once these drawings are finalized, on site construction will begin. Electrical wiring for the gates is now in process along Sonoma Pines Drive. Further updates will be forthcoming as we get closer to completion of the gates, as all residents current garage door openers will need to be programmed for use for the

lower gates As of October all design efforts and approvals have been completed. The pillars are being built. Work is progressing slowly as the required resources are in demand throughout the valley.

Parking and RV Wait List: The board discussed the RV Parking Wait List and the need for a second RV park. The size of the current lot does not support the communities need. There are currently 50 people on the wait list, some waiting since 2008. The Board will be looking to Rykon for a response to their request for a second RV park and an estimated completion schedule.

### **ALTERATION REQUESTS:**

Edward and Glenna Neil – 2244 Terrero Place (SF) Request to extend the rear deck by 6 feet and extend the roof so that the deck is covered. (Drawings attached – to be completed by professional). The Board has approved the alteration request.

Herb & Leslie Padwick - 2405 Mesa Vista Court (SF) Request to extend sundecks and join them into one, along with adding a window in bedroom and replace fixed window with vented window in other bedroom. The Board has approved the alteration request.

Bob and Barbara Wiltshire – 2170 Alvarado Trail (MF) Request to install a solar sensor light in the front corner of the home under the overhand. The Board has approved the alteration request.

Ernest Daniels – 3895 Sonoma Pines Drive (MF) Request to conduct renovations to finish the basement as per attached design and to renovate master ensuite bathroom to add a bath tub and other touch up renovations. The Board has approved the alteration request.

Elizabeth and John Paterson – 2162 Alvarado Trail (MF) Request to enclose area beneath the deck with metal railings in order for their dog to have an enclosed space outside, thereby utilizing the railing replaced on their deck. – More info requested 9/27/11. The Board has declined the alteration.

J.R. Coulter – 2141 Madera Court (MF) Request to install satellite dish by Telus in accordance with Rules & Reg's. – Pre-Approved.

Rai-Elin Sharpe - 2221 Terrero Place (SF) Request to replace the tree in the front yard. It has never been very healthy since we moved in but has really died out this year and we would like to replace it. We had checked with the nursery about a tree that was planted beside our house last year when the new path and park was created. It is an Amure Maple. The Board has approved the alteration.

P.C. Notenboom - 4136 Solana Place (SF)  
Presentation to reconsider alterations request (details under alterations)

3. Build a free standing 8' X 12' golf cart shed on the southern front portion of the lot, with the entrance door facing a northerly direction. The shed would conform architecturally with others in the complex, roof, colour, etc. Along with the golf cart shed I would like to incorporate a court yard from the cart shed to front of the house. Again this would conform to existing ones in the complex, colour, decorative metal, etc. – DECLINED

4. In doing so I would like to replace the rock wall with a decorative Allan Block system as the present wall looks very poor. The present wall has been done with shot rock and the rock is very

irregular and difficult to form a nice straight wall. The installation of the wall was done by some amateurs as there is no appeal to the placement of the stones. My intent would be to erect the wall closer to the southern border of the lot so that the courtyard will have a comfortable area to sit. I would like to reduce the number of plants in the front yard in name of water conservation and create an xpheriscape yard, decorative rock, patio stones etc. – DECLINED – RESUMIT WITH DRAWING, SCETCH, PLANT TYPES, ADDITIONAL INFO, ETC. September 29<sup>th</sup>, 2011-The Board has re-declined the alteration.

5. In the court yard I would also like to erect sun diffuser, similar to ones in the back yards in the multi family homes on the way to the show homes. – RESUBMIT REQUEST WITH MORE INFO

6. The present watering system was very poorly done and there are far too many sprinklers heads given the size of the area. I would like to put the plants on drip system, which again would be a more conservative use of water. – RESUBMIT REQUEST WITH MORE INFO, WHO WILL INSTALL, PRESENT DRAWING OR SCETCH, ETC.

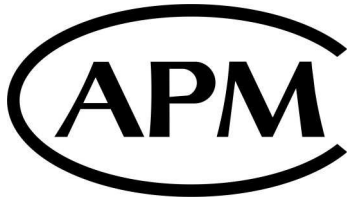
**NEXT MEETING(S):**

The board agreed to hold a council meeting on the last Thursday of each month. The meetings have been scheduled as follows, pending quorum and availability;

Thursday, October 27<sup>th</sup>

Thursday, November 24<sup>th</sup>.

**TERMINATION** – It was moved to terminate the meeting at 11:20 am; carried.



Robert Zivkovic, *Strata Property Manager*

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**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON OCTOBER 27, 2011 AT 9:00 AM AT TWO EAGLES GOLF COURSE 3509 CARRINGTON ROAD, WESTBANK, B.C.**

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**Present:** M. Barrett      N. Asselstine      R. Siemens (Rykon)  
                 J. Young              T. McEwen        K. Westgate (Rykon)  
                 B. Wiltshire         O. Wright         R. Zivkovic (APM)

**Regrets:** M. Slabotsky, A. Gregson

**CALL TO ORDER** The meeting was called to order at 9:00 a.m.

**CORRESPONDENCE** NA

**APPROVAL OF AGENDA**

It was moved, and seconded to approve the agenda as distributed; motion carried.

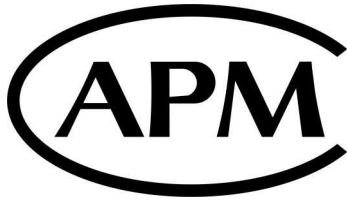
**APPROVAL OF MINUTES**

It was moved, and seconded to approve the minutes of September 29th, 2011 as distributed; motion carried.

**FINANCIAL REPORTS**

At the last meeting of September 29, 2011, A. Gregson provided a verbal report to the Board regarding investment products for the purpose of creating interest bearing accounts for contingency reserve funds. The Board further discussed the mandate to invest the contingency reserve funds.

It was moved and seconded to proceed with the investment policy and mandate regarding the investing of the contingency funds; motion carried.



Robert Zivkovic, *Strata Property Manager*

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The Board discussed amending the current collections policy to address repeat offenders. A review of the current collection policy will be conducted.

The finance committee has reviewed the financial reports for September 2011. The HOA is in good financial position to meet its financial obligations.

It was moved and seconded to approve the financial reports for September 2011; motion carried.

#### Safety and Security

As an added security measure, the R. V. lot has been equipped with an alarm and motion sensing devices. Access to the RV lot is permitted between the times from 7am to 7pm Monday to Sunday. The alarms are monitored by Alarm masters. Council also discussed the need for patrols to alarm call outs. Security signage will be posted around the RV lot advising the area is under security. Please note the subletting of RV parking stalls is prohibited. The RV parking is for the sole use of residents of Sonoma Pines.

Furthermore it was moved and seconded to approve the hiring of the Commissionaires to provide alarm call out patrol services; motion carried.

**Please ensure no valuables are left in your vehicle and that doors are secure and locked at all times.**

Landscape Committee Reports- No updates

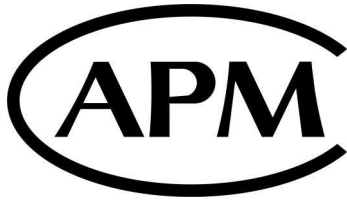
#### NEW BUSINESS

Phase 3 Gates -The Board has tabled the approval to finish the phase 3 gate pillars. The Board will further review the materials to be used to finish the pillars with an acceptable and appropriate color scheme.

To ensure a successful season of snow removal residents at Sonoma Pines are kindly asked to not park vehicles on any roadways during snow plowing of the streets. Your cooperation is greatly appreciated.

The Board discussed creating a separate website for Sonoma Pines. The website would be used to market the community and be a source of community information for owners and residents.

The Board will assess the need for fence painting maintenance requirements and areas that need a touch up. Funds will be allocated for this work, if required, in next year's budget.



Robert Zivkovic, *Strata Property Manager*

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The Board briefly discussed the need for a part time handyman or onsite resident to assist with ongoing maintenance needs in the community. A further review will be conducted to assess the costs of having an onsite manager assist in maintenance repairs.

Rykon Updates:

The installation of the bottom gates on Sonoma Pines Drive is moving forward. By mid to late December the gate will be fully functional.

Rock Wall Concerns: A geotech report has been obtained by Rykon and is being reviewed. A member of the Board will meet with Rykon and conduct an onsite inspection. Further information will be forthcoming.

Foundation and Concrete Concerns: The Board discussed concerns with concrete patio foundations, sidewalks and driveways. In conjunction with Rykon, an owner in the business of concrete repairs has applied to an area of sidewalk along Sonoma Pines Drive new concrete repair material & penetrating sealers. Rykon will review the repair, and if successful the repair application maybe applied to common area sidewalks and other concrete areas under the Sonoma Pines Home Owners Association warranty for common area.

Any new issues relating to cracks in driveways, home sidewalks, or patios will continue to be addressed by Rykon Construction on a house-by-house basis following the guidelines set out by Travelers Warranty. Owners must follow proper warranty claims procedure in reporting their deficiencies relating to their homes. Please make reference to your home owner's information manual. It is imperative to report the concrete concerns within your warranty period.

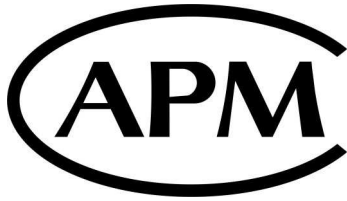
Rykon will confirm the original proposal to build a second R.V. lot for the Sonoma Pines community.

Old Business carry forwards:

Garage door windows continue to be repaired for multi family residents due to discoloration of the seal.

Clubhouse: A homeowner request was received to take a vote on the construction of the clubhouse. The clubhouse is proceeding as part of the community plans in 2012. The clubhouse is a commitment of the developer and would increase the value of each residence. At the AGM it was stated that the clubhouse was on schedule for 2012. The Board will pursue this statement with a letter requesting further details concerning their plans and projected schedule.

Phase 7 Golf Ball Damages and Safety Concerns: Phase 7 is an area of concern for golf ball damages and potential safety issues. Owners are advised that damage to their homes and private property should be covered by their own insurance policies. The HOA / MF building insurance



**Robert Zivkovic, *Strata Property Manager***

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have some coverage but the deductible portion is the responsibility of the owner. The safety issues will be addressed with Rykon and the golf course in order to seek a solution.

Parking and RV Wait List: The Board discussed the RV Parking Wait List and the need for a second RV park. The size of the current lot does not support the communities need. There are currently 50 people on the wait list, some waiting since 2008. The Board will be looking to Rykon for a response to their request for a second RV park and an estimated completion schedule.

**ALTERATION REQUESTS:**

David Belland – 4139 Solana Place (SF) has pre-approved sun tunnel alteration. This was to replace the window block request that was previously submitted.

Mr & Mrs. WJ Hoy – 2239 Terrero Place (SF) – request for permission to pour approx a 110 sq ft. concrete pad between their golf cart garage and front of their home. No irrigation will be affected. Approved.

Gordon Jesse – 2317 Pine Vista Place (SF) – pre-approved. Request to install satellite dish in accordance with rules and regs.

MaryAnn Field – 2302 Pine Vista Place (SF) – pre-approved. Request to install satellite dish in accordance with rules and regs.

**NEXT MEETING(S):**

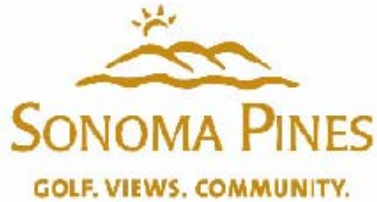
The Board agreed to hold a council meeting on the last Thursday of each month. The meetings have been scheduled as follows, pending quorum and availability;

Thursday, October 27<sup>th</sup>

Thursday, November 24<sup>th</sup>.

**TERMINATION** – It was moved to terminate the meeting at 11:20 am; carried.





**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON NOVEMBER 24TH, 2011 AT 9:00 AM AT TWO EAGLES GOLF COURSE 3509 CARRINGTON ROAD, WESTBANK, B.C.**

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**Present:** M. Barrett            N. Asselstine            K. Pennington (Rykon)  
              J. Young                 A. Gregson              K. Westgate (Rykon)  
              B. Wiltshire            R. Zivkovic (APM)

**Regrets:** M. Slabotsky, O. Wright, Tom McEwen

**CALL TO ORDER** The meeting was called to order at 9:00 a.m.

**CORRESPONDENCE** NA

**APPROVAL OF AGENDA**

It was moved, and seconded to approve the agenda as distributed; motion carried.

**APPROVAL OF MINUTES**

It was moved, and seconded to approve the minutes of October 27, 2011 as distributed; motion carried.

**FINANCIAL REPORTS**

The review of the October 2011 financial reports has been deferred until the next Board meeting. HOA (Home Owners Association) is in good financial position to meet its financial obligations.

The finance committee will meet to discuss the start of next year's operating budget in preparation for the annual general meeting.

**Safety and Security**

Corix has made changes to the emergency numbers for gas and electric utilities at Sonoma Pines. The new number is no 1-855-244-7808. Effective Sunday, November 20th, 2011, please use the following phone numbers:

**Gas Emergencies - 1-888-388-8626 (Coral Home Comfort Inc.)**  
**Electric Emergencies - 250-862-1113 (Advanced Power lines Ltd.)**

Damage to the phase 3 entrance gate will be repaired by the snow removal contractor. Repairs will take 6-8 weeks- approximately. The snow contractor apologizes for the inconvenience caused by the damage.

The R.V. wait list will be published on the website. Security signs have been installed around the R.V. lot. Please note the subletting and or loaning of RV parking stalls is prohibited. The board will be reviewing the current stall owner's registered parking requirement with what is currently parked in the RV Park. Owners are advised to ensure APM has the correct information in the next few weeks. Unauthorized vehicles, boats, etc. will be removed at the owner's expense. R.V. parking is for the sole use of residents of Sonoma Pines. The HOA Board reserves the right to cancel R.V. rental privileges with owners who breach the R.V. parking lot rules.

The commissionaires have been contracted to provide alarm response services to the R.V. parking lot. Owners are asked to report suspicious activity to the offices of Associated Property Management Ltd. by phoning 250-712-0025.

**Please ensure no valuables are left in your vehicle and that doors are secure and locked at all times.**

### **Landscape Committee Reports-**

The Board has approved the planting of a Christmas-type tree at the front entrance. An electrical outlet has been installed to accommodate lighting for the tree.

### **NEW BUSINESS**

Owners can expect to have each street in the community plowed this year regardless of street location. To ensure a successful season of snow removal residents at Sonoma Pines are kindly asked to not park vehicles on any roadways during snow plowing of the streets. Your cooperation is greatly appreciated.

The Board discussed the requirement to increase R. V. lot rental rates to off-set expenses associated with enhanced security features and patrols. The increase will also contribute to the common reserve which will eventually be required to fund fence maintenance and replacement. The increase of \$10.00 for both short and long stall rentals (total \$25.00 and \$35.00 respectively) will take effect January 1<sup>st</sup>, 2012

It was moved and seconded to approve the R.V. lot rental rate increase of \$10.00; motion carried.
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The Board will assess the need for fence painting maintenance requirements and areas that need a touch up. Funds will be allocated for this work, if required, in next year's budget.

The Board discussed creating a separate website for Sonoma Pines. Quotations to produce a website will be reviewed by the Board. The website would be used to market the community and be a source of community information for owners and residents.

Owners please pick up after your pets regardless of snow fall levels. Often, residents are ignoring their responsibilities to pick up after their pets during the winter months. This makes for a difficult spring clean up with the landscapers. Thank you kindly for your cooperation. Please report irresponsible pet owners to [sonomapines@associatedpm.ca](mailto:sonomapines@associatedpm.ca).

## Rykon Updates:

Boucherie Gate: The installation of the bottom gates and gate pillars are still under construction on Sonoma Pines Drive. By mid to late December the gate will be fully functional- weather permitting. Alternative dates will be provided, by Rykon, for owners requiring re-programming of their garage door openers to the new gate.

Rock Wall Concerns: A site review of the rock wall(s) was conducted with APM, a HOA Board member, and Rykon. The Board is requesting Rykon to make repairs to the rock wall(s). Rykon has been asked by the board to respond in writing of its position in relation to making those repairs. The board would like a response sent to APM as soon as possible. The HOA will request copies of two Geo-Tech reports that Rykon has commissioned for studies on the wall; as they were initially asked to provide a solution to the crumbling walls.

Clubhouse: The clubhouse is proceeding as part of the community plans for the spring of 2012. The clubhouse is a commitment by the developer and would increase the value of each residence. Renditions of the club house will be forthcoming at a later date.

## **Old Business carry forwards:**

Phase 3 Gates -The Board has tabled the approval to finish the phase 3 gate pillars. The Board will further review the materials to be used to finish the pillars with an acceptable and appropriate color scheme. The cost of any modifications to the gates are to be funded by the gate3 fund which is contributed to by the phase 3 residents.

The Board briefly discussed the need for a part time handyman or onsite resident to assist with ongoing maintenance needs in the community. A further review will be conducted to assess the costs of having an onsite manager assist in maintenance repairs.

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**NEXT MEETING(S):**

The Board agreed to hold a council meeting on the last Thursday of each month, subject to scheduling.

**TERMINATION** – It was moved to adjourn the meeting at 10:25 am; carried. The next meeting will be February 23, 2011 at 9am at the Two Eagles location.