



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON MARCH 29TH, 2012 AT 9:00 AM AT TWO EAGLES GOLF COURSE 3509 CARRINGTON ROAD, WESTBANK, B.C.

Present: M. Barrett N. Asselstine R. Zivkovic (APM)
 A. Gregson K. Westgate (Rykon)
 B. Wiltshire Tom McEwen

Regrets: J. Young, O. Wright, M. Slabotsky

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 March 15th, 2012 as distributed; motion carried.

FINANCIAL REPORTS

The review of the February 2012 financial reports has been concluded. The HOA (Home Owners Association) is in good financial position to meet its financial obligations.

It was moved and seconded to approve the February 2012 financial reports; motion carried.

The finance committee continues to prepare the 2012/2013 operating budget. The HOA discussed the requirement for a contingency reserve fund for repair and replacement of infrastructure i.e. roadways and underground services. The budget will reflect provisions for creating a contingency reserve fund to address long term planning and asset depreciation costs.

Once completed, the council has designated \$7000 to accrue installing furnishing i.e. vacuum system and flooring upgrades to the club house.

It was moved and seconded to approve the accrual of \$7000 in expenses to furnish the club house; motion carried.

The Annual General Meeting date has been scheduled for May 8, 2012 at the Holiday Inn (West bank). Annual general meeting notices will be sent 21 days in advance to all owners with full budget details.

To view the Home Owner's investment policy please visit www.sonomapines.com.

The HOA (Home Owners Association) will actively pursue overdue account balances and will enforce late fee fines and collection proceedings against owners with overdue account balances. Please ensure maintenance fee payments are made on or before the 1st of every month. Thank you.

Safety and Security MOT (Ministry of Transportation) has concluded its investigation into traffic control features for the intersection at the front entrance. As a result of its investigation, at this time, no additional traffic or pedestrian features will be installed or implemented at the intersections. Residents are advised to use caution when entering or exiting the intersection.

Landscape Committee Reports-

A tree replacement program is being implemented for the season. Trees will be selected for replacement according to priority.

NEW BUSINESS

Council discussed the growing need for a second R.V. park as rendered in the original designs of the Sonoma Pines community by the Developer. Council will inquire with the Developer to confirm the intent on building a second R.V. park.

Concerns were raised with Council regarding the Rykon signage at the front entrance. Blind spots to entering the intersection at the entrance are being created. Rykon will be asked to investigate the concern and provide a safety focused solution.

Council discussed fence maintenance and repair. Fence painting and maintenance is foreseen to have significant implications to driving maintenance fees upward in the near future. The considerable amount of fencing in the community is significant. Expenses exceed \$20,000 in fence maintenance and repairs to date. The reoccurring maintenance expense is a concern for council. In due course, a fence committee will be created to propose alternative methods to controlling the escalating expenses relating to fence maintenance and repair.

Insurance Highlight: Deductibles:

Owners are reminded to include with their personal policy coverage for property upgrades (post construction) and for possible assessment of the HOA (Home Owners Association) insurance deductible amounts for common area damages associated with a unit.

Damages not exceeding the insurance deductible for an insurance policy held by HOA, that owner is strictly liable and shall fully indemnify and save harmless the HOA for any resulting expense for maintenance, repair or replacement rendered necessary, which it is the HOA's responsibility to perform.

Please report irresponsible pet owners to sonomapines@associatedpm.ca.

Rykon Updates:

Rock Wall Concerns: Rykon will provide a site specific geo-technical report which addresses specifically the R.V. landscape/retaining wall. Rykon has proposed solutions to minimize the deterioration of the rock walls adjacent to the RV parking lot. Council will review the solutions provided. Repairs will commence in the spring.

Clubhouse: The HOA Council met with Rykon to discuss floor plans and design to the club house that will meet the needs of the community. Subsequently, considerations have been made to amend and include design features to the club house which compliment the lifestyle of residents in Sonoma Pines. Final renderings will be discussed at the upcoming annual general meeting.

Boucherie Gates: have been experiencing functional and intermittent delays. Myron's door will commence repairs to ensure proper operation. The pillar caps are completed.

Alteration requests:

2168 Alvarado Trail to install phantom door: Council approved.

2282 Pine Vista: to install lattice type privacy fence built at the front of the home. Council has declined.

2384 Mesa Vista Court: Hans G. Ellrodt, Landscape request. After confirm the design plans by a site visit council has approved the alteration request.

3689 Sonoma Pines Drive Glen Lesmeister to install awning over existing concrete patio. After several site visits council has approved the alteration.

3879 SP drive owner question/request: Do you have a ruling on 30 inch slate rim iron fire pits on the grass? Council has declined a request to install a fire pit on the common grounds.

Old Business carry-forwards:

Fence painting has been budgeted for designated areas for the upcoming summer. Rykon has made repairs to re-secure recently installed sections of fencing.

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.

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.

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

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 11:10 am; carried. The next meeting will be April 26, 2012 at 9am at the Two Eagles location.



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON APRIL 26TH, 2012 AT 9:00 AM AT TWO EAGLES GOLF COURSE 3509 CARRINGTON ROAD, WESTBANK, B.C.

Present: M. Barrett N. Asselstine
 A. Gregson K. Westgate (Rykon) R. Zivkovic (APM)
 B. Wiltshire M. Slabotsky

Regrets: J. Young, 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 March 29th, 2012 as distributed; motion carried.

Rykon Updates:

Clubhouse: Meeting minutes recording the discussions with Rykon and the HOA board were received and reviewed. Concerns raised from the discussions include:

- Door- ways to be handicap accessible (min 36 inches)
- The use of multi gang electrical switches.
- Use of proper junction box installed to tie-in all wiring services.
- Rough-ins to include the wiring to each point of entry (windows, doors) for an alarm system.
- Garbage compound be re-designed so not to face the patio?
- Rykon to consider installing a landing and internal stairs in the clubhouse.
- Will a dumb waiter be installed?

Further updates will be forthcoming as construction continues on the Clubhouse.

Rock Wall Concerns: Rykon has provided a site specific geo-technical report which addresses specifically the R.V. landscape/retaining wall. Rykon has proposed solutions to minimize the deterioration of the rock walls adjacent to the RV parking lot. Council will review the solutions provided. Repairs will commence in late spring.

Boucherie Lower Gates: have been experiencing functional and intermittent delays. Myron's door continues to review the long standing intermittent issues.

Roadways: Rykon has been asked to review and consider installing the final top layer of asphalt on Sonoma Pines Drive.

It is confirmed the fence that lies on the boundaries between the golf course and Sonoma Pines is the responsibility of the Sonoma Pines Home Owners Association (HOA).

FINANCIAL REPORTS

The finance committee has completed the 2012/2013 operating budget for presentation at the Annual General Meeting. The HOA discussed the requirement for a contingency reserve fund for repair and replacement of infrastructure i.e. roadways and underground services. The budget will reflect provisions for creating a contingency reserve fund to address long term planning and asset depreciation costs.

The Annual General Meeting date has been scheduled for May 8, 2012 at the Holiday Inn (West bank). Annual general meeting notices will be sent 21 days in advance to all owners with full budget details.

The HOA (Home Owners Association) will actively pursue overdue account balances and will enforce late fee fines and collection proceedings against owners with overdue account balances. Please ensure maintenance fee payments are made on or before the 1st of every month. Thank you.

Safety and Security No reports

Landscape Committee Reports-

A tree replacement program is being implemented for the season. Trees will be selected for replacement according to priority.

NEW BUSINESS

Council further discussed the annual general meeting presentation, and the annual general meeting notice package. The notice package will be sent to owners 20 days in advance of the meeting.

Please report irresponsible pet owners to sonomapines@associatedpm.ca.

The council continues to seek new volunteers and committee volunteers for areas in landscaping, new club house plan, painting and other community projects. Please email sonomapineslandscaping@gmail.com or contact the office of APM at 250-869-8790.

Alteration requests:

3821- Sonoma Pines: Cheryl Allen re: erect cedar lattice privacy fence at rear. Council will conduct an onsite visit.

2282 Pine Vista Place: Diane & Ed Murray: withdrawn.

2413 Madera Court: complete walkout basement electrical work, and complete bedroom and family room. Basement preexisting plumbing requires hookup. Council has approved.

Old Business carry-forwards:

Insurance Highlight

Owners are reminded to include with their personal policy coverage for property upgrades (post construction) and for possible assessment of the HOA (Home Owners Association) insurance deductible amounts for common area damages associated with a unit.

Damages not exceeding the insurance deductible for an insurance policy held by HOA, that owner is strictly liable and shall fully indemnify and save harmless the HOA for any resulting expense for maintenance, repair or replacement rendered necessary, which it is the HOA's responsibility to perform.

Council discussed the growing need for a second R.V. park as rendered in the original designs of the Sonoma Pines community by the Developer. Council will inquire with the Developer to confirm the intent on building a second R.V. park.

Council discussed fence maintenance and repair. Fence painting and maintenance is foreseen to have significant implications to driving maintenance fees upward in the near future. The considerable amount of fencing in the community is significant. Expenses exceed \$20,000 in fence maintenance and repairs to date. The reoccurring maintenance expense is a concern for council. In due course, a fence committee will be created to propose alternative methods to controlling the escalating expenses relating to fence maintenance and repair.

Concerns were raised with Council regarding the Rykon signage at the front entrance. Blind spots to entering the intersection at the entrance are being created. Rykon will be asked to investigate the concern and provide a safety focused solution.

To view the Home Owner's investment policy please visit www.sonomapines.com.

Phase 3 Gates -The Board has tabled the approval to finish the phase 3 gate pillars.

Foundation and Concrete Concerns:

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.

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.

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 11:10 am; carried. The next meeting will be May 31st, 2012 at 9am at the Two Eagles location.

SONOMA PINES LESSEE CORP.

MINUTES of the Annual General Meeting (the "Meeting") of the shareholders of Sonoma Pines Lessee Corp. (the "Company"), held at 2569 Dobbin Road, Westbank, British Columbia, on Tuesday, May 8, 2012, at 6:00 pm.

Adrian Block acted as Chair of the Meeting and Kelly Cairns acted as Secretary.

The Secretary advised that there were Shareholders at the Meeting holding more than 5% of the issued shares entitled to be voted.

A quorum being present and due notice of the Meeting having been given, the Chair declared the Meeting to be properly constituted for the transaction of business.

The first item of business to be placed before the meeting was a motion to increase the number of directors from one to three.

1. ON MOTION made, IT WAS RESOLVED that the number of directors of the Company be and is hereby increased from one to three.

The second item of business to be placed before the meeting was the appointment of directors for the ensuing year.

2. ON MOTION made, IT WAS RESOLVED that:

The following be appointed as sole Director of the Company to hold office in accordance with the articles of the Company:

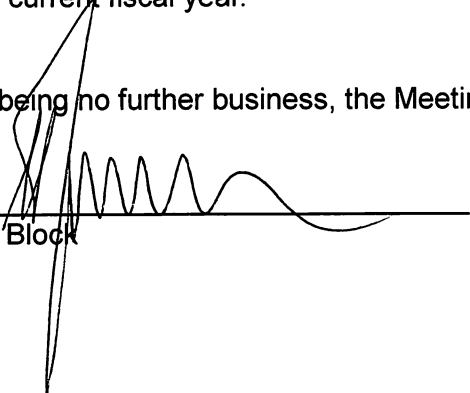
Michael Maschek
Adrian Block
Rod Voth

The Chair then advised it was time to for the appointment of an auditor for the Company for the current fiscal year.

3. ON MOTION made, IT WAS RESOLVED that:

Meyers Norris Penny be appointed as auditors of the Company for the current fiscal year.

There being no further business, the Meeting was terminated.


Adrian Block
Chair

SONOMA PINES MULTI FAMILY MANAGEMENT LTD.

MINUTES of the Annual General Meeting (the "Meeting") of the shareholders of Sonoma Pines Multi Family Management Ltd. (the "Company"), held at 2569 Dobbin Road, Westbank, British Columbia, on Tuesday, May 8, 2012, at 6:00 pm.

Adrian Block acted as Chair of the Meeting and Kelly Cairns acted as Secretary.

The Secretary advised that there were Shareholders at the Meeting holding more than 5% of the issued shares entitled to be voted.

A quorum being present and due notice of the Meeting having been given, the Chair declared the Meeting to be properly constituted for the transaction of business.

The first item of business to be placed before the meeting was the appointment of directors for the ensuing year.

1. ON MOTION made, IT WAS RESOLVED that:

The following be appointed as the Directors of the Company to hold office in accordance with the articles of the Company:

Michael Maschek
Adrian Block
Rod Voth

The Chair then advised it was time to for the appointment of an auditor for the Company for the current fiscal year.

2. ON MOTION made, IT WAS RESOLVED that:

Meyers Norris Penny be appointed as auditors of the Company for the current fiscal year.

There being no further business, the Meeting was terminated.


Adrian Block
Chair

SONOMA PINES HOMEOWNERS MANAGEMENT LTD.

MINUTES of the Annual General Meeting (the "Meeting") of the shareholders of Sonoma Pines Homeowners Management Ltd. (the "Company"), held at 2569 Dobbin Road, Westbank, British Columbia, on Tuesday, May 8, 2012, at 6:00 pm.

Adrian Block acted as Chair of the Meeting and Kelly Cairns acted as Secretary.

The Secretary advised that there were Shareholders at the Meeting holding more than 5% of the issued shares entitled to be voted.

A quorum being present and due notice of the Meeting having been given, the Chair declared the Meeting to be properly constituted for the transaction of business.

The first item of business to be placed before the meeting was the appointment of directors for the ensuing year.

1. ON MOTION made, IT WAS RESOLVED that:

The following be appointed as the Directors of the Company to hold office in accordance with the articles of the Company:

Michael Maschek
Adrian Block
Rod Voth

The Chair then advised it was time to for the appointment of an auditor for the Company for the current fiscal year.

2. ON MOTION made, IT WAS RESOLVED that:

Meyers Norris Penny be appointed as auditors of the Company for the current fiscal year.

There being no further business, the Meeting was terminated.



Adrian Block
Chair



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON MAY 31ST, 2012 AT 9:00 AM AT TWO EAGLES GOLF COURSE 3509 CARRINGTON ROAD, WESTBANK, B.C.

Present: M. Barrett N. Asselstine R. Zivkovic (APM)
 B. Wiltshire J. Young K. Westgate (Rykon)
 T. McEwen G. Marshall

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 April 26, 2012 as distributed; motion carried.

Rykon Updates:

Clubhouse: Construction continues on the club house. Council has inquired about stairs being installed for access from the upper level to the basement, and a request to review the site plan. Further updates will be forthcoming as construction continues on the Clubhouse.

Rykon is having challenges with the brown edging being used on the landscape in the park area. Rykon will review the best product to use for edging.

Rykon will continue to use dust reduction methods to minimize construction dust in area of the Clubhouse.

Rock Wall Concerns: Rykon has proposed solutions to minimize the deterioration of the rock walls adjacent to the RV parking lot. Council has agreed with installing a drip line, plantings, and a rock catch-trench at the base of the rock wall. Repairs will commence weather permitting.

Boucherie Lower Gates: Myron's door has made repairs to the Boucherie gates.

Roadways: Rykon has responded to the paving inquiry and proposes Sonoma Pines and relevant roadways will be topped with pavement in 2013.

Rykon will tend to the weeding of vacant lots. Rykon has declined the responsibility of resurfacing sections of spalling sidewalk on Sonoma Pines drive. The HOA disputes the claim of the HOA being responsible for causing the spalling. It was noted this section of concrete was poured in the winter and the curing process was jeopardized therefore the surface of the sidewalk is spalling.

FINANCIAL REPORTS

The financial reports will be deferred for approval for next month.

It was moved and seconded to have, in addition to APM, Tom McEwen, Norm Asselstine, and Mike Barrett as signing officers to the SPHOM accounts; motion carried.

Officer Positions:

The floor was opened for nominations of officer positions and committee chair person(s).

SPHOA & SPMFA chairperson is Mike Barrett and co – chair Tom McEwen
Finance Committee: Mike Barrett (Chair), Norm Asselstine, and Greg Marshall
Clubhouse Committee: Tom McEwen (Chair)
Safety Security: Joel Young (Chair)

It was moved and seconded to approve the nominations to the respective officer and committee positions; motion carried.

R.V. Parking: An audit was recently completed to ensure owners using the RV lot are in compliance with the regulations of usage. Please be reminded the RV parking lot is for owner residents. Subletting of RV parking is not permitted.

New hours of Access:

Summer Hours 7am – 10 pm May 1st- Sept 30th
Winter Hours 7am- 7pm Oct 1st- April 30th

Accessing the RV lot outside of regular hours is cause for RV lot privileges to be revoked. An alarm will sound and call out charges will apply.

It was moved and seconded to adopt the new hours of access; motion carried.

Safety and Security

J. Young presented a verbal report to the concerns regarding the traffic safety issues at the front entrance intersection on Carrington road. J. Young will draft a letter to the Ministry of Transport to specifically demand action to address the traffic concerns before a serious incident occurs.

For programming of lower Boucherie gate fobs, owners can contact Greg Marshall at gregmarshall@shaw.ca or 778-754-1547.

Landscape Committee Reports-

A tree replacement program is being implemented for the season. Trees will be selected for replacement according to priority.

NEW BUSINESS

Council has declined an owners request to plant or create vegetable garden plots in the park area.

As the new Clubhouse chairperson, Tom McEwan, will discuss and meet with Rykon to further discuss Clubhouse design concerns and the fit and finish details. A volunteer list is being created for volunteers wanting to assist with the Clubhouse furnishings. Please email Tom at tandgmcewen@gmail.com.

Council reviewed an owners request to open the lower exit gates in phase 3 to match with the access time of the upper entrance phase 3 gates. The lower gate not being equipped with timers and sensors, the request has respectfully been declined. Also, the request to cap the phase 3 gate fund to a maximum of \$10,000 in reserve funding for expenses was approved.

Parking:

Vehicles are not permitted to overhang over the end of the driveway onto roadways or walk ways. Owners of over sized vehicles will be required to move the vehicle or risk being towed.

Council will continue to review tenders for acquiring a depreciation report.

Owners can visit www.sonomapines.com for access to all Council minutes and general information. The username: sonomapines and password: sonomapines

If you wish to receive hard copies of council minutes please call Marilyn at 250-869-8790 or email strata@associatedpm.ca

Alteration requests:

3686 Sonoma Pines Drive: Rick & Darlene Seitz: Widen sidewalk at front door extending it by approximately 6 feet to support an existing post that existing ground has eroded badly. It will eliminate unnecessary water from our home foundation and create easier maintenance. APPROVED.

2211 Terrero Place: John & Pat Huber: To Add a front 12'X8' concrete patio. (Diagram in alterations agreement) - APPROVED

2117 Candelera Place, Donald & Betty Romses: Install a retractable awning on front window (Sample attached). DECLINED.

4104 Solana Place, Charles Paquette, had requested clearance to do some curb enhancement last fall. Solana Place never got the top coat of pavement done nor had the curbs put in. The lane needs finishing. This may require Rykon's input as they never finished the job. Mr. Paquette did some temporary curbing and wants to be able to take it out now. Tom feels that it would be better

to involve Rykon in the taking out and putting in of the curb that needs to be done anyway. The pavement also has grooves in it from the heavy equipment etc. Council has approved the removal of the asphalt curbing only at this time.

3701 Sonoma Pines Drive, Will & Irma Driediger: Satellite dish installation. APPROVED.

3833 Sonoma Pines Drive, David & Jackie Rugwell. Alteration Agreement for 100 foot fence line from the road to beyond their yard, to remove all shrubbery and decorative grasses and replace it with turf due to the extensive weeding required. REQUEST HAS BEEN WITHDRAWN.

2150 Serrento Lane, Dan & Marnie Barrett: Golf Ball safety screen. DECLINED.

Old Business carry-forwards:

Insurance Highlight

Owners are reminded to include with their personal policy coverage for property upgrades (post construction) and for possible assessment of the HOA (Home Owners Association) insurance deductible amounts for common area damages associated with a unit.

Damages not exceeding the insurance deductible for an insurance policy held by HOA, that owner is strictly liable and shall fully indemnify and save harmless the HOA for any resulting expense for maintenance, repair or replacement rendered necessary, which it is the HOA's responsibility to perform.

Council discussed the growing need for a second R.V. park as rendered in the original designs of the Sonoma Pines community by the Developer. Council will inquire with the Developer to confirm the intent on building a second R.V. park.

Council discussed fence maintenance and repair. Fence painting and maintenance is foreseen to have significant implications to driving maintenance fees upward in the near future. The considerable amount of fencing in the community is significant. Expenses exceed \$20,000 in fence maintenance and repairs to date. The reoccurring maintenance expense is a concern for council. In due course, a fence committee will be created to propose alternative methods to controlling the escalating expenses relating to fence maintenance and repair.

Concerns were raised with Council regarding the Rykon signage at the front entrance. Blind spots to entering the intersection at the entrance are being created. Rykon will be asked to investigate the concern and provide a safety focused solution.

To view the Home Owner's investment policy please visit www.sonomapines.com.

Phase 3 Gates -The Board has tabled the approval to finish the phase 3 gate pillars.

Foundation and Concrete Concerns:

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.

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.

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 11:10 am; carried. The next meeting will be June 28, 2012 at 9am at the Two Eagles location.



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON JUNE 28, 2012 AT 9:00 AM AT TWO EAGLES GOLF COURSE 3509 CARRINGTON ROAD, WESTBANK, B.C.

Present: M. Barrett T. McEwen K. Westgate (Rykon) R. Zivkovic (APM)
 B. Wiltshire J. Young G. Marshall

Regrets: N. Asselstine

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

As the chair, Mike Barrett, sold his home, he has resigned from council. Council thanks Mr. Barrett for his diligent efforts and contributions over the last few years to the Home Owner's Association and community.

It was motion and seconded to appoint Joel Young to vice chair; motion carried.

CORRESPONDENCE

An owner at 3811 Sonoma Pines Drive has requested a concession to parking an oversized vehicle. The council has agreed to provide the concession based on that the vehicle does not create an obstruction for passersby.

2302 Pine Vista- Council concluded a bylaw violation review with an owner receiving a warning for parking vehicles on the roadway overnight. The owner(s) are to comply with no overnight parking rules on roadways.

Concerns were raised regarding an owners R.V. being oversized. The council has reviewed the concerns and requests that the owner back the R.V. into the stall to reduce obstructions for other R.V. lot users.

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 May 31st, 2012 as distributed; motion carried.

Rykon Updates:

Clubhouse: Construction is on schedule for the club house. Further updates will be forthcoming as construction continues on the Clubhouse. A ceiling fan will be installed in the main meeting room. Rykon will continue to use dust reduction methods to minimize construction dust in area of the Clubhouse.

Rock Wall Concerns: Rykon will be commissioned to commence with the pre-determined repair to the landscape wall adjacent to the RV parking lot. Council has agreed with installing a drip line, plantings, and a rock catch-trench at the base of the rock wall.

Roadways: Rykon has responded to the paving inquiry and proposes Sonoma Pines Drive and relevant roadways will be topped with pavement in 2013.

There are concerns with roadway settling on Pine Vista and Solana Place. An official response is forthcoming from Carrington Road Holdings and Rykon.

Rykon will continue to tend to the weeding of vacant lots. Rykon has declined the responsibility of resurfacing sections of spalling sidewalk on Sonoma Pines Drive. The HOA disputes the claim of the HOA being responsible for causing the spalling. It was noted this section of concrete was poured in the winter and the curing process was jeopardized therefore the surface of the sidewalk is spalling.

FINANCIAL REPORTS

The May 2012 financial reports were reviewed. The HOA (Home Owners Association) is in good financial position to meet its financial obligations.

It was moved and seconded to approve the May 2012 financial reports; motion carried.

Council discussed the requirement for signing officers.

It was moved and seconded to have in addition to APM Ltd., Tom McEwen, Greg Marshall, and Norm Asselstine as signing officers; motion carried.

R.V. Parking:

R.V. signage will be installed with the new seasonal access policy.

Highlights: Please be reminded the RV parking lot is for owner residents. Subletting of RV parking is not permitted.

New hours of Access:

Summer Hours 7am – 10 pm May 1st- Sept 30th
Winter Hours 7am- 7pm Oct 1st- April 30th

Accessing the RV lot outside of regular hours is cause for RV lot privileges to be revoked. An alarm will sound and call out charges will apply.

Safety and Security:

J. Young has written a letter to the Ministry of Transport requesting an immediate review and action plan to deal with the intersection at the entrance and Carrington Road. The intersection continues to be a hazard to pedestrians and drivers.

ATTN: ALL OWNERS & RESIDENT

We are making some changes to our Emergency Response program for the Sonoma Pines Location at Westbank; Croix is the service provider for the Gas and Electric Utilities at that location.

In an effort to streamline the process; we are providing to our customers at Sonoma Pines one main phone# to contact, in the event of a Gas or an Electrical concern. This should make it more seamless for the customers at Sonoma, and hopefully reduce any confusion as to what is the correct number to call.

The new number is **1-855-244-7808**; this will take effect July 1, 2012.

The next Utility billing invoice coming up in July will reflect the new emergency contact number on the customer's monthly invoice/statement.

We would like to request if you have the option of circulating this new number to the residences at Sonoma Pines, we would appreciate it.

Any questions or concerns do not hesitate to give me a call.
Appreciate your assistance in this matter.

Regards

Bob Welsh

Manager Corix Utilities

Cell# 250-706-0713

Office#250-765-4931

Fax# 250-765-6831

email:bob.welsh@corix.com

Solutions at work

For programming of lower Boucherie gate fobs, owners can contact Greg Marshall at gregmarshall@shaw.ca or 778-754-1547.

Landscape Committee Reports- No updates.

NEW BUSINESS

As the new Clubhouse chairperson, Tom McEwen, will discuss and meet with Rykon to further discuss Clubhouse design concerns and the fit and finish details. A committee list of volunteers was formed to assist with community planning & Clubhouse activities. The committee will develop a user fee and policy for renting the Clubhouse for personal functions.

Council discussed fence maintenance and repair. Fence painting and maintenance is foreseen to have significant implications to driving maintenance fees upward in the near future. The considerable amount of fencing in the community is significant. The reoccurring maintenance expense is a concern for council. In due course, a fence committee will be created to propose alternative methods to controlling the escalating expenses relating to fence maintenance and

repair. If you wish to volunteer for the fence maintenance planning committee please contact APM at sonomapines@associatedpm.ca. or call 250-869-8790.

Phase 3 gate pillars will be receive new stucco finish, weather permitting.

Alteration requests:

2239 Terrero Place, Donna & Bill Hoy: Install a phantom screen on the front door. Install two sola tubes, one in the kitchen and one in the ensuite bath. APPROVED.

3822 Siringo Lane, Alan & Jane Brown: Landscaping alteration to create flower beds in three areas. APPROVED

3826 Siringo Lane, Vern & Patti Sarver: Construct and Install a wood trellis divider to the downstairs patio to serve as a patio to serve as a privacy screen. APPROVED

2117 Candelera Place, Donald & Betty Romses: Installation of retractable awning. APPROVED.

2209 Terrero Place, Glyn & Dale Lee: Installation of satellite dish. APPROVED.

2234 Terrero Place, John & Marlene Bates: Installation of privacy frosted glass panel on north side of deck (example 2242 Terrero Place). APPROVED.

2206 Terrero Place, Lynn Carignan-Wilson and Barry Wilson: Install either trellis with vines or cedar trees between 2206 and 2028 Terrero Place for privacy. Photos previously provided to the Landscaping Committee. APPROVED.

2158 Alvarado Trail, Bruce Harper & Lorna Wright: Extension of lower patio by 10 feet. APPROVED.

2183 Alvarado Trail: install golf netting by professional. APPROVED.

Old Business carry-forwards:

Parking:

Vehicles are not permitted to overhang over the end of the driveway onto roadways or walk ways. Owners of over sized vehicles will be required to move the vehicle or risk being towed.

Owners can visit www.sonomapines.com for access to all Council minutes and general information. The username: sonomapines and password: sonomapines

If you wish to receive hard copies of council minutes please call Marilyn at 250-869-8790 or email strata@associatedpm.ca

Council discussed the growing need for a second R.V. park as rendered in the original designs of the Sonoma Pines community by the Developer. Council will inquire with the Developer to confirm the intent on building a second R.V. park.

Concerns were raised with Council regarding the Rykon signage at the front entrance. Blind spots to entering the intersection at the entrance are being created. Rykon will be asked to investigate the concern and provide a safety focused solution.

To view the Home Owner's investment policy please visit www.sonomapines.com.

Phase 3 Gates -The Board has tabled the approval to finish the phase 3 gate pillars.

Foundation and Concrete Concerns:

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.

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.

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 10:30 am; carried. The next meeting will be August 30, 2012 at 9am at the Rykon sales office.



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON AUGUST 16TH, 2012 AT 1:00 PM AT THE RYKON SALES OFFICE WESTBANK, B.C.

Present: T. McEwen J. Young K. Westgate (Rykon)
 G. Marshall R. Zivkovic (APM)

Regrets: N. Asselstine, B. Wiltshire

CALL TO ORDER T. McEwen called the meeting to order at 1:07 pm.

APPROVAL OF AGENDA

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

CORRESPONDENCE

Council reviewed several notices sent to owners regarding weeds. Owners are reminded to please maintain their "limited and common property" areas within the single and multi-family residences to a high standard of quality and care. Thank you, to the all the owners who continue to maintain a high standard of care.

The Board has declined an owner's request to waive late fee and bylaws fines for repeated late payment.

The Board has extended an overflow parking allowance to the Tuscany Villas residence. The concession will extend until October 1, 2012. Parking will be permitted off Boucherie road onto Sonoma Pines drive.

Subject to a final request, the Board has authorized a work order to clean out the weeds from an owner's property at 2230 Terrero Place.

APPROVAL OF MINUTES

It was moved, and seconded to approve the minutes of June 30th, 2012 as distributed; motion carried.

Rykon Updates:

Clubhouse: Construction is on schedule for the club house. See further updates under new business.

Rock Wall Concerns: Rykon has commissioned the repair to the landscape wall adjacent to the RV parking lot. Council has agreed to the proposed solutions.

Roadways:

Carrington Road Holdings Ltd., the developer at Sonoma Pines, has agreed to make repairs to Pine Vista Place, in Phase 2. Re-paving of Pine Vista is complete. Phase 3, minor repairs and re-curbings are also completed.

Sonoma Pines Drive and relevant roadways will have a final pavement lift in 2013.

FINANCIAL REPORTS

The June 2012 financial reports were reviewed. The HOA (Home Owners Association) is in good financial position to meet its financial obligations.

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| It was moved and seconded to approve the June 2012 financial reports; motion carried. |
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The board will review the two recent quotes for conducting depreciation reports. Further updates will be forthcoming.

R.V. Parking:

R.V. signage has been installed with the new seasonal access policy.

Highlights: Please be reminded the RV parking lot is for owner residents. Subletting of RV parking is not permitted.

New hours of Access:

Summer Hours 7am – 10 pm May 1st- Sept 30th
Winter Hours 7am- 7pm Oct 1st- April 30th

Accessing the RV lot outside of regular hours is cause for RV lot privileges to be revoked. An alarm will sound and call out charges will apply.

Safety and Security:

The Minister of Transport's office has responded to J. Young's written letter requesting an immediate review and action plan to deal with the intersection at the entrance and Carrington Road. The intersection continues to be a hazard to pedestrians and drivers. There is consensus to meet on the matter and explore possible solutions. Updates will be provided.

For programming of lower Boucherie gate fobs, owners can contact Greg Marshall at gregmarshall@shaw.ca or 778-754-1547.

Landscape Committee Reports- No updates.

NEW BUSINESS

As the new Clubhouse chairperson, Tom McEwen, several meetings with Clubhouse committee members has taken place. Upgrades to the appliances are being negotiated with Rykon. The kitchen is currently being installed. The committee will continue to review and oversee several other work order changes and requests to the fit and finish of the Club House. An allowance has been provided for flooring and a central vacuum system has been roughed in by Rykon.

Star-line windows are to complete the replacement of the discolored window frames under the manufactures warranty. Star line is very busy and will delay the warranty work until the end of the summer season.

Concerns were revisited regarding the concrete efflorescence in the early phases of 1, 2, 3 and 4. Rykon has made repairs and will continue to make repairs using better processes to ensure a high quality and lasting repair.

Phase 3 gate pillars are complete with new stucco finish.

Video surveillance cameras will be installed at the Boucherie gates to provide added security to residents of the community.

Alteration requests:

2187 Alvarado Trail, Kathleen Lausman & John Gagnon, installation of Bell Satellite TV dish facing south on the front of house; Approved.

3859 Sonoma Pines Drive, Andrew & Joanna Hamilton, replace existing sun tunnel, removal of sun tunnel and replacing it with a professionally installed rectangular skylight. Approved.

2116 Candalera Place, Donna & Ken Perry

Owners are asking to have Rykon build a "golf cart garage" on their lot with a less graded paved area, allowing accessibility by motorcycle. Declined.

Old Business carry-forwards:

Parking:

Vehicles are not permitted to overhang over the end of the driveway onto roadways or walk ways. Owners of over sized vehicles will be required to move the vehicle or risk being towed.

Owners can visit www.sonomapines.com for access to all Council minutes and general information. The username: sonomapines and password: sonomapines

If you wish to receive hard copies of council minutes please call Marilyn at 250-869-8790 or email strata@associatedpm.ca

Council discussed the growing need for a second R.V. park as rendered in the original designs of the Sonoma Pines community by the Developer. Council will inquire with the Developer to confirm the intent on building a second R.V. park.

Concerns were raised with Council regarding the Rykon signage at the front entrance. Blind spots to entering the intersection at the entrance are being created. Rykon will be asked to investigate the concern and provide a safety focused solution.

To view the Home Owner's investment policy please visit www.sonomapines.com.

Phase 3 Gates -The Board has tabled the approval to finish the phase 3 gate pillars.

Foundation and Concrete Concerns:

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.

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.

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 2:45pm; carried. The next meeting will be September 27, 2012 at 9am at the Rykon sales office.



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON SEPTEMBER 27TH, 2012 AT 9:00 AM AT THE RYKON SALES OFFICE WESTBANK, B.C.

Present: T. McEwen J. Young B. Wiltshire
 G. Marshall N. Asselstine K. Westgate (Rykon) R. Zivkovic (APM)

CALL TO ORDER T. McEwen called the meeting to order at 9:05 am.

APPROVAL OF AGENDA

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

CORRESPONDENCE

Council went into in camera discussions to discuss owner bylaw violations. Several warnings went out to owners for breach of bylaws causing noise disturbances.

APPROVAL OF MINUTES

It was moved, and seconded to approve the minutes of August 16th, 2012 as distributed; motion carried.

Rykon Updates:

Clubhouse: Construction is on schedule for the club house. The hydro seeding of the park area surrounding the Clubhouse has taken very well. The garbage enclosure and washrooms remain outstanding for installation. The projected opening date will be mid November, 2012. Rykon will confirm warranty coverage to the Clubhouse.

Rock Wall Concerns: Rykon has commissioned the repair to the landscape wall adjacent to the RV parking lot. Council has agreed to the proposed solutions removing portions of the rock wall to create a stabilized slope.

Starline Window update: Starline has delayed repairs to u.v. damaged vinyl frames. Rykon will be reviewing the matter with Starline. Oxidized vinyl frames will not qualify for warranty repair, only u.v. damage frames will be repaired under warranty. The oxidization test: a simply wipe of the vinyl frame should remove the oxidation.

Foundation and Concrete Concerns: Concerns were revisited regarding the concrete efflorescence in the early phases of 1, 2, 3 and 4. Rykon has made repairs and will continue to make repairs using better processes to ensure a high quality and lasting repair. Efflorescence to concrete foundations will continue to be repaired and resealed. Rykon is closely monitoring the situation in applying the best repair practice. There are possible concrete deficiencies in curbing and sidewalks which will be reviewed with Rykon under the warranty policy.

2nd R.V lot update: Updates will be addressed by Carrington Holdings regarding the second R.V. lot either through a town hall meeting or other announcement platform.

FINANCIAL REPORTS

The August 2012 financial reports were reviewed. The HOA (Home Owners Association) is in good financial position to meet its financial obligations.

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| It was moved and seconded to approve the August 2012 financial reports subject to some minor posting corrections; motion carried. |
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The board will review the two recent quotes for conducting depreciation reports. Further updates will be forthcoming subsequent to interviews being conducted.

Safety and Security:

J. Young present a verbal report addressing the Carrington road vehicle traffic concerns. The Ministry of Transport agreed in principle to conduct a review and possible action plan to control the vehicle traffic flow at the entrance to the community and Carrington Road. There is consensus to meet on the matter and explore possible solutions. Updates will be provided.

R.V. Parking

Highlights: Please be reminded the RV parking lot is for owner residents. Subletting of RV parking is not permitted.

Winter Hours:

Winter Hours 7am- 7pm Oct 1st- April 30th

Accessing the RV lot outside of regular hours is cause for RV lot privileges to be revoked. An alarm will sound and call out charges will apply.

For programming of lower Boucherie gate fobs, owners can contact Greg Marshall at gregmarshall@shaw.ca or 778-754-1547.

Landscape Committee Reports- No updates.

NEW BUSINESS

T. McEwen, Clubhouse Chairman, conducted several meetings with Clubhouse committee members. A community newsletter will go out to all residents advising of Clubhouse updates. The committee has prepared a comprehensive policy addressing the usage and rental of the Clubhouse. Also, parking and signage will be addressed to control vehicle traffic around the Clubhouse.

Council will prepare a policy permitting the acceptable use of approved pre-made fire pits or patio fire tables.

Council will continue to pursue the development of fence maintenance and repair committee. Volunteers are welcome to contact the office of Associated Property Management Ltd. At 250-712-0025 to join.

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| It was moved and seconded to approve the revised quote to install security cameras at the Boucherie gates; motion carried. |
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Alteration requests:

2235 Terrero Place: Add a concrete patio to the front portion of the residence and an arbor: The patio addition has been approved. The Arbor installation has been declined.

2286 Pine Vista Place: Install 2 Solatube Model 290 DS-14" Daylight Tubes in the kitchen ceiling: Approved.

2286 Pine Vista Place: Install an awning over the front window adjacent to the main entrance: Declined.

2238 Alvarado Trail: owners have installed two trees in landscape wall, and cedars adjoining the building: Cedars are approved. The planting of two trees has been declined.

2391 Mesa Vista Court. Concrete patio further to approval of October 10th, 2010, damage done to columns due to landscaping, need further extension of the concrete pad: deferred for review.

2187 Alvarado Trail, Lausman & Gagnon. Awning over front deck: Declined.

2392 Mesa Vista Court: Darlene Warner: install 70 ft. plain gray sloping border curb around garden bed: Has been approved subsequent to inspection.

Old Business carry-forwards:

Roadways:

Carrington Road Holdings Ltd., the developer at Sonoma Pines, has agreed to make repairs to Pine Vista Place, in Phase 2. Re-paving of Pine Vista is complete. Phase 3, minor repairs and re-curb are also completed.

Sonoma Pines Drive and relevant roadways will have a final pavement lift in 2013.

Parking:

Vehicles are not permitted to overhang over the end of the driveway onto roadways or walk ways. Owners of over sized vehicles will be required to move the vehicle or risk being towed.

Owners can visit www.sonomapines.com for access to all Council minutes and general information. The username: sonomapines and password: sonomapines

If you wish to receive hard copies of council minutes please call Marilyn at 250-869-8790 or email strata@associatedpm.ca

Council discussed the growing need for a second R.V. park as rendered in the original designs of the Sonoma Pines community by the Developer. Council will inquire with the Developer to confirm the intent on building a second R.V. park.

Concerns were raised with Council regarding the Rykon signage at the front entrance. Blind spots to entering the intersection at the entrance are being created. Rykon will be asked to investigate the concern and provide a safety focused solution.

To view the Home Owner's investment policy please visit www.sonomapines.com.

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.

TERMINATION – It was moved to adjourn the meeting at 11:00 am; carried. The next meeting will be November 1st, 2012 at 9am at the Rykon sales office.



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON NOVEMBER 1ST, 2012 AT 9:00 AM AT THE RYKON SALES OFFICE WESTBANK, B.C.

Present: T. McEwen J. Young B. Wiltshire
 G. Marshall N. Asselstine K. Westgate (Rykon) R. Zivkovic (APM)

CALL TO ORDER T. McEwen called the meeting to order at 9:05 am.

APPROVAL OF AGENDA

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

CORRESPONDENCE

An owner presented to council the concept of implementing a standardized awning to be used by homes in certain areas with a southern exposure. Council requested the owner return with more details of the awning and a preliminary design report.

APPROVAL OF MINUTES

It was moved, and seconded to approve the minutes of September 27, 2012 as distributed; motion carried.

Rykon Updates:

Clubhouse: Upon completion the Clubhouse will officially be handed over to the HOA in early November. Rykon has confirmed warranty coverage to the Clubhouse.

Rock Wall Concerns: Rykon has started repairs to the rock wall by the RV parking lot. Weather permitting the project will be completed in the next couple of weeks.

Starline Window update: Starline has delayed repairs to u.v. damaged vinyl frames. Rykon will be reviewing the matter with Starline. Oxidized vinyl frames will not qualify for warranty repair, only u.v. damage frames will be repaired under warranty. The oxidization test: a simply wipe of the vinyl frame should remove the oxidation.

2nd R.V lot update: The developer is working on a design for the 2nd. R.V. lot. Also, in preparation to locating and positioning the R.V. lot, WFN is providing assistance and direction to dealing with the detention pond located to the extreme south east corner of the property boundary.

FINANCIAL REPORTS

The September 2012 financial reports were reviewed. The HOA (Home Owners Association) is in good financial position to meet its financial obligations.

It was moved and seconded to approve the September 2012 financial reports; motion carried.

Council discussed creating a bylaw that would charge 10% interest penalties to all overdue accounts. A $\frac{3}{4}$ vote by the owners at an annual or special general meeting will be required to introduce the bylaw amendment.

Safety and Security:

J. Young present a verbal report addressing the Carrington road vehicle traffic concerns. The Ministry of Transport provided a response to the letter sent by J. Young addressing traffic and pedestrian safety concerns. The response from M.O.T. still stands that at this time there are no immediate plans to address the traffic concerns. There are no fatalities recorded to date.

R.V. Parking :

Highlights: Please be reminded the RV parking lot is for owner residents. Subletting of RV parking is not permitted.

Winter Hours:

Winter Hours 7am- 7pm Oct 1st- April 30th

Accessing the RV lot outside of regular hours is cause for RV lot privileges to be revoked. An alarm will sound and call out charges will apply.

For programming of lower Boucherie gate fobs, owners can contact Greg Marshall at gregmarshall@shaw.ca or 778-754-1547.

Landscape Committee Reports-

The landscape committee chairperson presented quotations for next season lawn maintenance. Council continues to engage in negotiations with the parties involved. Further updates will be forthcoming.

A small irrigation committee was formed to review the cost overruns of irrigation and look for areas to reducing expenses relating to irrigation repair.

Vern Sarver, as the fence maintenance chairperson, continues to work toward the objective on measuring and quantifying the linear footage of surrounding fencing in the community, and applying those values to formulate a cost of maintenance budget. Also, with the objective to

research and study options to replacing or modifying the current fencing system to lower maintenance costs.

NEW BUSINESS

The commissioning of the depreciation report has been assigned to the office of Kent - MacPherson. The report is expected to be completed within the next 3 to 4 months

The fence committee chairperson presented a brief verbal report addressing some of the challenges associated with maintaining the large linear footage of fencing throughout the community. Further reviews will take place to implement cost saving measures into the fence maintenance budget.

Clubhouse:

Fit and finish purchases continue to be made, within budget perimeters, for the Clubhouse. A thank you goes out to an owner for selling, at a discounted rate, a pool table of notable quality. A social wine and cheese is planned for the end of November. An invitation will be sent to all residents.

The Clubhouse committee is working on developing programs for residents i.e. yoga, and fitness classes. Community newsletters will be issued updating residents of the Clubhouse activities.

Parking concerns near the Clubhouse will be addressed with Rykon and the committee. Also, insurance will commence on the Clubhouse at take-over. A 2-5-10 warranty will apply to the Clubhouse.

An open flame fire pit policy has been created to accommodate growing demand for such appliances.

Fire Pit Policy:

SONOMA PINES HOME OWNER ASSOCIATION

POLICY ON INSTALLATION OF PORTABLE FIREPIT APPARATUS OCTOBER 20 2012

DEFINITION OF FIREPIT APPARATUS:

A portable FIRE PIT apparatus is a free standing fireplace that burns liquid or gaseous fuel designed to provide ambiance and heat. The flame is usually open to the elements but may have grating to assist with cooking food. Only CSA or ULC approved portable FIRE PITS ARE PERMITTED for installation and use IN SONOMA PINES Approved devices may be used and flame length must not exceed 15 centimeters.

When conditions warrant, portable FIREPIT apparatus may be further restricted or prohibited by

the authority having jurisdiction. When using any device you are required to:

- Operate the apparatus as specified by the manufacturer;
- Take reasonable precautions to ensure the fire is contained;
- Take immediate action to carry out fire control and report the fire if it does escape
- Turn the unit off when not attended

If a device is placed on the ground you must:

- Place the unit on mineral soil, gravel, sand or a non-combustible surface;
- Maintain an adequate fire guard and watch around the device.
- Area must be free of flammable materials.

The use of outdoor wood burning appliances is prohibited from use in Sonoma Pines

PLEASE SEE EXAMPLES OF APPROVED AND NOT APPROVED APPLIANCES BELOW



APPROVED

The AZ Patio Heater Propane Antique Bronze Fire Pit blends in beautifully with your other wooden or wicker patio furniture. The solid steel construction is incredibly durable and a hammered bronze finish gives it a rustic look that suits outdoor living. A battery-operated pulse ignition gives way to a propane heater that emits up to 41,000 BTUs of heat. That's enough for an 8-foot diameter zone of soothing heat. An easy access door located at the base allows you to conceal a 20 lb. propane tank (not included). And for your added safety, this fire pit comes with a thermocouple flame failure device. Measures 35.4L x 35.4W x 24H inches; CSA approved. Includes cover for flame area.



APPROVED

Free standing "Ban Buster" type appliances connected to remote propane tanks by means of rubber hose are prohibited from use in Sonoma Pines.

NOT APPROVED



NOT APPROVED



It was moved and seconded to adopt the fire pit policy; motion carried.

Rykon has announced the deposit of an additional 30 lots from phase 9 into the HOA. Pro rated maintenance fees are now being collected on the additional vacant lots.

For ease of identifying, 90% of the lamp standards have been mapped on a directory. A thank you goes to Tom McEwen for his efforts in mapping the lamp poles in the community.

Council will compile an HOA reference binder containing related documents i.e. minutes, financials, rule/policies and other important materials as future reference for council members.

Alteration requests:

2125 Madera Court, McLennan: North Balcony Glass and second panel above for privacy. Council has approved the alteration request.

Old Business carry-forwards:

T. McEwen, Clubhouse Chairman, conducted several meetings with Clubhouse committee members. A community newsletter will go out to all residents advising of Clubhouse updates. The committee has prepared a comprehensive policy addressing the usage and rental of the Clubhouse. Also, parking and signage will be addressed to control vehicle traffic around the Clubhouse.

Council will prepare a policy permitting the acceptable use of approved pre-made fire pits or patio fire tables.

Foundation and Concrete Concerns: Concerns were revisited regarding the concrete efflorescence in the early phases of 1, 2, 3 and 4. Rykon has made repairs and will continue to make repairs using better processes to ensure a high quality and lasting repair. Efflorescence to concrete foundations will continue to be repaired and resealed. Rykon is closely monitoring the situation in applying the best repair practice. There are possible concrete deficiencies in curbing and sidewalks which will be reviewed with Rykon under the warranty policy.

Roadways:

Carrington Road Holdings Ltd., the developer at Sonoma Pines, has agreed to make repairs to Pine Vista Place, in Phase 2. Re-paving of Pine Vista is complete. Phase 3, minor repairs and re-curbing are also completed.

Sonoma Pines Drive and relevant roadways will have a final pavement lift in 2013.

Parking:

Vehicles are not permitted to overhang over the end of the driveway onto roadways or walk ways. Owners of over sized vehicles will be required to move the vehicle or risk being towed.

Owners can visit www.sonomapines.com for access to all Council minutes and general information. The username: sonomapines and password: sonomapines

If you wish to receive hard copies of council minutes please call Marilyn at 250-869-8790 or email strata@associatedpm.ca

Concerns were raised with Council regarding the Rykon signage at the front entrance. Blind spots to entering the intersection at the entrance are being created. Rykon will be asked to investigate the concern and provide a safety focused solution.

To view the Home Owner's investment policy please visit www.sonomapines.com.

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.

TERMINATION – It was moved to adjourn the meeting at 11:00 am; carried. The next meeting will be November 29, 2012 at 9am at the Rykon sales office.



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON NOVEMBER 29TH, 2012 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.

Present: T. McEwen J. Young B. Wiltshire R. Zivkovic (APM)
 G. Marshall N. Asselstine K. Westgate (Rykon)

GUESTS & COMMITTEE MEMBERS: Vern Sarver (fence committee), Pat Arneri (finance committee), Darren Parry (AVS security surveillance consultant)

CALL TO ORDER T. McEwen called the meeting to order at 9:05 am.

APPROVAL OF AGENDA

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

CORRESPONDENCE

Darren Parry, AVS surveillance consultant, provided a verbal summary regarding security enhancement features to the community as a whole. A quote will be provided to provide exterior video surveillance at the entrance and exits of the community and other high traffic areas.

APPROVAL OF MINUTES

It was moved, and seconded to approve the minutes of November 1st, 2012 as amended; motion carried.

Rykon Updates:

Clubhouse: The Clubhouse has officially been handed over to the HOA as of November 9, 2012. Rykon has confirmed warranty coverage to the Clubhouse.

Rock Wall Concerns: Rykon is well into repairs to the rock wall by the RV parking lot. Weather permitting the project is to be completed as soon as possible.

Starline Window update: Starline has committed to treat the UV discoloured window frames, and Rykon Construction will advise in the Spring as to the timeframe for this work. Oxidized vinyl frames will not qualify for warranty repair, only u.v. damage frames will be repaired under warranty. The oxidization test: simply wipe of the vinyl frame should remove the oxidation.

2nd R.V lot update: The Developer has provided a working copy of the current design for the 2nd. R.V.lot. An operating partnership of the second R.V. lot is being presented by the Developer. Council will review the proposal accordingly, updates to follow.

FINANCIAL REPORTS

The October 2012 financial reports were reviewed. The HOA (Home Owners Association) is in good financial position to meet its financial obligations.

It was moved and seconded to approve the October 2012 financial reports; motion carried.

It was moved and seconded to appoint Pat Arnieri to the finance committee; motion carried.

The finance committee has requested that the Clubhouse committee present future expenditures relating to the Clubhouse, which may exceed budget parameters, to the finance committee and council prior to purchase.

Safety and Security:

Due to recent criminal activity in the community, the block-watch program will be revisited. A newsletter will be sent to residents with an update to the block-watch program. Owners are to report all suspicious activity to the R.C.M.P. It is also recommended owners consider installing alarm systems in their homes to further enhance security.

For programming of lower Boucherie gate fobs, owners can contact Greg Marshall at gregmarshall@shaw.ca or 778-754-1547.

Landscape Committee Reports-

The landscape committee chairperson presented quotations for next season lawn maintenance. Council continues to engage in negotiations with the parties involved. The landscaping contractors maybe invited to present their proposals to council

NEW BUSINESS

The commissioning of the depreciation report has been assigned to the office of Kent - MacPherson. Council met with Allan Beatty of Kent MacPherson to discuss the particulars to generating the depreciation report. The report is expected to be completed within the next 3 to 4 months.

Council has prepared an initial draft of the HOA's operations binder. The operations manual is an information system used to provide historical and procedural information relating to all aspects of the Sonoma Pines community i.e. minutes, financials, rule/policies and other important materials as future reference for council members. Further drafts will be compiled for discussion purposes.

The fence committee chairperson presented a brief verbal report addressing some of the challenges associated with maintaining the large linear footage of fencing throughout the community. V. Sarver and T. McEwen walked the entire development to ascertain the extent of the fence maintenance requirements. Materials will be purchased in preparation of anticipated repairs to areas which will require maintenance.

Council discussed the R.V. parking rules. It was moved and seconded to delete all reference to subletting of R.V. parking stalls; motion carried.

Clubhouse:

The fit and finish purchases continue to be made for the Clubhouse. The Clubhouse committee is working on developing programs for residents i.e. yoga, and fitness classes. Community newsletters will be issued updating residents of the Clubhouse activities. J. Young has inquired with an interior and exterior designer to compliment the finishes of the Clubhouse.

Parking concerns near the Clubhouse are being addressed by the installation of proper signage to control vehicle traffic and pedestrian safety.

Alteration requests:

3834 Siringo Lane, Sobczak: Satellite Dish-Approved.

3809 Sonoma Pines Drive, Smith (D. Linsdell, PM): Satellite Dish-Approved.

2308 Pine Vista Place, Cowan: Courtyard Gate- Will be further reviewed by council.

Old Business discussion carry-forwards:

Council discussed creating a bylaw that would charge 10% interest penalties to all overdue accounts. A $\frac{3}{4}$ vote by the owners at an annual or special general meeting will be required to introduce the bylaw amendment.

Foundation and Concrete Concerns: Discussions are tabled regarding efflorescence to concrete foundations.

Infrastructure: The developer (Carrington Road) is finalizing the infrastructure maintenance manual which contains warranty dates for infrastructure in each phase, including for sidewalks and curbing. The developer indicated in a meeting November 6th, 2012 that for any items past their warranty expiration, the HOA may put together a "wish list" of requested work, which the developer will review.

Roadways: The plans for asphalt in 2013 relate to Sonoma Pines Drive only, from Carrington Road down as far down as the current show homes at Candalera Lane only – the bottom portion of Sonoma Pines Drive will not be included as construction traffic is still using this part of the road frequently.

Parking:

Vehicles are not permitted to overhang over the end of the driveway onto roadways or walk ways. Owners of over sized vehicles will be required to move the vehicle or risk being towed.

Owners can visit www.sonomapines.com for access to all Council minutes and general information. The username: sonomapines and password: sonomapines

If you wish to receive hard copies of council minutes please call Marilyn at 250-869-8790 or email strata@associatedpm.ca

Concerns were raised with Council regarding the Rykon signage at the front entrance. Blind spots to entering the intersection at the entrance are being created. Rykon will be asked to investigate the concern and provide a safety focused solution.

To view the Home Owner's investment policy please visit www.sonomapines.com.

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.

TERMINATION – It was moved to adjourn the meeting at 11:05 am; carried. The next meeting will be announced in mid January.