



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON FEBRUARY 6TH, 2013 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.

Present: J. Young B. Wiltshire
N. Asselstine R. Zivkovic (APM)

Regrets: T. McEwen G. Marshall K. Westgate (Rykon)

GUESTS & COMMITTEE MEMBERS: Pat Arnieri (finance committee), Lance Shaw OK Environmental, and Karl Achenbach Waste Management Ltd.

CALL TO ORDER J. Young, vice chair, 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.

GUEST PRESENTATION:

Both OK Environmental and Waste Management Ltd. provide a sales presentation to the council regarding waste and recycling services. Council will discuss and review the proposed service agreements in preparation to signing a multi-year service agreement.

CORRESPONDENCE

Council went into in-camera to discuss bylaw violations. Council has declined an owner's request to waive a \$50 fine for parking violation.

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

APPROVAL OF MINUTES

It was moved, and seconded to approve the minutes of November 29, 2012 as amended; motion carried.

Rykon Updates: No report.

FINANCIAL REPORTS

The December 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 December 2012 financial reports; motion carried.

Finance committee member Pat Arnieri continues to review and will update the council on optional investment products.

Safety and Security:

Due to recent criminal activity in the community, the block-watch program was revisited. Unfortunately, the District of West Kelowna has halted the block-watch program expansion into the Sonoma Pines area until deliberations are completed with West Bank First Nations on resources and funding.

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 council has selected the new landscape contractor for the new summer season. United Irrigation will be the dedicated landscape service provider for the 2013 landscape season.

Snow removal concerns were raised and will continue to be dealt with the snow removal contractor.

NEW BUSINESS

The first draft of the depreciation report has been completed. Council will review the draft proposal in preparation to having a final and completed draft ready for presentation to the owners.

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

A newsletter template has been created and branded specifically for the use of Sonoma Pines. The newsletter will be a source of information and advertising revenue for the Homeowners Association. Advertising blocks will be used to market service providers and generate revenues for the community.

Clubhouse:

The Clubhouse committee will be meeting with Rykon and WFN on plans to finish the basement of the Clubhouse. Quotations will be acquired through Rykon for the cost's associated with finishing the basement.

Alteration requests: No requests

Old Business discussion carry-forwards:

Council discussed creating a bylaw that would charge 10% interest penalties to all overdue accounts. A ¾ 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.

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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 11:15 am; carried. The next meeting will be announced.



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON MARCH 14, 2013 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.

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

Regrets: T. McEwen

GUESTS & COMMITTEE MEMBERS: Pat Arnieri (finance committee), Vern Patti (fence committee)

CALL TO ORDER J. Young, vice chair, 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

A concern was raised of residents disposing of doggy bags in Rykon's blue construction porta-potties. Pet owners are being asked to stop placing doggy bags in the porta-potties. The rules will be enforced and fines will apply against pet owners not complying with the request.

Bylaw Highlights:

- (3) An owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset. **An owner, tenant, occupant or visitor must ensure that pet excrement is removed and cleaned immediately from all property. (Added May 2009).**

Oversized trucks with large overhangs have been causing parking challenges and concerns for several residents. Residents are to ensure compliance to the parking bylaw 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.

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APPROVAL OF MINUTES

It was moved, and seconded to approve the minutes of February 6th, 2013; motion carried.

Rykon Updates:

Rykon has submitted a quotation to complete the Clubhouse basement. Council will continue to assess and review the specifications and budget proposal for developing the basement. Further updates will be forthcoming.

2nd R.V lot update: There are no current updates to the following: The Developer has provided a working copy of a potential design for the 2nd. R.V. lot. The second R.V. lot is under review by WFN. An operating partnership of the second R.V. lot is being presented by the Developer. Council will continue to review the proposal accordingly, updates to follow.

FINANCIAL REPORTS

The January 2013 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 January 2013 financial reports; motion carried.

Council discussed the collection proceedings and filing a lien against an owner for overdue maintenance fees.

It was moved and seconded to file a lien against 2180 Alvarado Trail if fees were not received by April 1, 2013; motion carried.

Confirmation has been received of an additional \$200,000 has been invested with the current investment provider Belgian Alliance.

Finance committee member Pat Arnieri continues to review and will update the council on optional investment products.

Preliminary budget proposals for SPHOA, for the new fiscal year, continue to be drafted in preparation for the annual general meeting-TBA. A management fee is being proposed by Associated Property Management (2001) Ltd. for the new fiscal year of April 1st, 2013. Council will continue to review the proposal in preparation to the budget process.

Safety and Security:

Updates to the Block Watch Program will be distributed to residents when received by Council.

Communications:

The first Sonoma Pines Newsletter will be issued in mid-April and will be used for an important community communications tool for all.

Landscape Committee Reports-

Council is pleased to announce the re-introduction of yard waste services into the community. Owners are welcome to put out their yard waste every Monday after April 1st, and UNITED irrigation and Landscape services will pick up the yard waste. You must have it out by 7:00 a.m. and in clear plastic bags. If the yard waste is not in a clear bag, UNITED WILL not pick it up.

A three year contract has been signed with United Irrigation and Landscape. Major savings have been realized through the new agreement.

NEW BUSINESS

The final draft of the depreciation report has been completed. Council has reviewed and accepted the draft proposal.

It was moved and seconded to accept the depreciation report as presented; motion carried.

Post Note to Council meeting minutes:

The Sonoma Pines depreciation report is in final draft (see attached summary and report details). An, informal, town-hall meeting is scheduled for April 12, at 3pm in the Clubhouse for owners who wish to discuss the recent depreciation report findings. This meeting will be attended by the report writer, Allan Beatty, to answer questions that you may have pertaining to the report.

DEPRECIATION REPORTS HIGHLIGHTS

Overview

Depreciation reports helps Home Owner Associations, including bare-land strata corporations, plan for the repair, maintenance and replacement of common property, limited common property and common assets over a 30 year period.

The report must contain:

- A physical inventory of the common property and assets.
- Anticipated maintenance, repair and replacement costs for common expenses projected over 30 years.
- A financial forecasting section with at least three cash flow funding models.

Depreciation reports provide useful information to home owners, prospective purchasers, mortgage providers and insurance companies. Depreciation reports are also known as reserve fund studies in other jurisdictions and have been a standard requirement in most Canadian provinces.

Council reviewed a draft policy called “Awarding and Payment of Supplier and Consulting Contracts”. The purpose of the policy is to establish a protocol and procedure for awarding contracts and payment of suppliers.

It was moved and seconded to adopt the proposed policy, as amended, on “Awarding and Payment of Supplier and Consulting Contracts”; motion carried.

A copy of the policy will be posted on the website.

A maximum limit of (2) two –preprogrammed remotes can be issued to owners for the lower Boucherie gates. For programming of lower Boucherie gate fobs, owners can contact Greg Marshall at gregmarshall@shaw.ca or 778-754-1547.

It was moved and seconded to approve a maximum (2) two –preprogrammed remotes to the lower Boucherie gates; motion carried.

Clubhouse:

A policy on Clubhouse facility use and reservations has been drafted and uploaded to the website called Rules and Regulations.

Gord Jackson, Clubhouse Committee member and Clubhouse booking agent can be contacted at: gordejackson@shaw.ca 250 212-6326 for Clubhouse booking inquiries.

Alteration requests:

Council reviewed and discussed a draft policy called “Guidelines and Approval Process for Awnings”. This policy will assist in the alteration request process of installing awnings. The policy will be uploaded to the website for access.

It was moved and seconded to approve the proposed “Guidelines and Approval Process for Awnings”; motion carried.

2375 Mesa Vista Court, major internal renovations with the exception of the exterior fireplace vent possibly needing to be moved to accommodate a taller fireplace. The application was approved.

2085 Candalera Place – Jackson, Awning Alteration Agreement. The awning application was approved subject to acceptance and compliance to the new awning guidelines policy.

2130-Serrento Lane- Pieter and Brigeite Rijke, Awning request. The awning application was approved subject to acceptance and compliance to the new awning guidelines policy.

3705 Sonoma Pines Drive – Graeme Nelson, Central air-conditioning. The application has been approved.

2115 Talavera- Owner erected un-affixed lattice screen and is seeking approval. Council will defer its decision by first conducting a site visit for further information.

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TERMINATION – It was moved to adjourn the meeting at 11:04 am; carried. The next meeting will be announced.



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON APRIL 11, 2013 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.

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

Regrets: G. Marshall

GUESTS & COMMITTEE MEMBERS: Pat Arnieri (finance committee), Vern Patti (fence committee)

CALL TO ORDER T. McEwen, Chairman, 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

Norm Asselstine's, as Treasurer, has resigned from Council. The Council has accepted N. Asselstine's resignation and thanks him for his efforts and dedication to serving the Sonoma Pines community.

A Landlord of (3809 SPD) has requested a temporary concession to allow his tenant to park in the visitor parking area.

It was moved and second to approve a temporary parking use of the visitor stall for the term of the current lease agreement; motion carried.

The council has gracefully declined a request by the Tuscany Villas Community to use, as over flow parking, the roadway outside of the lower Boucherie gates. This is area will be reserved for possible future use for Sonoma Pines residents.

Bylaw Highlight:

Obtain approval before altering a lot

6. (1) An owner must obtain the written approval of SPHOM before making an alteration to a lot that involves any of the following:

- (a) the structure of a building;
 - (b) the exterior of a building including the color of the building;
 - (c) chimneys, stairs, balconies or other things attached to the exterior of a building;
 - (d) doors, windows or skylights on the exterior of a building;
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
 - (f) common property located within the boundaries of a lot;
 - (g) those parts of the lot which the SPHOM must insure;
 - (h) removal or addition of vegetation, planting of any hedges or trees, except for annuals and perennials. **All trees planted by homeowners must not exceed 3 meters when grown to maturity.**
(Added May 2009)
 - (i) Acceptable Satellite Dish & Antennae locations.
 - a) **24" or less in diameter (dish) (Amended May 2009)**
 - b) Board approval is required before installation
(Added October, 2006)
- (2) SPHOM may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

Council is enforcing the above bylaw regarding alterations. Unapproved alterations will require owner's to apply for an alteration agreement, or have the alteration removed and or be fined for violation of the bylaws.

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APPROVAL OF MINUTES

It was moved, and seconded to approve the minutes of March 14th, 2013; motion carried.

Rykon Updates:

Carry forward: Rykon has submitted a quotation to complete the Clubhouse basement. Council will continue to assess and review the specifications and budget proposal for developing the basement. Further updates will be forthcoming.

2nd R.V lot update: The Developer has provided a working copy of a potential re-design for the 2nd. R.V. lot. An operating partnership of the second R.V. lot has been presented by the Developer. Council is in negotiations with the Developer to review the proposal accordingly, further updates will follow.

FINANCIAL REPORTS

The February and March 2013 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 February and March 2013 financial reports; motion carried.

In preparation to the annual general meeting on May 28, 2013, Council reviewed, at length, the proposed 2012/2013 budget. Council has included in the budget a proposal to borrow \$120,000 from the contingency reserve fund for the construction of the Clubhouse basement. The loan from the CRF will be repaid by the owners over a 3 year period with a 3% interest charge. The depreciation report findings have been incorporated into the budget.

It was moved and seconded to approve the proposed 2012/2013 budget as amended for presentation to the AGM; motion carried.

An annual general meeting notice will be given to owners 14 days in advance of the meeting. The meeting will be held at 6pm in the Clubhouse.

Safety and Security:

J. Young updated council on the Block Watch Program. Block Watch will be re-introduced into the community for the Spring. Further updates will be forthcoming in the community newsletter.

Communications:

The first Sonoma Pines Newsletter will be issued in mid-April and will be used for an important community communications tool for all.

Landscape Committee Reports-

The lawn maintenance schedule has been posted to the website for access and review. United Landscape has started the irrigation start-ups. Owners can email Shelley Koehler at Shelley Koehler (shelley@unitedlandscapes.ca) or 250.860.3753.

Owners are welcome to put out their yard waste every Monday after April 1st, and UNITED irrigation and Landscape services will pick up the yard waste. You must have it out by 7:00 a.m. and in clear plastic bags. If the yard waste is not in a clear bag, UNITED WILL not pick it up.

NEW BUSINESS

A town hall meeting has been called for April 12th, at 3pm in the Clubhouse to discuss the depreciation report findings.

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

Council re-reviewed the newly adopted policy called "Guidelines and Approval Process for Awnings". The policy was noted for being overly restrictive to the different scenarios that would arise from an awning installation request. The following motion resulted:

It was moved and seconded to rescind the adoption of the "Guidelines and Approval Process for Awnings"; motion carried.

Clubhouse:

Council is re-reviewing the Clubhouse Rules & Regulations for clarity and function as it relates to Clubhouse use. A revised version will be sent to owners in due course and uploaded to the website.

For Clubhouse Booking, please contact Ivars Dravinskis at 778-754-1802 or cougs 72@shaw.ca; For door fobs for the Clubhouse, please contact Abbas Dharamsi at: 250 452-6754 and sabba _39 @shaw.ca

Alteration requests:

2085 Candalera Place – Jackson, Awning Alteration Agreement. The awning application is approved as presented.

4103 Solana Place - Scruton: Plant 5 cedar trees in prepared area in back yard. Approved.

2085 Candalera Place – Jackson, Cedar Trellis (golf ball injury). Approved.

2135 Madera Court – Glenn & Cynthia Shaw: Hot tub. Approved.

3686 Sonoma Pines Drive, Rick & Darlene Seitz. Irrigation repair and landscaping. Deferred for review. Subject to landscape committee approval.

2091 Candalera Lane, Russ & Lorraine Rebizant. Patio and cedars. Deferred for review. The patio has been approved but not the planting of the cedars.

2217 Terrero Place-Door light installation. Approved subject to a site review.

3826- Add 10 ft. extension to existing trellis divider. Approved.

4140 Solano Place- Install pull down screen on upper deck. Approved.

3830 Siringo Lane- install a stucco wall enclosure around patio. Approved, subject to site inspection, full compliance with building code and Rykon established construction methods, and a professional contractor to install.

2115 Talavera Place- An owner has erected an unauthorized lattice divider. Council has declined the alteration request. The owner will be instructed to remove it.

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TERMINATION – It was moved to adjourn the meeting at 11:56 am; carried. The next meeting will be May 9, 2013.



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON MAY 9TH, 2013 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.

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

Regrets: NA

GUESTS & COMMITTEE MEMBERS: Pat Arnieri (finance committee), Vern Sarver (maintenance committee)

CALL TO ORDER T. McEwen, Chairman, 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

Owners using the RV lot are mandated to comply with the following rules:

**Sonoma Pines RV Storage Lot
Rental Agreement**

Effective October 1, 2010

Rules and Regulations:

1. Only home owners in Sonoma Pines may rent storage. No 'renters' of homes in Sonoma Pines may apply for storage. (Exceptions made by SPHOM Board only).
2. **All vehicles stored must be owned & insured by the home owner.**
3. Proof of ownership & current insurance must be presented to the Council Representative or Associated Property Management and must be kept current.
4. Only one space per home owner is allowed.
5. The spaces are assigned by number and home owners are required to use only the space assigned to them.

6. No cars or motorcycles may be stored. Only trucks intended for towing or carrying campers, etc may be stored in the space with the RV unit.
7. The spaces are for motor homes, travel trailers, trailers holding recreational units, fifth wheels, campers, campers on trucks and boats on trailers only.
8. It is the home owners' responsibility to notify Associated Property Management immediately of all changes of RV vehicles in their space.
9. Spaces are available on a 'first come' basis based upon the size required for your RV. Eg: a 23 ft RV will be waiting for a 26ft space, and a 34 ft RV will be waiting for a 50 ft space. See items # 21 & # 22 below.
10. A 'Waiting List' is maintained by Associated Property Management on the SPHOM Boards' behalf. Names are in order of application date. Persons on the 'Waiting List' will be notified when a space becomes available according to their requirements.
11. The home owner must not store hazardous, dangerous, illegal, stolen, perishable, environmentally harmful or explosive goods, firearms or weapons, biohazardous items, or drugs in their space.
12. The home owner is responsible for any damage they cause to the Sonoma Pines RV Storage Lot. (I.e. oil stains, damage to asphalt, fence, water fixture, light poles, etc.).
13. No maintenance or other substantial mechanical work is permitted in the Sonoma Pines RV Storage Lot. (See home owners' rules and regulations 'USE of PROPERTY #5).
14. SPHOM is not responsible for any damage to, theft of, or theft from any vehicle or item stored in the Sonoma Pines RV Storage Lot.
15. The home owner stores his unit at his own risk.
16. Gates must be locked when leaving the SPHOM RV Storage Lot or when remaining on site for an extended period of time. Ie: cleaning or stocking the RV
17. The storage term is for twelve (12) months, however, the rental will continue automatically unless the renter gives the SPHOM Board one month (30 days) notice, in advance, to terminate his contract and clear his allotted space (at his expense). This allows Associated Property Management the opportunity to stop payment and will provide proper notice to the next home owner of the available space.
18. The rental agreement will remain in effect as long as the home owner complies with the terms of this contract.
19. At the SPHOM Board's discretion, termination of this contract will occur if the home owner is in breach of any condition (or conditions) of this contract. Fifteen (15) days written notice will be given to the resident owner to clear his space (at his expense).
20. 26' spaces will be allotted only to units 26' and shorter.
21. 50' spaces will be allotted only to units over 26' in length.
22. A maximum of two RV vehicles will be allowed in any 50' space.
23. The SPHOM Board reserves the right to determine the length of the vehicle and assign the appropriate space.
24. Spaces are paid monthly on the first as part of the maintenance provided By Associated Property Management.

25. A 'key' deposit of \$20.00 is due at the time of space occupancy. Upon cancellation of the space, the key must be returned for the deposit to be refunded.

26. SPHOM reserves the right to revise the rental fee and Rules as deemed appropriate.

APPROVAL OF MINUTES

It was moved, and seconded to approve the minutes of April 11th, 2013; motion carried.

Rykon Updates:

Rykon Construction has updated the quotation to complete the Clubhouse basement. Council will review the final quotation, and specifications to be used for developing the basement. Drawings and renditions for the basement are nearing completion for public viewing in the Clubhouse.

2nd R.V lot update: The Developer has provided a working copy of a potential re-design for the additional R.V. lot. Council is in negotiations with the Developer to review a proposed lease arrangement for the use of the proposed additional R.V. lot.

FINANCIAL REPORTS

The April 2013 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 April 2013 financial reports; motion carried.

In preparation to the annual general meeting on May 28, 2013, Council further reviewed, at length, the proposed 2013/2014 budget. Lorna Wright also presented a funding request of \$6000 to complete the Clubhouse main floor with paint, decorative accents, shelving and other final fit and finish products. Council has agreed to provide for the funding request within the proposed budget of 2013/2014.

It was moved and seconded to approve the proposed 2013/2014 budget as amended for presentation to the AGM; motion carried.

Safety and Security:

Carry forward: J. Young updated council on the Block Watch Program. Block Watch will be re-introduced into the community for the Spring.

Landscape Committee Reports-

Many complaints have been received about the poor performance of the lawn maintenance and landscaping company. A meeting will be set with the managers of United Landscape to deal with the areas of concern and to place United Landscape on a probation period.

The lawn maintenance schedule has been posted to the website for access and review. United Landscape has started the irrigation start-ups. Owners can email Shelley Koehler at Shelley Koehler (shelley@unitedlandscapes.ca) or 250.860.3753.

Owners are welcome to put out their yard waste every Monday after April 1st, and UNITED Irrigation and Landscape services will pick up the yard waste. You must have it out by 7:00 a.m. and in clear plastic bags. If the yard waste is not in a clear bag, UNITED WILL not pick it up.

NEW BUSINESS

The rail fencing along the golf course of phase 1, 2, and 3 and have been prioritized as requiring maintenance and repair. Portions of the fencing will be repaired and painted on Saturday May 18.

The re-painting of yellow curbed areas will take place this month.

It was moved and seconded to approve the expense of \$2016 to strip and re-paint the yellow curb areas, as pre-determined by council; motion carried.

Recent events of non-solicited sales people, where outside landscapers offering lawn maintenance services to owners, is against the No Solicitation policy of the community. Owners are asked to not engage solicitors and to report the person(s) to Associated Property Management (2001) Ltd.

It was moved and seconded to purchase signage up to \$200 stating the NO SOLICITATION policy of the community; motion carried.

A code of conduct policy has been reviewed by council to establish and manage the expectations of council members and their roles to the community as officers and directors to the Sonoma Pines Home Owners Association. Each member and committee chair members are required to sign the Code of Conduct policy.

It was moved and seconded to adopt the Code of Conduct policy as amended; motion carried.

Council briefly discussed the proposal of creating a Society under the Society Act, as a governing body for the Clubhouse functions and operations. P. Arnieri will conduct a viability review of creating a Society within the Sonoma Pines Home Owners Association.

Council re-reviewed the policy called Guideline for the Awarding of Contracts and Payment of Expenses. Amendments have been made to the document which will be uploaded to the website for review.

It was moved and seconded to adopt the amended policy called Guideline for the Awarding of Contracts and Payment of Expenses; motion carried.

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

Clubhouse:

T. McEwen discussed hosting a first annual golf tournament. Announcements will be provided with details to the event.

Many different functions have been scheduled with great success and participation by residents. Please visit the website or Clubhouse bulletin board for monthly events schedule.

For Clubhouse Booking, please contact Ivars Dravinskis at 778-754-1802 or cougs 72@shaw.ca; For door fobs for the Clubhouse, please contact Abbas Dharamsi at: 250 452-6754 and sabba _ 39 @shaw.ca

Council re-reviewed the final draft of the Sonoma Pines Club House Rules and Regulations.

It was moved and seconded to adopt the Sonoma Pines Club House Rules and Regulations as amended; motion carried.
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Alteration requests:

2145 Madera – Clarke. Free standing flower boxes (2) with lattice. Declined.

2170 Alvarado Trail – Wiltshire - Pull down sun screen with valance on lower patio; Approved.

2198 Alvarado Trail – Tuomi & Hoas – 6 pieces of metal art on outside of house; Only 2-pieces of artwork being approved.

3698 Sonoma Pines Dr. – Sutherland – expand patio by 2 feet with garden rock; Declined.

2091 Candalera Ln. – Rebizant – patio expansion and lattice work. Deferred for review.

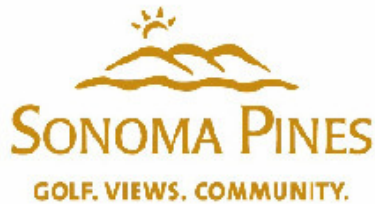
3871 SPD- sun shade installation free standing structure. Declined.

2161 Mander- Install Solar Tube. Approved.

Carry forward:

3686 Sonoma Pines Drive, Rick & Darlene Seitz. Irrigation repair and landscaping. Was deferred for review. Subject to landscape committee approval. Approved.

TERMINATION – It was moved to adjourn the meeting at 11:45 am; carried. The next meeting will be May 23, 2013.



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON MAY 23, 2013 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.

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

Regrets: NA

GUESTS & COMMITTEE MEMBERS: Pat Arnieri (finance committee)

CALL TO ORDER T. McEwen, Chairman, called the meeting to order at 9:00 am.

APPROVAL OF AGENDA

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

CORRESPONDENCE NA

APPROVAL OF MINUTES

May 9th, 2013 council meeting minutes were deferred for review.

Rykon Updates:

Drawings and renditions of the Clubhouse basement design have been drafted and will be on display at the annual general meeting for owners to review. The estimator will be completing the final draft quote. Council will than review the final quotation, and specifications to be used for developing the basement.

Starline Windows has commenced with the window treatment program for sun exposed vinyl deficiencies on affected homes. Also, Starline is nearing completion of installing the last of the safety blocks on sliding glass patio doors to affected homes.

Efflorescence repairs to basement exterior walls in phases 1, 2, and 3 continue. Repairs involve removing the efflorescence and resealing the walls to prevent soil contamination.

2nd R.V lot update: The Developer will provide a final draft rendition of the location and design of the additional R.V. lot. Council further discussed the proposed R.V. lot user fee lease arrangement with the Developer. Further reviews will be forthcoming.

It was moved and seconded to approve in principle the R.V. lot user fee lease arrangement with the Developer and R.V. lot users; motion carried.

FINANCIAL REPORTS

The May 2013 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 2013 financial reports; motion carried.

Council went into discussions with a full review of the annual meeting notice package and the proposed budget.

Safety and Security:

Carry forward: J. Young updated council on the Block Watch Program. Block Watch will be re-introduced into the community. Updates will be forthcoming.

Landscape Committee Reports-

A meeting was held with the service manager and crew manager to discuss the concerns relating to lawn maintenance. United Landscape has been placed on a 30 day probation period with strict instructions to address the related lawn maintenance concerns. United Landscape has committed to improving the level of service within the probation period.

The lawn maintenance schedule has been posted to the website for access and review. United Landscape has started the irrigation start-ups. Owners can email Shelley Koehler at Shelley Koehler (shelley@unitedlandscapes.ca) or 250.860.3753.

Owners are welcome to put out their yard waste every Monday after April 1st, and UNITED irrigation and Landscape services will pick up the yard waste. You must have it out by 7:00 a.m. and in clear plastic bags. If the yard waste is not in a clear bag, UNITED WILL not pick it up.

NEW BUSINESS

Council discussed the need for a resident handyman that could provide responsive maintenance services to the property when required. The handyman would be paid an hourly rate less than the more expensive route of hiring an outside contractor. Council has agreed in principle to the handyman services. Vern Sarver has expressed interest in providing maintenance services on a casual basis. Council will consider employing Vern on a casual basis for handyman services.

Council briefly discussed the need for a pet policy and possible pet registry to control pet owners who fail to comply with the basic expectation of picking up after your pet. Council will discuss the pet-owner challenges at the upcoming annual general meeting.

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

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

Clubhouse:

T. McEwen advised the council, painting of accent walls in the Clubhouse boardroom will take place. Also, owners are invited to participate in the many functions that are now taking place in the Clubhouse i.e. happy hour, yoga and Pilates. Please see the bulletin board for scheduled events.

Council discussed the proposal of creating a Society under the Society Act, as a governing body for the Clubhouse functions and operations. P. Arneri will conduct a viability review of creating a Society within the Sonoma Pines Home Owners Association.

It was moved and seconded to approve in principle the review of creating a Society for the purpose of governing the affairs to the Owner Clubhouse; motion carried.

Owners can expect at the end of the month the first edition of a full feature length of the Sonoma Sun Newsletter. Owners are invited to make reference to the classified ad section and community updates.

For Clubhouse Booking, please contact Ivars Dravinskis at 778-754-1802 or cougs72@shaw.ca; For door fobs for the Clubhouse, please contact Abbas Dharamsi at: 250 452-6754 and sabba_39@shaw.ca

Alteration requests:

1. 3871 SPD- Unapproved sun shade installation free standing structure (Declined at previous council meeting). Council discussed the owner's unapproved alteration.

It was moved and seconded to send a bylaw violation to owner Mr. Rick Bell for the unapproved alteration and a work order to have the unapproved structure removed; motion carried.

2. 2145 Madera – Clarke. Free standing flower boxes (2) with lattice (declined at previous council meeting). Council has granted an extension to 21 days to remove the lattice.

3. 2187 Alvarado Trail – Lausman & Gagnon – Awning over front deck. Approved subject to color approval by council.

4. 3698 Sonoma Pines Dr. – Sutherland – Revised Patio Extension with plants and cedar. Declined for further review by committee.

It was moved and seconded to send a bylaw violation to an owner for erecting an unapproved lattice wall; motion carried.

TERMINATION – It was moved to adjourn the meeting at 11:03 am; carried. The next meeting will be the annual general meeting on May 28, 2013.



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON JULY 4TH, 2013 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.

Present: Tom McEwen Joel Young Cameron Johannsen
Greg Marshall John Scott Kimberly Westgate (Rykon Rep.)
Pat Arneri Bob Wiltshire Robert Zivkovic (APM Ltd.)

Regrets: Murray Reiter

CALL TO ORDER T. McEwen, interim Chairman, called the meeting to order at 9:00 am.

APPROVAL OF AGENDA

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

OFFICER ELECTIONS

R. Zivkovic, co-chair, opened the floor for officer nominations and election. A ballot was cast to elect a vice chair resulting in the final officer and director nominees as follows:

Tom McEwen- Chair	Bob Wiltshire- Landscape Committee Chair
Pat Arneri- Vice Chair	Joel Young- Member at Large
Greg Marshall- Treasurer	Cameron Johannsen- Member at Large
John Scott- Secretary	Kimberly Westgate (Rykon Rep.)- Member at Large
	Murray Reiter- Member at Large

It was further moved and seconded to approve the nominees as elected; motion carried.

CORRESPONDENCE Council discussed the concerns of skateboarders and especially longboarders using Sonoma Pines drive as a raceway. The highly hazardous activity of longboarding is of grave concern to the Council. There is an increased legal risk to Sonoma Pines with longboarding activities due to the fact that the Sonoma Pine's roads are private.

As a result of the lengthy discussions it was moved and seconded to add signage stating "Private Roadway-No longboarding or skateboarding"; motion carried.

Council member John Scott would like to go on record as voting against the motion as he feels that longboarding is a legitimate mode of transportation that more and more young people are using to get around our cities.

Furthermore, it was moved and seconded to create a rule that prohibits the use of long-boards and skateboards within the community; motion carried.

An owner expressed concerns about the golf course holding tournaments that get out of hand with loud and obnoxious behavior from unruly golfers. Council suggests owners report incidents to the Operations Manager of Two Eagles.

APPROVAL OF MINUTES

The draft annual general meeting minutes will be posted on the Sonoma Pines website at www.sonomapines.com

RYKON UPDATES:

The estimator has completed the final cost estimates and construction contract for the clubhouse basement development. Council has reviewed the final quotation, and specifications to be used for developing the basement.

It was moved and seconded to approve the commissioning of the clubhouse basement as per the proposed contract terms; motion carried.

The finishing of the clubhouse basement is projected for mid-October 2013.

2nd R.V. lot update: The Developer continues to draft a final rendition of the location and design of the additional R.V. lot. A committee will be established with the mandate of developing and acquiring the lease rights to the second rv lot. The rv lease agreement will be based on a user fee arrangement. Costs to rent an R.V. stall is projected to increase. John Scott committed to provide the competitive rates of RV parking in the Kelowna area by the next meeting. Further updates will be forthcoming.

FINANCIAL REPORTS

The May 2013 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 2013 financial reports; motion carried.

SAFETY AND SECURITY

Carry forward: J. Young updated council on the Block Watch Program. Block Watch will be re-introduced into the community. Updates will be forthcoming.

LANDSCAPE COMMITTEE REPORTS

Council further discussed the continued lawn maintenance concerns with United Landscape. Several owners have submitted a petition highlighting their landscape concerns.

Another meeting will be held with the owner, service manager and crew manager to discuss the concerns relating to the ongoing lawn maintenance issues. United Landscape has been placed on an extended 30 day probation period with strict instructions to address the related lawn

maintenance concerns. United Landscape has previously committed to improving the level of service within the probation period.

Greg Marshall has taken on the responsibility of looking into the irrigation infrastructure, scheduling and updating the maps as part of the landscaping committee.

It was moved and seconded to approve the call for meeting with United Landscape to address the lawn maintenance concerns; motion carried.

There was also discussion regarding the use of Sonoma Pines as an endorsement on the United Landscaping website. In view of the large numbers of residents who are dissatisfied with the service of United Council will request United Landscaping remove any reference to Sonoma Pines and the Home Owners Association.

The lawn maintenance schedule has been posted to the website for access and review. United Landscape has started the irrigation start-ups. Owners can email Shelley Koehler at Shelley Koehler (shelley@unitedlandscapes.ca) or 250.860.3753.

Council will be acquiring quotes to install rock mulch in the front center islands and side landscape beds. This is an effort to minimize the yearly cost of bark mulching the area with a more permanent, low maintenance and appealing look.

It was moved and seconded to acquire quotes to install rock in the center islands and side beds; motion carried.

Owners are welcome to put out their yard waste every Monday after April 1st, and UNITED irrigation and Landscape services will pick up the yard waste. You must have it out by 7:00 a.m. and in clear plastic bags. If the yard waste is not in a clear bag, UNITED WILL not pick it up.

NEW BUSINESS

Council revisited discussions for a pet policy and pet registry. Pet owners who fail to comply with the community pet bylaws will be fined.

It was moved and seconded to agree in principle the arrangement of forming a pet registry for the community; motion carried.

A committee will be formed to assist with the mandate of reviewing the options available for pet bylaw enforcement and a pet registry.

(K. Westgate exited at 10: 38pm.)

Council discussed the funding of the insurance premium of \$90,748. To avoid finance charges of over \$2500/ year, an internal loan will be made from the contingency reserve fund to pay for the insurance premium. The term of loan is one year and will be re-paid in full by the fiscal year end of March 2014 with zero percent interest.

It was moved and seconded to fund the insurance premium of \$90,748 from the common contingency reserve fund to be re-paid within the fiscal year and with a zero percent interest; motion carried.

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

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

Clubhouse:

Owners are invited to participate in the many functions that are now taking place in the Clubhouse i.e. happy hour, yoga and Pilates. Please see the bulletin board for scheduled events.

Rental rates for Clubhouse booking will be increasing. As of January 1st, 2014 a security deposit of \$200 and a rental fee of \$100 will be in effect.

For Clubhouse Booking, please contact Ivars Dravinskis at 778-754-1802 or cougs72@shaw.ca; For door fobs for the Clubhouse, please contact Abbas Dharamsi at: 250 452-6754 and sabba_39@shaw.ca

Alteration requests:

1. 4140 Solano Place: cover existing wood trim of roof peaks with black flashing/cladding-Approved.
2. 2375 Mesa Vista: refinish entrance door and garage doors with general paint color similar to existing-deferred for review to confirm color match.
3. 4138 Solana Place: cover existing wood trim fascia with black flashing/cladding-Approved.
4. 3820 Siringo Lane: replace the south side railing on deck with a solid glass siding-Approved subject to patio deck repairs and resealing of any holes left behind.
5. 3822 Siringo Lane: south of lower patio deck to erect wooden pergola to current standards-Approved.
6. 3832 Siringo Lane: extend upper patio by 4ft. lower patio to remain-Deferred for further review and neighbor confirmation.
7. 2175 Madera Court: install shaw direct satellite-Approved.
8. 3828 Siringo Lane – RJ & M McRae – replace deck railing with solid glass-Sent for review-Approved by B. Wiltshire July 15, 2013.

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



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON SEPTEMBER 5TH, 2013 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.

Present: Pat Arnieri Joel Young Robert Zivkovic (APM Ltd.)
Greg Marshall John Scott Kimberly Westgate (Rykon Rep.)
Murray Reiter Cameron Johannsen Vern Sarver (Maintenance)

Regrets: Tom McEwen Bob Wiltshire

CALL TO ORDER P. Arnieri, VP Chairman, called the meeting to order at 9:00 am.

APPROVAL OF AGENDA

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

V. Sarver provided a verbal summary of the ongoing fence maintenance repair and painting project. The front entrance area of fencing is seeing a new coat of varnish/sealer. Fencing areas are prioritized according to state of repair. After the report Vern exited the meeting.

CORRESPONDENCE

T. McEwen submitted a written report follow up with West Kelowna Fire Department regarding fire interface between the vacant lands is as follows: "A contractor has been hired and will clear a 20 ft. separation between the fence and the agricultural land. The authority having jurisdiction is WFN who will enforce the by-law through their officers."

APPROVAL OF MINUTES

It was moved and seconded to approve the minutes of July 4th as amended; motion carried.

RYKON UPDATES:

The Clubhouse basement construction is at 40% completion with a projected completion date of October 15, 2013. The commercial grade fitness equipment i.e. treadmill(s), elliptical(s), and 4-station multi gym has been ordered and will be installed upon basement completion.

2nd R.V. lot update: A special general meeting will be held on October 7th, 2013 for all the owners to discuss the proposed resolution relating to the funding and leasing arrangements of the proposed construction of the second R.V. lot. Notice packages will be given to all owners in advance

FINANCIAL REPORTS

The July 2013 financial reports were reviewed. The HOA is six months into its' fiscal year and is tracking favorably with planned expenditures. The HOA (Home Owners Association) is in good financial position to meet its financial obligations.

It was moved and seconded to approve the July 2013 financial reports; motion carried.

The Finance Committee will be reviewing the current investment policy for applicability and relatedness to the growing needs of the Home Owners Association.

SAFETY AND SECURITY

J. Young updated council on the Block Watch Program. Block Watch will be re-introduced into the community. Below is an excerpt from the Block Watch memo:

NOTICE TO ALL SONOMA PINES HOMEOWNERS:
SUBJECT: RAMP UP OF THE NEIGHBOURHOOD BLOCK WATCH

As most of you may know, Block Watch which we introduced almost two years ago was frozen by the interaction of WFN, Regional District in Kelowna, etc.; in the meantime, we have had 8-9 break-ins and several robberies across the highway from Sonoma.

Finally, after much drum beating, we have received the go-ahead from the Regional district to carry on with our Neighborhood Security Program with Duane McTavish, Central Okanagan Crime Prevention and myself leading.

THEREFORE, WE WISH TO INVITE ALL HOMEOWNERS TO A NEW BLOCK WATCH ORIENTATION SESSION, WEDNESDAY, SEPTEMBER 18 AT 7 P.M. AT THE CLUBHOUSE FOR THOSE WHO ARE INTERESTED AND COMMITTED TO BECOME INVOLVED.

A meeting was held with the Ministry of Transportation representatives to further discuss traffic calming and pedestrian safety measures and or a four way stop at Carrington and butt rds. Further updates will be forthcoming. A letter of response from the MOT is expected with solutions being presented to deal with the traffic and pedestrian concerns.

LANDSCAPE COMMITTEE REPORTS

Greg Marshall provided a verbal report of the landscaping concerns relating to United Landscape. Weekly meetings and site walk-throughs continue to ensure proper execution of lawn and landscape standards. The Landscape Committee will meet to discuss the concerns reported by owners.

The lawn maintenance schedule has been posted to the website for access and review. United Landscape has started the irrigation start-ups. Owners can email Shelley Koehler at Shelley Koehler (shelley@unitedlandscapes.ca) or 250.860.3753.

Council has tabled the proposal to install rock mulch in the front center islands and side landscape beds for next year's budget period. This is an effort to minimize the yearly cost of bark mulching the area with a more permanent low maintenance and appealing look

Owners are welcome to put out their yard waste every Monday after April 1st, and UNITED irrigation and Landscape services will pick up the yard waste. You must have it out by 7:00 a.m. and in clear plastic bags. If the yard waste is not in a clear bag, UNITED WILL not pick it up.

Council discussed installing several doggie bag stations to accommodate pet owners. A quotation will be acquired before purchasing several doggie stations. Council tabled discussions of a pet registry.

Please report irresponsible pet owners to the office of Associated Property Management Ltd. at 250-869-8790 or strata@associatedpm.ca.

NEW BUSINESS

There is no parking on side streets other than on Sonoma Pines Drive. The parking bylaws will be enforced. Owners can expect vehicles to be towed away in direct violation of the parking bylaws.

It was moved and seconded to purchase additional no parking signs for designated no parking areas on the side streets of Sonoma Pines Drive; motion carried.

The lower Boucherie gate's transceivers have reached capacity. A new transceiver(s) will be installed to accommodate the new gate fobs being issued. For programming of lower Boucherie gate fobs, owners can contact Greg Marshall at gregmarshall@shaw.ca or 778-754-1547.

It was moved and seconded to purchase up to \$1200 transceiver(s) for the Boucherie gates; motion carried.

Council discussed updating the website with current events and calendars. John Scott will oversee the regular uploading of approved information and community updates to the community website. 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.

It was moved and seconded to a set meeting schedule, as permissible, for every third Thursday of every month; motion carried.

Clubhouse carry forward:

Owners are invited to participate in the many functions that are now taking place in the Clubhouse i.e. happy hour, yoga and Pilates. Please see the bulletin board for scheduled events.

Rental rates for Clubhouse booking will be increasing. As of January 1st, 2014 a security deposit of \$200 and a rental fee of \$100 will be in effect.

For Clubhouse Booking, please contact Ivars Dravinskis at 778-754-1802 or cougs72@shaw.ca; For door fobs for the Clubhouse, please contact Abbas Dharamsi at: 250 452-6754 and sabba_39@shaw.ca

Alteration requests:

- a) 2106 Candalera Place – Wendy Quigley, add a retractable awning over the patio area. Approved subject to color matching with the home.
- b) 2085 Candalera Lane – Jackson – Shaw satellite dish installation. Approved.
- c) 2186 Alvarado Trail – O’Connor – Awning installation. Approved subject to color matching with the home.
- d) 2156 Talavera Place – Chesky – Extend unfinished patio in accordance with original patio proposed at time of purchase from Rykon. Approved subject to owner submitting an alteration agreement which meets the required specs. as per Rykon Construction Ltd.
- e) 4136 Solana Place- Paul Mason, cover wooden facial board with metal clad in black. Approved subject to the submission of an alteration agreement.

TERMINATION – It was moved to adjourn the meeting at 11:05 am; carried. The next meeting(s) will be held on September 26, October 21st, January 30th and November 28, 2013 at 9am in the Clubhouse.



MINUTES OF THE SPECIAL GENERAL MEETING FOR THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) HELD ON OCTOBER 7TH, 2013 AT 6:30 PM AT THE SONOMA PINES OWNER CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.

CALL TO ORDER - R. Zivkovic, Property Manager, welcomed the owners to the Special General Meeting and called the meeting to order at 7:00 P.M.

PROOF OF ATTENDANCE - Proxies and corporate representatives were certified and voting cards were issued upon sign-in. There were 172 homes represented, 67 of which were by proxy, thus a quorum was established.

PROOF OF NOTICE – R. Zivkovic confirmed that the notice of the Special General Meeting was distributed to owners.

It was moved and seconded to approve the proof of notice of the 2013 SGM; motion carried.

APPROVAL OF AGENDA – It was moved and seconded to approve the agenda as distributed; motion carried.

INTRODUCTION OF THE HEAD TABLE – R. Zivkovic and the Sonoma Pines Home Owners Association Council members introduced themselves to the owners.

NEW BUSINESS:

¾ Vote Resolution- 2nd. R.V. Lot lease arrangement

Whereas the SPHOA wishes to enter into a lease arrangement with Carrington Road Holdings Ltd. for the purpose of constructing a 2nd R.V. lot.

Be It Resolved that the SPHOA wishes to enter into a four (4) year lease for \$35,000 per year with the understanding that at the end of the term SPHOA will have the option of renewing or prepaying a long term sublease on terms and conditions acceptable to both parties.

It was moved and seconded to approve the proposed resolution on the 2nd R.V. lot as presented. Murray Reiter, co-chair of the RV committee, gave first consideration to the proposed resolution. The following details were presented to owners at the meeting:

That the executive be empowered to enter into a lease/purchase agreement (rent to own) with Carrington Holdings Ltd./ Rykon for the proposed second RV lot to be completed. The agreement is for payments of \$35,000.00 per year inclusive of GST once the 2nd lot is completed with 100% of the payments applied to the total price of the lot and the building of the 2nd RV lot as proposed.



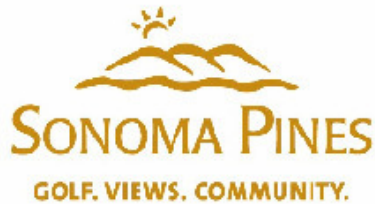
The total purchase price for the lot, including the 99 year lease, building of the 2nd lot as per the proposal, any interest and costs shall be \$341,126.46 Plus GST. This total may vary by +/- 10% depending on actual hard costs to construct the 2nd RV Park. The initial agreement will be a four year lease with renewal up to 8 additional years at the option of SPHOA under the same terms and conditions. Lease payments will cease and the property transferred to SPHOA(or entity holding the common area property) upon payout of the total cost or payment of a negotiated settlement at an earlier date. If SPHOA decides to terminate the lease at the end of four years there will be no liability to Carrington Holdings Ltd or from SPHOA. All legal and transfer costs are to be born by Carrington Holdings Ltd/Rykon other than legal fees for examination of the lease by a lawyer representing SPHOA. The current arrangement on the Upper RV lot will continue with SPHOA collecting the rent and the property transferred at no cost to SPHOA along with the other common area property at the build out of the final phase of Sonoma Pines.

The floor was open for general discussions, questions and answer period. Many owners expressed different opinions to the proposed R.V. Lot. The discussions continued with owners expressing general concerns with the proposed R.V. lot. Some concerns raised related to the indeterminate cost of the proposal, loss of current revenue from the existing R.V. lot, lease and renewal terms, and the suggested expectation of inheriting the new RV lot at no cost to the owners. After lengthy discussions from owners for and against the proposal, a secret ballot was requested and the question later called.

It was moved and seconded to close the floor for discussions; motion carried. A ballot vote was conducted. The motion was defeated. (63 in favor, 123 opposed).

MEETING TERMINATED – There being no further business, it was so moved to terminate the meeting at 8:15 p.m.

SPHOA and SPMFA Council Meeting October 21 Cancelled
due to lack of Quorum



COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOCIATION (SPMFA) HELD ON NOVEMBER 29, 2013 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.

Present: Tom McEwen Pat Arneri Kimberly Westgate
 Joel Young Greg Marshall Robert Zivkovic (APM Ltd.)

Regrets: Cameron Johannsen

CALL TO ORDER Tom M, chairman, called the meeting to order at 9:00 am.

APPROVAL OF AGENDA

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

CORRESPONDENCE

Council members held an in-camera meeting to conduct a code of conduct review hearing to address concerns of alleged breaches by a Council member. The code of conduct suggests "Any Council member who behaves in a manner which contravenes this Code of Conduct may be temporarily suspended or permanently removed from their position on the Council, subject to approval by the Council at a special meeting of the Council to review the contravention."

The resultant motion was seconded to remove the Council member; unanimously carried.

(Kimberly Westgate entered 10:00 am)

Council went into in-camera discussions to discuss owner bylaw violations. It was later moved and seconded to waive a fine against an owner for causing a disturbance; motion carried.

An owner has been issued a bylaw violation for non-compliance to an alteration agreement relating to a deck extension. The owner has been issued an order to construct the deck extension to previously approved specifications.

APPROVAL OF MINUTES

It was moved and seconded to approve the minutes of September 26^h, 2013 as amended; motion carried.

RYKON UPDATES:

2nd R.V. lot update: It was moved and seconded to table discussions relating to the R.V. lot proposal; motion carried.

FINANCIAL REPORTS

The October 2013 financial reports were reviewed. The HOA's fiscal operations are tracking favorably against planned expenditures. The HOA (Home Owners Association) is in good financial position to meet its planned spending obligations.

It was moved and seconded to approve the October 2013 financial reports; motion carried.

SAFETY AND SECURITY

The Ministry of Transportation has issued a letter of concern regarding the location of signage marketing Sonoma Pines Community. The front entrance signage creates a potential visible hazard to oncoming traffic. Rykon has been advised of the concerns with a request to address the potential hazard.

J. Young provided a verbal update with the crime prevention program. A refresher program of the Block Watch Program will be offered. A request for volunteers will be made amongst owners by way of email to join the Block Watch Program.

LANDSCAPE COMMITTEE REPORTS

Several landscaping and drainage projects have been identified and prioritized for repairs next year. It was moved and seconded to approve an expenditure of up to \$6950.00 to make repairs to the landscape drainage system by 2175-2179 Alvarado; motion carried. The work is expected to start in early spring of next year.

Future tree pruning is also being planned throughout the common property next spring.

Vern S. provided a brief verbal update to the ongoing fence maintenance, repairs and painting. Over 600 fence post guards have been installed.

Owners along Mesa Vista are kindly instructed to not dispose compost or other garbage over the fence which adjoins onto private property.

Please report irresponsible pet owners to the office of Associated Property Management Ltd. at 250-869-8790 or strata@associatedpm.ca.

CLUBHOUSE

Christmas decorations have been installed throughout the Clubhouse. Basement construction is complete with a fully functional fitness facility. Security cameras were discussed as a requirement to ensure the safety and protection of assets of the Sonoma Pines Home Owners Association.

It was therefore moved and seconded to approve the installation of security cameras to the basement and upstairs of the clubhouse as part of the fit and finish expense in the amount of \$ 5500; motion carried.

Fitness facility indemnity waivers will be required by resident users and issued at a later date.

NEW BUSINESS

Council discussed, moved and seconded the purchase of doggy bag stations in the amount of \$1500; motion carried.

Rykon Construction and Carrington Road Holdings Ltd have contributed approx. \$2900 to offset the cost of repair to a PRV water valve. The contribution was received with welcome appreciation.

Owners are kindly reminded to follow their home Owner's maintenance manual when it comes to annual furnace and dryer vent cleaning.

Parking concerns were raised relating to vehicle congestion during Clubhouse functions. Council will confirm which streets will allow for parking a vehicle while complying with WFN's parking bylaws. Updates will be forthcoming.

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

Clubhouse carry forward:

Owners are invited to participate in the many functions that are now taking place in the Clubhouse i.e. happy hour, yoga and Pilates. Please see the bulletin board for scheduled events.

Rental rates for Clubhouse booking will be increasing. As of January 1st, 2014 a security deposit of \$200 and a rental fee of \$100 will be in effect.

For Clubhouse Booking, please contact Gord Jackson 250.212.6326 or gordjackson@shaw.ca and as a secondary Ivars Ivars Dravinskis at 778-754-1802 or cougs72@shaw.ca;

For door fobs for the Clubhouse, please contact Abbas Dharamsi at: 250 452-6754 and sabba_39@shaw.ca

Alteration requests:

- a) 2178 Alvarado Trail, Blomert, Extension of upper and lower decks and change metal rails to glass rails. Owners have deferred the application until spring.
- b) 3832 Siringo Lane. Gragdeanu – application for amendment to deck extension from 24” to 30”. Denied and order to comply with original alteration application specifications.
- c) 3889 Sonoma Pines Drive. Pierce, Installation of satellite dish. Approved
- d) 2161 Talavera Place. Wark. Extension of patio for hot tub. Approved
- e) 2153 Talavera Place. Nadeau, Installation of satellite dish (take possession in December). Approved.

Vern Sarver will continue to inspect completed alterations for compliance and quality.

TERMINATION – It was moved to adjourn the meeting at 11:15 am; carried. The next meeting will be held on January 30th, 2013 at 9am in the Clubhouse.