



**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOICATION (SPMFA) HELD ON JANUARY 30<sup>TH</sup>, 2014 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.**

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**Present:** Pat Arneri                      John Scott                      Robert Zivkovic (APM Ltd.)  
                    Greg Marshall                      Kimberly Westgate (Rykon Rep.)

**Regrets:** Tom McEwen                      Cameron Johannsen                      Joel Young

**Committee members:** Vern Sarver (Maintenance)

**CALL TO ORDER** P. Arneri called the meeting to order at 9:00 am.

**APPROVAL OF AGENDA**

Agenda items were discussed and amended.

It was moved and seconded to amend the agenda by deleting "Clubhouse Update", and by adding the following Rykon construction related items:

- Construction Site Disposal Bins
- Service Request Procedures and Information about Warranty
- Signage Updates
- Parking on Side Streets
- Update on New Phases

The motion to amend the agenda carried.

It was moved and seconded to add to the agenda for discussions relating to a Council member's legal fees reimbursement request; carried.

It was moved and seconded to add general email owner correspondences received to the agenda. Discussions followed whereby council is in favor of having Associated Property Management Ltd. respond directly to owner concerns; motion approved . In the future correspondence to council will be replied to directly by APM. If the homeowner is not satisfied with the initial response, APM will provide a subsequent response and copy the Chair and Co-Chair on the response. If the homeowner continues to have questions or concerns, they will be asked to attend the next scheduled Council meeting to address their concerns with Council directly in the time allotted for the agenda item.

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

## **CORRESPONDENCE**

Council discussed a Council members request to be reimbursed for fees relating to the legal review of a "code of conduct" violation and the subsequent removal of the Council member at the November 29 Council meeting.

It was moved and seconded to table the reimbursement request until the next meeting when all Council members will be present; motion carried.

## **APPROVAL OF MINUTES**

It was moved and seconded to approve the minutes of November 29, 2014; motion carried.

## **RYKON UPDATES:**

Concerns were raised of residents disposing garbage and debris i.e. TV's, household garbage, and materials into Rykon Construction bins. Please be advised owners will be fined for any violations of dumping and charged for debris removal. Please kindly refrain from using Rykon Construction bins for personal use. Thank you.

Owners requesting to file service requests are kindly instructed to make requests in writing by completing a Service Request Form with the Rykon office. Alternatively homeowners can go to the website at [www.sonomapines.com](http://www.sonomapines.com) to file requests online. Rykon will create an email memo to owners with detailed instructions on how to submit a service request.

Rykon signage and fencing at the front entrance has been modified to allow for better traffic visibility as per the request from the Ministry of Transportation.

Rykon has registered with the appropriate land titles office the parcel of land representing phase 10. The registration of Phase 11 is not yet complete. Rykon is actively building homes in phases 10 and 11. There will be a total number of 33 homes in phase 10 and 39 homes in phase 11.

2<sup>nd</sup> R.V. lot update: The Developer, Carrington Road Holdings Ltd. is moving forward with the construction of the second R.V. lot. The Homeowners Association has no direct involvement with the construction or the renting of the second R.V. lot. Construction is proposed to be completed by May 2014.

The Developer is extending offers to lease-out the second R.V. lot parking stalls to all owners who are on the current wait list. Remaining un-rented stalls after March 1, 2014, will be made open for rent to all owners in the HOA.

## **FINANCIAL REPORTS**

The December 2013 financial reports were reviewed. The HOA's fiscal operations are tracking favorably against overall 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 December 2013 financial reports; motion carried.

After repeated collection attempts, it was moved and seconded to file a lien against an owner for overdue maintenance fees subject to making a final payment; motion carried.

## **SAFETY AND SECURITY**

Re: Safety and Security - Block Watch has been weakened by lack of participation from owners re: volunteering for Block Captains. Owners are kindly asked to please volunteer for the important program of Block Watch in your community. You may contact Joel Young at [eagleyoung@shaw.ca](mailto:eagleyoung@shaw.ca) with your interest to volunteer.

## **LANDSCAPE COMMITTEE REPORTS**

It was moved and seconded to appoint Greg Marshall as the Landscape Committee Chairperson; motion carried.

It was moved and seconded to approve the proposed tree pruning program by Bartlett Tree Experts \$2091; motion carried.

G. Marshall will coordinate the recommended timing of the tree pruning program with Bartlett Tree Experts. The work will include pruning of various trees located on the entire property, and pest management. All the work sited will be scheduled and completed based on weather and season specific schedules. G Marshall will also follow up on the November 19 proposal, "Suggested Grounds Improvements For The 2014 Season", from United which was submitted to Council on November 29.

Vern S. provided a brief verbal update to general maintenance activity in the community. The remaining doggie stations will be installed weather permitting. Rock wall and access betterments to phase 6 for lawnmowers is also nearing completion.

## **CLUBHOUSE**

New Spring fitness and community programs are being created for all residents to enjoy. Please stay tuned to the [www.sonomapines.com](http://www.sonomapines.com) for schedules and Clubhouse events.

A new Clubhouse Newsletter Editor has volunteered to participate in newsletter production. A big thank you goes to Ed Dorosz for his previous involvement. Newsletters are emailed and uploaded to [www.sonomapines.com](http://www.sonomapines.com).

## **NEW BUSINESS**

After legal review and advice, Council has reversed its' position on having removed a Council member from Council and officially reaffirms the Council member's position as a duly elected Council member.

Updates on fire parking rules and jurisdictional matters in the community and WFN have been deferred until the return of T. McEwen.

Website discussions have been deferred with no update to report at this time.

Council will review the current bylaws and at the next annual general meeting present to owners new bylaw amendments to deal with privacy requirements for video surveillance and other community related bylaws which require updating.

**Alteration requests:**

- a) 2130 Serrento Lane. Rijke. Pergola; Council has requested a sketch drawing of placement of the pergola. Approval has been deferred.
- b) 2188 Alvarado Trail, Harris – hot tub electrical. Approved
- c) 3850 Siringo Lane- change to topless railings. Approved, subject to the railings match in shape, form and color to railings being used throughout the community.

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

(K. Westgate exited at 11:07am). With the exit of K. Westgate, quorum has been lost. Council concluded the business portion of the meeting and carried on with general discussions.

**Clubhouse and business carry- forwards:**

Council discussed the potential need for a community fire plan which would be created in case of a fire emergency to assist with the safe and planned evacuation of community residents. Council will discuss the proposal in greater detail and may form a committee to develop the plan.

WFN and West Kelowna Fire Department have been contacted regarding the fire interface between the vacant lands adjoining Sonoma Pines. 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.

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 1<sup>st</sup>, 2014 a security deposit of \$200 and a rental fee of \$100 will be in effect.

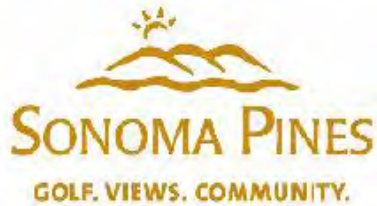
For Clubhouse Booking, please contact Gordon Jackson at [gordejackson@shaw.ca](mailto:gordejackson@shaw.ca).

For door fobs for the Clubhouse, please contact Abbas Dharamsi at: 250 452-6754 and sabba \_39 @shaw.ca.

**TERMINATION** – It was moved to adjourn the meeting at 11:15 am; carried. The next meeting will be held on March 31, 2014 in the Club House Board Room.

No February 2014 SPHOA and SPMFA Minutes

No March 2014 SPHOA and SPMFA Minutes



**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOCIATION (SPMFA) HELD ON APRIL 3RD, 2014 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.**

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**Present:** Tom McEwen                      Joel Young                      Robert Zivkovic (APM Ltd.)  
Pat Arneri                                      John Scott                      Kimberly Westgate (Rykon Rep.)

**Regrets:** Greg Marshall                      Cameron Johannsen

**Observers:** Members of the community

**Committee members:** Vern Sarver (Maintenance)

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

**APPROVAL OF AGENDA**

Agenda items were discussed. In spite of the 8 day notice period for today's meeting, Council will ensure that notices of meetings meet the minimum notice period requirement of 9 days. Please make reference to the next meeting at the end of these Council meeting minutes.

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

**CORRESPONDENCE**

Council opened the floor to hear from an owner regarding concerns relating to Council procedures, compliance with Bylaws, Strata Property Act and Sonoma Pines Home Owners Sublease agreement. It was recently confirmed by Legal counsel for the HOA that the Strata Property Act is to be modeled when applying governance to the community. Council agrees with the owner that the governance model used to govern the affairs of the HOA is to reflect the provisions made in the Strata Property Act where applicable.

Council further extended an opportunity to re-visit the owner's concerns at the next council meeting.

It was moved and seconded to accommodate the owner's request to address the discussions of governance in greater detail at the next council meeting; motion carried.

## Bylaw Review & Owner Hearings

An owner received a bylaw violation for causing a disturbance relating to a confrontation with the HOA's snow removal Contractor. Council discussed the concerns with the owner and the Contractor separately. After the hearing, Council went into in camera for further discussions.

It was later moved and seconded to fine the owner \$100 for causing a disturbance; motion carried.

## APPROVAL OF MINUTES

It was moved and seconded to approve the minutes of January 30, 2014; motion carried.

## RYKON UPDATES:

2<sup>nd</sup> R.V. lot update: Rykon is 1/3 into construction of the second R.V. lot. All parking stalls have been leased to members on the wait list. The Homeowners Association has no direct involvement with the construction or the leasing of the second R.V. lot. Construction is proposed to be completed by May 2014.

In preparation to handing over the completed sections of phase 8C and 9 a common area warranty walk through with Council and Rykon will take place in April.

## FINANCIAL REPORTS

The February 2014 financial reports were reviewed. The HOA's fiscal operations are tracking favorably against overall 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 February 2014 financial reports; motion carried.

## SAFETY AND SECURITY

A patio furniture theft was reported to RCMP. Owners are reminded to please store or securely lock any valuables left outside.

An email will go to owners with an invitation to attend a Block Watch orientation. Owners are kindly asked to please volunteer for the important program of Block Watch in your community. You may contact Joel Young at [eagleyoung@shaw.ca](mailto:eagleyoung@shaw.ca) with your interest to volunteer.

## LANDSCAPE COMMITTEE REPORTS

There were no specific landscape committee reports but a general discussion took place. Landscape drainage repairs are being recommended to deal with areas of collapsed landscape drain piping in the multi - family phase. Quotes have been received and work will commence to repair the drains to avoid further property damage.

It was moved and seconded to repair the landscape drains and patio pavers in the area of 2175-2179 Alvarado of up to \$10,000; motion carried.

It was moved and seconded to approved the repairs to landscape drainage at 3970-3972 Sonoma Pines Drive subject to a final scope of repair quote review; motion carried.

It has been brought to the attention of the HOA that an unapproved landscape company, offering services to primarily single family residents to aerate private lawns, is operating in the community.

These contractors have been reported to be very rude and aggressive. They also are claiming to be an approved contractor and given permission by the HOA. These are false claims. The HOA has only approved the work and services of United Landscaping to perform landscape services for the community.

This is a private resident community where solicitation of services is prohibited. Council has had reports of sprinkler head damage being done to property owner's irrigation systems with very little recourse for owners to recoup expenses for repairs.

The HOA would like to caution home owners from using less than reputable companies to service private homes. The HOA highly recommends contacting United Landscaping for additional landscape service to private residents:

Shelley Koehler  
Director of Client Services  
250.860.3753  
www.unitedlandscapes.ca

Please report all incidences of solicitation to Associated Property Management (2001) Ltd. by calling 250-712-0025.

Vern S. provided a brief verbal update of general maintenance activity in the community. Vern will continue to inspect all completed owner alterations to ensure compliance with the alteration agreements.

## **CLUBHOUSE**

J. Scott will be scheduling a CPR seminar in early September. CPR classes will offer owners and residents important life-saving techniques and training. An email notice of invitation will go to all owners.

The Clubhouse Committee continues to plan and schedule community events. A request for Clubhouse and Social Committee members is being made. Those interested in joining the Clubhouse Committee as a volunteer please forward your name and contact information to Associated Property Management (2001) Ltd.

As an incentive it was moved and seconded to offer a 50% reduction in room rental fees of the Clubhouse to committee volunteers. It was further moved to amend the motion to a 25% reduction. The amendment carried. The motion as amended carried.

New spring fitness and community programs are being created for all residents to enjoy. Please stay tuned to the [www.sonomapines.com](http://www.sonomapines.com) for schedules and Clubhouse events.



Due to time constraints it was moved and seconded to table agenda items 2, 3,4,7,8 and 9; motion carried.

(J. Young exited at 12pm).

## **NEW BUSINESS**

Council discussed a Council Member's request to be reimbursed for fees relating to the legal review of a "code of conduct" violation and the subsequent removal of the Council member at the November 29 Council meeting.

It was moved and seconded to approve the refund request; motion carried.

The fiscal year end for the HOA is March. Council will begin making preparations to discuss and draft a new budget, and relevant bylaws for the annual general meeting of owners.

It was moved and seconded to call an annual general meeting for the Sonoma Pines Home Owner Associations on May 29, 2014; motion carried.

Owners will receive the notice packages 20 days in advance of the meeting. The notice package will contain the agenda, proposed budget, resolutions and other relevant documentation including a proxy.

It was further moved and seconded to include an annual general meeting agenda item to perform an accounting audit; motion carried.

Council is extending to all owners an invitation to present any concerns or agenda items in advance of the annual general meeting by May 1<sup>st</sup>, 2014. You can forward your concerns or agenda item requests to [sonomapines@associatedpm.ca](mailto:sonomapines@associatedpm.ca) or call 250-715-0025.

## **Alteration requests:**

1. 2091 Candalera Lane – Rebizant – privacy fence on corner of patio. Approved.
2. 2189 Alvarado Trail – Fries - Satellite Dish. Approved.
3. 2085 Candalera Lane- Extend lower patio re: Gordon Jackson. Approved.
4. 4132 Solana Place – Doug Kell - Replace collapsing retaining wall with Allen block. Declined.
5. 2135 Madera Court – Glenn Shaw – Install Privacy Screen/ Shade hung from upper deck to lower patio. Approved subject to Council approving the installation scope and quality of fabric being used.
6. 2378 Mesa Vista – Daniels - Zip Screen & Awning. Declined subject to further review.
7. 2089 Candalera Lane – Brilliant & Sohn – Patio extension and arbor/pergola. Approved subject to neighbor impact assessment review.
8. 2152 Talavera Place- Hunter – Angle Iron Plant Hangers for flower baskets;
9. 2187 Alvarado Trail – Gagnon & Lausman - Back yard patio extension. Approved.
10. 2173 Alvarado Trail – Goertzen - patio extension and cedars. Approved.
11. 2285 Pine Vista Place – Leggett – patio extension. Approved.
12. 2181 Madera Court – Warrington – decorative exterior wall hanging. Approved.
13. 2289 Pine Vista Pl. – Walter. Patio extension. Approved.

- 14.4145 Solana Place – Johnston – Patio free standing Gazebo. Declined.
- 15.3907 Sonoma Pines Dr. – Carlin – replace shrubs with ornamental grass. Approved.
- 16.4140 Solana Place - Arnieri – Retractable Protective Screen, upper deck. Approved.
- 17.2157 Alvarado Trail – Scott – Wire sculpture of reeds on back west wall. Approved.
- 18.2180 Alvarado Trail – Taylor – Arbor lower deck. Approved.
19. 2179 Madera Court- Install cedar trellis. Approved.

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

### **Old Business Carry Forwards:**

Concerns were raised of residents disposing garbage and debris i.e. TV's, household garbage, and materials into Rykon Construction bins. Please be advised owners will be fined for any violations of dumping and charged for debris removal. Please kindly refrain from using Rykon Construction bins for personal use. Thank you.

Owners requesting to file service requests are kindly instructed to make requests in writing by completing a Service Request Form with the Rykon office. Alternatively homeowners can go to the website at [www.sonomapines.com](http://www.sonomapines.com) to file requests online. Rykon will create an email memo to owners with detailed instructions on how to submit a service request.

Council discussed the potential need for a community fire plan which would be created in case of a fire emergency to assist with the safe and planned evacuation of community residents. Council will discuss the proposal in greater detail and may form a committee to develop the plan.

WFN and West Kelowna Fire Department have been contacted regarding the fire interface between the vacant lands adjoining Sonoma Pines. 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.

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 1<sup>st</sup>, 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.

For door fobs for the Clubhouse, please contact Abbas Dharamsi at: 250 452-6754 and sabba \_39 @shaw.ca.

**TERMINATION** – It was moved to adjourn the meeting at 12:52 pm; carried. The next meeting will be held on May 1st, 2014 in the Club House Board Room at 9am.



The chairperson opened the floor to officer nominations for the Sonoma Pines Multi Family Home Owners Association. The nominees are as follows:

Rob Taylor- President  
Charlie Milazzo-Vice President  
John Scott- Treasurer/Secretary

Officers at Large:

Cameron Johannson  
Joanne Luchka

- Motion by R. Taylor, seconded by J. Scott to approve the officer elections to their respective roles; motion carried unanimously.
- Motion by R. Taylor, seconded by C. Milazzo to, as a standing order, to hold both Home Owner Association meetings as one standing Counsel session; motion carried unanimously.

**Presentations:**

**Shelly Koehler - United Landscapes**

United Landscapes discussed their landscaping challenges throughout the community. A major concern was the direct interface with residents requesting work that has meant staff unable to get scheduled work done. Further United site workers have faced aggressive & confrontational homeowners.

- Owners are advised that effective immediately any landscape concerns need to be forwarded to the office of Associated Property Management Ltd.
- Owners are asked to refrain from confronting Contractors and their employees. Council will issue bylaw warnings and possible bylaw violation letters to owners who are causing nuisances or disturbances to Contractors and their staff.

General discussions continued regarding landscape concerns. Concerns were raised about the extent of clover in the common areas.

- United Irrigation will outsource expert advice to deal with the clover.

Also many owners have complained about irrigation issues and have adjusted their own clocks and created more issues for United.

- Owners are asked to raise any landscape concerns with the office Associated Property Management Ltd.

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Council will delegate to a Landscape Committee the duty for reviewing landscape service levels and contractual requirements.

**Vern Sarver, maintenance**

Presented recommendations for the purchase of an electric utility maintenance vehicle.

- Motion by J. Scott, seconded by C. Johannson to purchase the proposed utility maintenance vehicle up to \$10,000 including tax; motion carried unanimously.

## **FINANCIAL REPORTS**

Council reviewed May 2014 financial reports. The Home Owners Associations are in healthy financial position to meet its planned expenditures. The fiscal year is off to a great start.

J. Scott, presented to Council recommendations on investing the cash accrued contingency reserve funds into an approved GIC investment.

- Motion by J. Scott, seconded by J. Luchka to invest \$352,000 from the cash accrued CRF funds into an approved GIC investment; motion carried unanimously.

In reviewing the financial statements, water and sewer expenses will be accrued each month to better account for cash flow and net income.

- Motion by R. Taylor, seconded by J. Scott to approve the following signing authorities for the Sonoma Pines Home Owners bank accounts: APM Ltd., J. Scott, C. Milazzo, Joanne Luchka and R. Taylor; motion carried unanimously.
- Motion by C. Milazzo, seconded J. Scott to appoint John Scott, Treasurer, signing authority over all investment related accounts; motion carried unanimously.

## **CLUBHOUSE**

T. McEwen presented a purchase request for a vacuum hose and power head for the Clubhouse.

- Motion by J. Luchka, seconded by C. Johansson to purchase the proposed supplies up to \$249 plus tax; motion carried unanimously.

## **CORRESPONDENCE**

Counsel proceeded into in-camera discussions to deal with bylaw violation reviews and owner hearings. The subsequent motion followed:

- Motion by J. Scott, seconded by R. Taylor to waive a fine to an owner regarding a disturbance and nuisance caused by a confrontation with a Contractor; motion carried unanimously.
- Motion by J. Luchka and seconded by C. Milazzo to issue a bylaw violation to an owner for causing a nuisance and disturbance to a fellow resident; motion carried unanimously

Owners are kindly reminded to please forward all construction related complaints or concerns to the office of Associated Property Management Ltd. for processing.

Council exited in-camera discussions. (C. Johansson exited the meeting).

- Motion by M. Milazzo, seconded by R. Taylor that Council decline the request of an outside party requesting a refund for vehicle towing charge, subject to confirming the placement of adequate no parking signs; motion carried unanimously.

## **SAFETY AND SECURITY**

To better accommodate traffic congestion and construction activity during business hours Council discussed keeping the lower Boucherie gates open from Monday to Friday 7 AM to 4 PM.

- Motion by J. Luchka, seconded by C. Milazzo to approve the opening of the lower Boucherie gates from Monday to Friday 7 AM to 4 PM; motion carried unanimously

The damaged lower Boucherie gate is expected to be repaired within the week.

## **LANDSCAPE COMMITTEE REPORTS**

Council will be forming a Landscape Committee to deal with all landscaping concerns, challenges and issues.

- Motion by John. Scott, seconded C. Milazzo to approve repairs as recommended by Associated Property Management Ltd. regarding related landscape drainage repairs on Alvarado; motion carried unanimously.
- Motion by C. Milazzo, seconded by J. Luchka the removal two curly willow trees due to the damaging nature of the tree root system; motion carried unanimously.
- Motion by C. Milazzo, seconded by J. Scott to approve Interior Landscape's quote to mulch the three islands at the front entrance subject to a final cost-benefit review of using rock mulch in the islands; motion carried unanimously.
- Motion by J. Luchka, seconded by C. Milazzo to approve a standing order authorizing R. Zivkovic, Property Manager, and the authority to approve any required landscaping repairs up to \$1000; motion carried unanimously.

## **NEW BUSINESS**

An owner presented to Council parking concerns and challenges on Talavera. The long Street has very little space for adequate visitor parking locations. Rykon and WFN will be approached to assist with the addressing and alleviating the parking shortage on Talavera.

- Council will be reviewing the parking requirements set out by WFN in hopes of increasing visitor parking locations and general parking throughout the community.

Council discussed at length the formation of several subcommittees, are as follows:

### **Clubhouse Facility Management**

Chair to be from council

Membership of 3 to 5

Oversee:

- Clubhouse maintenance, operation
- Make recommendations to Council on changes ,upgrades and long term planning
- Appoint Fitness Facility Chairperson
- Control Keys and Access to all parts of the Club House

## **Communications Committee**

Membership 3 to 5

Facilitate:

- Newsletter
- Website
- Any direct communication to residents in conjunction with the management company

## **Finance Committee**

Chairperson from council

Membership 3 to 5

Oversee:

- The financial process of the council
- Review monthly financial reports and recommendations for annual budgets
- Recommend investment to the council

## **Landscaping Committee**

Membership of 4 to 6

- Liaison between homeowners and the management company
- Oversee operations and compliance with contract
- Oversee bidding process and recommend to council
- Create a list of approved vegetation to be added to SOP

## **Maintenance Committee**

Membership of 4 to 6

Oversee:

- The maintenance of common property, track and implement recommendations of depreciation report.
- Working with contractors and the management company, sending RFPs for maintenance and recommending contractor and budgets for projects to council
- Develop SOP for alterations to property.

## **Safety and Security**

Membership of 2 to 4

- Perform quarterly audit of Sonoma Pines and recommend changes and improvements to council
- Issue of parking passes
- Monitor parking is compliance to rules and by-laws

## **Social Committee**

Unlimited membership

- Purpose to provide social events for the whole community (no exclusions)
- Can fund raise and spend raised funds at committee discretion
- May upon presentation of budget apply for fund from council
- Maintain the bookings for the clubhouse
- Keeps track of certificates of insurance for all bookings
- Self-structure as committee sees fit

A call for volunteers to assist with subcommittee duties and details is now being made. Your assistance is greatly appreciated and needed to further sustain the health of the Sonoma Pines Home Owners Community. Please forward your interest to [robz@associatedpm.ca](mailto:robz@associatedpm.ca) or call the office of Associated Property Management Ltd.

- Motion by C. Milazzo, seconded by John. Scott to approve to create a standard operating procedures manual; motion carried unanimously.

The operating procedures manual will be an information tool used by incoming and outgoing Council members to deal with areas not governed by the strata property act or current bylaws and regulations.

- Motion by C. Milazzo, seconded by J. Luchka to present at the next Council meeting the standard operating procedure relating to guidelines for the awarding of contracts and payment of expenses; motion carried unanimously.
- Motion by R. Taylor, seconded by C. Milazzo to approve the formation of the proposed Committees and following Committee member appointments:
  - C. Milazzo as chairperson to the Clubhouse Committee,
  - J. Scott as chairperson to the Communications and Finance Committee,
  - J. Luchka as chairperson to the Landscape Committee.
  - The motion carried unanimously.

Council discussed the Sonoma Pines website and the additional alternative website at [www.sonomapines.info](http://www.sonomapines.info). Council will review and continue to maintain both websites as a value added feature to the residence of Sonoma Pines.

Council discussed the enforcement of bylaws relating to balcony and patio storage, a bylaw highlight is below:

(6) An owner, tenant, occupant or visitor must not have exposed or open garbage cans, bags or containers, unless being placed for collection on specified collection days only.

(8) A resident must not display or erect fixtures, poles, clotheslines, racks, storage sheds and similar structures permanently or temporarily on a lot, common property or land that is a common asset. Despite the foregoing, the placing of items on balconies or patio areas shall be limited to free standing, self-contained planter boxes or containers, summer furniture and accessories and not used for storage of other items.

***Also refer to Section 6.***

Owners are asked to kindly comply with the above bylaw to avoid any potential bylaw violations or fines. Thank you in advance for your cooperation.

### **Alteration requests:**

1. 2166 Talavera Place-Benson-install brackets for hanging flower pots. Approved.
2. 2407 Mesa Vista- Heming- add awning and solatube. Approved.
3. 2167 Talavera Place – Roberts – retractable roller sun shade. Approved subject to using a track system for the roller shade.



4. 2173 Talavera Place – Forest – Install satellite dish; Approved.
5. 2239 Terrero Place – Hoy – Install Sunsetter Awning over rear patio; Approved.
6. 2405 Mesa Vista Court – Padwick – Install Hot tub on lower patio; Approved.
7. 3814 Siringo Lane – Wilton - Extend existing deck; Approved.
8. 3804 Siringo Lane – Wheeler – Satellite dish, Hot Tub, extend rear patio and add cedars and relocate rear shrubs and create a new fruit garden; Approved.
9. 2286 Pine Vista Place – Milson – plant cedars in rear to protect from golf balls and match neighbours at 2284 Pine Vista Place; Approved.
10. 2157 Talavera Place – House numbers and 2 arbors. Changing house numbers have been declined, and the arbors are under further review.
11. 2217- Terrero Place – Schritt upper deck extension (to bring in alteration agreement).; requires a site plan and more information on the impact of the proposed alteration.
12. 3810 Siringo Lane patio extension; has been deferred for further review.
13. 3836- install wrought iron window planters; declined.
14. 3826- install wrought iron window planters; declined.

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

### **Old Business Carry Forwards:**

Concerns were raised of residents disposing garbage and debris i.e. TV's, household garbage, and materials into Rykon Construction bins. Please be advised owners will be fined for any violations of dumping and charged for debris removal. Please kindly refrain from using Rykon Construction bins for personal use. Thank you.

Owners requesting to file service requests are kindly instructed to make requests in writing by completing a Service Request Form with the Rykon office. Alternatively homeowners can go to the website at [www.sonomapines.com](http://www.sonomapines.com) to file requests online. Rykon will create an email memo to owners with detailed instructions on how to submit a service request.

Council discussed the potential need for a community fire plan which would be created in case of a fire emergency to assist with the safe and planned evacuation of community residents. Council will discuss the proposal in greater detail and may form a committee to develop the plan.

WFN and West Kelowna Fire Department have been contacted regarding the fire interface between the vacant lands adjoining Sonoma Pines. 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.

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 1<sup>st</sup>, 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.

For door fobs for the Clubhouse, please contact Abbas Dharamsi at: 250 452-6754 and [sabba\\_39@shaw.ca](mailto:sabba_39@shaw.ca).

**TERMINATION** – It was moved to adjourn the meeting at 2:45 pm; carried. The next meeting will be held in the Clubhouse on July 25, 2014.



**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOCIATION (SPMFA) HELD ON JULY 25TH, 2014 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.**

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**Present:** Robert Taylor                      Joanne Luchka                      Robert Zivkovic (APM)  
                  Charlie Milazzo                      John Scott

**Regrets:** Cameron Johannson      Kimberly Burns (Rykon Rep.)

**Observers:** Members of the community

**CALL TO ORDER** The meeting was called to order at 9 AM by R. Taylor.

**APPROVAL OF AGENDA**

Agenda items were discussed and rearranged by priority.

It was moved (R. Taylor) and seconded (C. Milazzo) to approve the agenda as amended; motion carried.

**Presentations:**

Steven Faux with Interior Landscape has been requested to provide Council with a verbal update regarding the drainage issues behind several homes on Alvarado Trail. The inspection report is not fully completed. At this time a solution is being looked at to deal with the upper water issues which seem to be causing lower water drainage problems to the houses below. Once the inspection report is complete Council will review the cost of repair and confirm it is a permanent solution to deal with the surface water drainage issues.

**Correspondence**

- It was moved (J. Scott) and seconded (J. Luchka) to enter into in camera discussions to deal with unit owner bylaw violations and appeal hearings; motion carried unanimously.

Council entered in camera discussions.

- It was moved (C. Milazzo) and seconded (J. Luchka) to approve to waive a bylaw violation fine and issue a warning to an owner for causing a nuisance and disturbance; motion carried unanimously.

Council exited in camera discussions.

Owners are kindly reminded to please keep pet(s) on a leash. All pets must be on a leash to avoid causing a nuisance and disturbance to residents and other pet owners.

## **Committee Reports**

### **Clubhouse Facility Management**

C. Milazzo gave an update on the formation of the Clubhouse Committee. There were a number of volunteers joining the Committee. A Committee meeting will be scheduled.

### **Communications Committee**

The first meeting of the Communications Committee is scheduled to take place July 30.

### **Finance Committee**

The Committee is currently working to finalize terms of reference and a draft was presented to Council ( draft attached). Thanks to Don Clark, Arnold Walter and Greg Marshall for volunteering to participate.

Council reviewed June 2014 financial reports. The Home Owners Associations is in healthy financial position to meet its planned expenditures.

- It was moved by (J. Scott) and seconded (J. Luchka) to approve the June 2014 financial reports; motion carried unanimously.

### **Landscaping Committee**

The landscape committee met for the first time after its formation to hold ongoing discussions regarding concerns with the current service provider. The mandate of the committee will be to ensure a satisfactory level of service is maintained and all contractual duties are fulfilled. Meetings will be held with United Landscape at a later date to share the Committee's mandate and expectations moving forward.

- It was moved (J. Scott) and seconded (J. Luchka) to approve applying rock to the left side of the cul-de-sac area inside the front entrance of Sonoma Pines; motion carried unanimously.
- It was moved (J. Scott) and seconded (J. Luchka) to approve applying rock to the three center islands at the front entrance to Sonoma Pines; motion carried unanimously.

### **Maintenance Committee**

Currently there are no volunteers to date for this important maintenance committee. V. Sarver and R. Zivkovic will continue to oversee the maintenance division. V. Sarver provided Council with a brief update on the ongoing maintenance repairs throughout the community. The utility vehicle approved at the annual general meeting has been purchased on budget. Vern also confirmed that fence maintenance and painting will follow a three year cycle with 1/3 of the fence being painted each year. The recent fire hydrant maintenance report will be forwarded to Council.

- It was moved (C. Milazzo) and seconded (J. Scott) to approve the installation of a gate timer on the lower Boucherie gates to be set for Mon – Friday 7am – 4pm; motion carried unanimously.

**Safety and Security** No reports

**Jo Luchka will follow up with WFN regarding removal of weeds and grasses as part of a fire interface between Sonoma Pines and adjoining vacant property.**

## **Social Committee**

A social committee member provided Council with an update on the booking and reservation schedule for the clubhouse. The Clubhouse committee will review to create policies and procedures to address many of the operational and logistical concerns that arise by the many different users of the clubhouse facility.

The social committee continues to coordinate all social community activities being held in the clubhouse. The finance committee will review the social committee's revenues and expenses to create a separate account of operations.

## **Committee Volunteers**

Positions on committees are being filled as more people volunteer to assist Council in developing the social, communications and governance infrastructure we feel is important to provide for a healthy long term organization of the Sonoma Pines community. A complete list of committees and membership will be published after initial meeting take place.

If you would like to volunteer to bring your experience to a committee please forward your interest to [robz@associatedpm.ca](mailto:robz@associatedpm.ca) or call the office of Associated Property Management Ltd. at 250-712-0025. Thank you

## **Alteration requests:**

- It was moved (C. Milazzo) and seconded (J. Scott) to ratify the approved email motions relating to the following alterations:

3810 Siringo Lane- Tom Keitel patio deck extension

2135 Madera Court- Glenn Shaw glass panel on deck installation

Motion carried unanimously.

## **New Requests:**

2135 Madera Court – Shaw - Glass Panels upper & lower decks. Approved.

3804 Siringo Lane – Wheeler - Satellite, hot tub, extend patio with lattice. Approved...

2180 Alvarado Trail – Taylor – patio bricks under expansion deck. Approved.

2147 Madera Court – Best – Cedar Arbor. Approved.

2191 Alvarado Trail- Spierenburg – Sundeck install machine glass panel above existing. Approved.

2191 Alvarado Trail – Spierenburg – Enlarge stone brick back patio. Approved.

2164 Alvarado Trail – Overwater – Upper rear deck expansion. Requires neighbor approval.

2087 Candelera Lane-Luchka-To install Japanese Maple front yard. Approved.

2157 Talavera Place-Bouzane- install 2 arbors. Requires neighbor approval.

2217 Terrero Place-Schritt- upper/lower deck extension and landscape. Requires neighbor approval.

### **Rykon Update** No report

(Council will send a formal request to Rykon requesting that a representative attend all Council meetings for follow-up to community issues).

3849 Sonoma Pines Drive and other noted areas: Rock wall concerns of improper type of rock being used are causing advanced deterioration. Rykon will review the concerns and report back to Council.

(There are ongoing issues with owners disposing of doggie bags at Rykon's construction porta-potties. Owners may be fined for disposing the doggie bags in an inappropriate fashion. Doggie receptacles have been installed in the community. Owners are kindly requested to please dispose of doggie bags in the proper receptacles provided. Council is asking owners, and Rykon to please report irresponsible pet owners to Associated Property Management Ltd. to process all complaints).

### **OLD BUSINESS**

#### Talavera Parking update:

At our last council meeting, a letter was put forth by a resident from Talavera Drive regarding the restriction of parking. The council directed me to investigate whether we could change the bylaws to allow parking on one side of this long street. After correspondence and conversations with Rykon, West Kelowna Fire Department, WFN Bylaw Department and Dan Brown of the WFN Planning Department, the following information was received.

1. According to WFN Bylaw and WFN Fire Department; Emergency vehicles require at least 6 meters (19.685 ft.) clearance. After measuring this street, it was discovered that with a car parked on one side, the clearance is only 3.81 meters (12.5 ft.), therefore, we cannot allow parking on this street.
2. After checking with WFN Planning Department (Dan Brown) regarding the parking at the West end of Talavera drive, he advised that this is called a "hammerhead" which allows for a 3 point turn by emergency vehicles and, therefore, no parking is allowed there. He also advised that this is not exclusive to Sonoma Pines, but is in effect in all of West Kelowna and Kelowna.
3. Further discussions with WFN Planning revealed that there is a 20 ft. easement between the Rykon Fence and the fence separating the adjacent neighbourhood. Mr. Brown checked to see who holds the 99 year lease on this easement and advised that the lease is held by Two Eagles Golf Course. Apparently, there are water lines in this easement, therefore, nothing can be put on this easement.

Unfortunately, there does not appear to be anything we can do to add parking on this street. The only solution would have been for Rykon to use one of the home sites for visitor parking.

Jo Luchka  
Council Member

Last year, WFN and West Kelowna Fire Department have been contacted regarding the fire interface between the vacant lands adjoining Sonoma Pines. It was reported a contractor has been hired and will clear a 20 ft. separation between the fence and the agricultural land. The work has yet to be completed. The fire hazard is a concern for the Council. Council will contact WFN bylaw department to provide support and services to having this issue rectified as soon as possible.

### **NEW BUSINESS:**

Council is raising insurance liability concerns with respect to the impact of liability coverage relating to the many Sonoma Pines functions that take place on property. The insurance provider will be contacted for an update as to the liability insurance protection plan against homeowners and Council members relating to all activities taking place on property.

Council is working on acquiring a comprehensive community site plan and detailed map.

- It was moved (J. Luchka) and seconded (C. Milazzo) to approve the purchase of a comprehensive site plan and detailed map of up to \$500; motion carried unanimously.

Council will review a volunteer's request to provide and assist with taking Council meeting minutes during Council session.

Council discussed an internal standard operating procedures and guidelines for awarding of contracts.

- It was moved (C. Milazzo) and seconded (J. Scott) to approve as an internal policy and procedure the proposed guidelines for awarding of contracts and payment of expenses; motion carried unanimously.

Council discussed the current state of the bylaws and rules for the Home Owners Association. After several years of amendments and changes the bylaws and rules have become inconsistent and difficult to follow each new amendment. In moving forward, Council discussed hiring a legal professional to draft a complete set of bylaws which will coherently incorporate all the changes to date and any other future proposed changes.

- It was moved (J. Luchka) and seconded (C. Milazzo) to approve the hiring of legal services to draft a comprehensive set of bylaws and rules in preparation of the next year's annual general meeting; motion carried unanimously.

Due to the high volume of alteration applications Council discussed Associated Property Management Ltd.'s request to charge a user fee of \$45.00 for the administration of alteration applications.

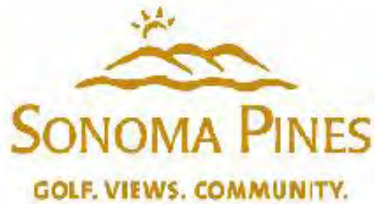
- It was moved (C. Milazzo) and seconded (J. Scott) to approve the alteration application user fee of \$45.00; motion defeated unanimously.

Council has extended a request for APM Ltd. to revisit the application process and come up with a more practical user fee that will distinguish between applicants requiring higher levels of administration.

In an effort to prevent serious waste and garbage messes on the street caused by crows and other animals, Council is requesting that all residents use rigid garbage container(s). Thank you in advance for your cooperation. Council will consider instituting a rule to have residents comply with the request to use garbage containers.

**ADJOURNMENT** – It was moved to adjourn the meeting at 1:15 pm; carried. The next meeting will be held in the Clubhouse on September 5<sup>th</sup>, 2014 at 9:00am.





## **COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOCIATION (SPMFA) HELD ON SEPTEMBER 5TH, 2014 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.**

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**Present:** Robert Taylor                      Kimberly Burns (Rykon Rep.)                      Robert Zivkovic (APM Ltd.)  
                  Charlie Milazzo                              John Scott

**Regrets:** Joanne Luchka                      Cameron Johannson

**Observers:** Members of the community

**CALL TO ORDER** The meeting was called to order at 9 AM by R. Taylor.

### **APPROVAL OF AGENDA**

Agenda items were discussed and rearranged by priority.

- It was moved (C. Milazzo) and seconded by (J. Scott) to deal with discussions on Council meeting procedures, check signing procedure, and bylaw quote review under new business; motion carried.
- It was moved (C. Milazzo) and seconded by (J. Scott) to table discussions regarding rock walls and drainage repairs as a meeting has been scheduled to discuss these issues with Rykon Construction.; motion carried.

It was moved (J. Scott) and seconded (C. Milazzo) to approve the agenda as amended; motion carried.

### **Correspondence**

Council member, Cam Johannson, has submitted his resignation. Council accepts his resignation and thanks him for his dedication and service to the community.

Council reviewed several correspondences relating to landscape and irrigation concerns. Landscape Committee is currently reviewing all landscape and irrigation concerns and will report back to Council.

United Irrigation and Landscape has requested an increase for lawn maintenance cutting due to several alterations by owners which include adding pergolas which have made it more difficult to cut the lawns. The Landscape Committee will review the request and report back to Council.

Council reviewed correspondences relating to parking issues in general on Talavera and Sonoma Pines Drive. J. Scott with the assistance of John Luchka will volunteer to assess WFN regulations as they pertain to Sonoma Pines and recommend revised parking standards and regulations for the community.

Council reviewed a request for a pathway to be developed at the southern end of Alvarado trail. Council likes the idea but at this time it is not a priority. The request will be placed on a capital upgrade request sheet and will be reviewed during next year's budget season.

Daryl Wark presented several landscape concerns on behalf of residents of Talavera Place specifically with the unfinished look on Talavera at the bottom part of the property line. Part of the responsibility to finish the area and the chain-link fence will be Rykon's but any upgrades to the current designs would be the HOA's responsibility. Residents are concerned that the landscaping along Talavera does not meet the standards of older areas in the community.

The current landscape designs for the newer phases have no plantings in the retaining wall tiers in between the buildings, designed to eliminate irrigation between homes therefore reducing the risk of water damage.

A request has been made to have Rykon meet with owners affected by the new landscape design to discuss the design along Talavera.

Owners are kindly reminded to please keep pet(s) on a leash. All pets must be on a leash to avoid causing a nuisance and disturbance to residents and other pet owners.

## **Committee Reports**

### **Clubhouse Facility Management**

Abbas will continue to look after the keys and fobs for the Clubhouse. Not known what keys exist for the boardrooms, we will need to re-key that lock and issue new keys to the council and Abbas. A complete set of access keys will be given to resident council members for emergencies.

Ivars will continue on with bookings for upper floor. Al will look after lower level fitness events in co-ordination with Ivars. Cost of classes should cover the cost of the instructor, payment funds to go to council and payment to instructor issued from APM. Gord to help Al with regular equipment maintenance.

Gerry to be Vice –Chair, Charlie and Gerry to be contact for Club House issues (Thank you Gerry).

Question on maintenance of equipment in Club house: Catastrophic failure and replacement comes from where? Operation budget for club house is?

Recommendations to council

The video surveillance system to be removed and cost recovered as best as possible. Timers installed for outside lights and LED bulbs installed for dusk to dawn operation. Quote for pot lights in eaves to be done and added to next year's capital expenses.

- It was moved (C. Milazzo) and seconded (J. Scott) to approve the sale of the video camera system in the clubhouse; motion carried (three in favor and one abstention).
- It was moved (C. Milazzo) and seconded (J. Scott) to approve the purchase of commercial door closures in the clubhouse to approximately 6 doors of up to \$700 total; motion carried unanimously.

## **Communications Committee**

Communications Committee minutes September 3, 14

Attendees:

Mary Trueman

Ed Dorosz

Rob Taylor

John Scott

Feedback on September Newsletter

- no more want ads

- for future issues we should send out the table of contents with the covering email

In first 24 hours:

- 8 responses to the "Tell Us What You Think" question of the month at [sonomapinesnews@gmail.com](mailto:sonomapinesnews@gmail.com)

-1 email to Rob asking how to get articles included in newsletter

For the October issue

Deadline 23 September

Publish date 30 September

Articles

For the November issue - Your favorite fall activity – please send us a description and some photos.

Mary will continue with interviews of Council members and include Charlie's in the October issue.

Mary also has a restaurant review and photos.

We also discussed an article for Remembrance Day with the November issue.

Photos from the 50/60s dance.

We need to remind Council about Committee updates, talking to their neighbors about submitting articles and photos and the submission deadline for October.

Advertising:

For the next 10 issues we will publish only 2 banner ads, one on page 2 and one on page 3.

The cost of the ads will be \$750 for the 10 issues.

Our goal in following this policy is to reduce the amount of time required to procure advertising, reduce clutter from more insertions and to concentrate our efforts on quality content.

Facebook

Check out Sonoma Pines Resident

We can launch this in the next issue and see how it goes.

Next meeting tentatively scheduled for Thursday October 2

## **Finance Committee**

Finance Committee Minutes September 2, 2014

In attendance:

Don Clark  
Arnold Walter  
Rob Taylor  
John Scott

Apologies:

Greg Marshal

Discussions regarding July financial statements.

We will request that APM produce a 1 page, bullet point summary to accompany monthly financial statements to Council and the Finance Committee.

It should include:

Major variance analysis

Concerns or points of interest for current month. Pending issues. The highlights should cover 80 or 90 % of issues.

Questions on July financials:

Balance sheet – we would like more details on the Prepaid Clubhouse Renovation Invoices (\$78,293.50) and Accrued Insurance (\$15,124.66).

If Sonoma Pines were more prudent on their water usage would there be any significant cost savings? (accounts 6432 and 6433).

Budget comparison - for the accounts 6013 and 6015, can we get an explanation of the variance? Finally for the \$1,740.52 homeowner account that is over 90 days due, what is the plan to collect that money?

Two policies that the Finance Committee would like to develop following the approval of their terms of reference will be a policy for internal financial review and a policy for financial management and control (including a Sonoma Pines purchasing policy).

The Finance Committee would like to set up a meeting with Rob Zivkovic on September 22 to better understand procedures regarding Associated Property Management's approval process and financial controls for Sonoma Pines accounts.

The Committee also expressed their intention to administer the 2015-16 budget planning process. Details need to be finalized with APM in early 2015.

- It was moved (J. Scott) and seconded (C. Milazzo) to approve the transfer of \$410,000 of contingency reserve funds into, the Valley First West Kelowna branch office, into a five-year 2.5% GIC; motion carried unanimously.

- It was moved (J. Scott) and seconded (C. Milazzo) to approve the deposit of \$50,000 into a Valley First high interest savings account at 1.1%; motion carried unanimously.
- It was moved (J. Scott) and seconded (C. Milazzo) to approve to have Associated Property Management Ltd. set up an additional BMO account to receive all clubhouse event related earnings; motion carried unanimously.

Council reviewed a proposed investment policy created by finance committee.

- It was moved (J. Scott) and seconded (C. Milazzo) to approve the proposed investment policy as amended and to be adopted as a standard operating policy; motion carried unanimously. Please see investment policy appendix A.
- It was moved (J. Scott) and seconded (C. Milazzo) to approve the finance committee terms of reference duties and responsibilities; motion carried unanimously. Please see appendix B for the terms of reference sheet.
- It was moved (J. Scott) and seconded (C. Milazzo) to approve the July 2014 financial reports; motion carried unanimously.

Presenter Ellen Young with Western Financial Inc., the HOA's Insurance Agent, provided a verbal update on the current standing of the home owner's insurance policy and related liability coverage.

Presenter Jeanette Merrick with Bartlett Trees provided a verbal presentation and proposal on a software system that will create an inventory of trees throughout the community. This management tool will assist the landscape committee in maintaining the many variety of trees throughout the community and assist with identifying pruning requirements and record-keeping. Council will review the proposal.

## **Landscaping Committee**

Other than the standard mowing and irrigation tasks United has agreed to step up their services to accomplish the remainder of the season to show their commitment to fulfilling our contract:

1. United has recently hired 2 new people
2. End of season pruning has commenced and there will be no special requests from homeowners for pruning in common areas, only a "no prune list" for homeowners vegetation touching their home.
3. Vertical edging will be completed along all hard surfaces along Sonoma Pines Drive including the curbs and sidewalks. Vertical edging will also be completed in all plant beds along Sonoma Pines Drive
4. Fertilizing is taking place now and spot applications of herbicide will be applied as well. All areas treated will be marked.
5. Weeding will take place, however is this is a challenge for United yet they will continue to weed in the more visible areas
6. Irrigation services will continue on the scheduled days of Monday and Wednesday of each week. An additional irrigation technician has been provided by United to seek out trouble spots to ensure all areas are being adequately irrigated.

We continue to identify potential areas for improvement for landscaping within our community. Within the next 60-90 days we will propose recommendations to Council to improve services, review rules and guidelines to ensure we maintain a standard look for landscaping within our community.

Karen Dickie, Chair  
Landscaping Committee  
September 4, 2014

## **Maintenance Committee**

Council will continue to solicit for volunteers for the maintenance committee. If you're interested in joining the maintenance committee please contact the office of Associated Property Management Ltd. at 250-712-0025.

## **Safety and Security**

Summary of Safety and Security Committee

Discussed overall mandate of the Committee

- Draft Terms of Reference for review at next meeting
- Sent copies of current bylaws to members for review

Discussed Lower gate operations

- Greg updated on status of repair work on gate and operating practices.

Discussed Safety issues regarding lawn mowing staff

- Set up meeting with United to review practices
- Make a request for help from RYKON regarding lawn mower access behind Terrero Place

Reviewed Sign placement

- Make request of council to have road signs adjusted to make visible

Discussed the potential of an information session on community awareness and security

- Determine at next meeting if this is desirable

**Social Committee** No update

## **Committee Volunteers**

If you would like to volunteer to bring your experience to a committee please forward your interest to [robz@associatedpm.ca](mailto:robz@associatedpm.ca) or call the office of Associated Property Management Ltd. at 250-712-0025. Thank you

## **Alteration requests:**

Council reviewed an unapproved alteration regarding the installation sun shade in the single-family homes. Council will address the matter with the owner.

- 2155 Talavera Court – Miller – Sunscreen blind SE dining room window. Additional Sketch plan required.
- 3804 Siringo Lane – Wheeler – Cedars & cedar boxes to match lattice with shrubs. Council has deferred for further review.
- 2113 Talavera Place- Condie – remove iron deck railings –replace with frosted glass. Council has approved
- 2164 Alvarado Trail – Overwater – Upper rear deck expansion with neighbor approval. The owner is to submit a revised alteration shortening the dimensions of the proposed deck extension.
- 2133 Madera Court – Burgar – Awning over deck. Approved.
- 2125 Madera Court-McLennan-4 cedar trees for privacy. Council has deferred for review.
- 2173 Talavera Place- Forest-awning over south facing living room window. A sketch plan has been requested to show the location and exposure of the awning.

### **Rykon Update**

Kimberly Westgate provided a brief update regarding delivery and construction crew's vehicle traffic. All delivery and construction vehicles are to use lower Gates as opposed to entering the community through the top entranceway on Carrington Road.

Rykon has requested an update of the HOA's rules and regulations to be inserted into home owner manuals.

(Kimberly Westgate exited at 11:55 AM.)

### **OLD BUSINESS**

A 20 - 30 ft. interface was cleared by RMD, who own the land adjacent to Sonoma Pines.

Council will again review the community parking needs and parking sign requirements.

### **NEW BUSINESS:**

Council has reviewed several quotes on providing legal services for the purpose of reviewing, assessing and creating a new standard set of community bylaws.

- It was moved (C. Milazzo) and seconded (J. Scott) to approve the hiring of the law office of Doak Sheriff to provide legal services in reviewing and updating a new set of community bylaws; motion carried unanimously.

Council deferred discussions on forming a nominating committee for the 2015 Council term.

Council discussed the importance of having membership to the Condominium Homeowners Association to assist with managing community affairs according to the provisions of the strata property act.

- It was moved (C. Milazzo) and seconded (J. Scott) to approve the purchase of a \$75 membership fee to CHOA; motion carried unanimously.

Council and Associated Property Management Ltd. will work together on expediting all Council meeting minutes sooner than the standard two week period.

**ADJOURNMENT** – It was moved to adjourn the meeting at 1:15 pm; carried. The next meeting will be held in the Clubhouse on October 3rd, 2014 at 9:00am.



## APPENDIX A

### SONOMA PINES HOME OWNERS ASSOCIATION INVESTMENT POLICY – SEPTEMBER 5, 2014 TABLE OF CONTENTS

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#### 1. SCOPE

This policy applies to the investment of all operating and contingency reserve funds of the “Sonoma Pines Home Owners Association” and “Sonoma Pines Multi-Family Association”, hereinafter referred to as “Investment Portfolio”

The “Sonoma Pines Home Owners Association” and “Sonoma Pines Multi-Family Association” will hereinafter be referred to as the “SPHOA/SPMFA”.

#### 2. MANAGEMENT OF THE INVESTMENT PORTFOLIO

The “Investment Portfolio” will be managed by the Treasurer of the “SPHOA/SPMFA” who will strive to invest with the judgment and care that prudent individuals would exercise in the execution of their own affairs, to maintain the safety of principal, maintain liquidity to meet cash flow needs and to provide competitive investment returns on the “Investment Portfolio”.

“Investment Portfolio” transactions will only be made with the written approval of both the Treasurer and the President of the “SPHOA/SPMFA” Council. Transactions must be approved by the “SPHOA/SPMFA” Council prior to the transaction date.

All Financial Institutions with whom the “SPHOA/SPMFA” may do business will be advised in writing of the requirement for all transactions to have the written approval of both the Treasurer and President of the “SPHOA/SPMFA”.

### 3. INVESTMENT OBJECTIVES

#### 3.1 SAFETY

Safety of principal is the foremost objective of the “Investment Policy”. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the “Investment Portfolio”. The idea of safety is to mitigate credit risk, interest rate risk and currency risk.

#### 3.2 CREDIT RISK

The “SPHOA/SPMFA” will minimize credit risk (the risk of loss due to the failure of the security issuer or backer), by:

- a.) The Council Pre-Qualifying and approving the Financial Institutions, brokers/dealers, intermediaries, and advisors with which the “SPHOA/SPMFA” will do business.
- b.) Diversifying the “Investment Portfolio” so that potential losses on individual securities will be minimized.

### INVESTMENT OBJECTIVES (CONT.)

#### 3.3 INTEREST RATE RISK

The “SPHOA/SPMFA” will minimize the risk that the market value of securities in the “Investment Portfolio” will fall due to changes in general interest rates, by:

- a.) Structuring the “Investment Portfolio” so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- b.) Investing funds primarily in shorter term securities.

#### 3.4 CURRENCY RISK

The “SPHOA/SPMFA” will minimize the risk of loss resulting from changes in exchange rates by investing only in Canadian dollars.

#### 3.5 LIQUIDITY

The “Investment Portfolio” shall remain sufficiently liquid to meet all requirements that may be reasonably anticipated. This will be accomplished by structuring the “Investment Portfolio” so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio shall consist of securities with

active secondary or resale markets. Negotiable securities may be sold prior to their maturity to provide liquid funds as needed for cash flow purposes or to minimize loss of principal.

### 3.6 YIELD

The “Investment Portfolio” shall be managed with the objective of attaining a competitive rate of return given the constraints of the aforementioned safety and liquidity objectives.

## 4. STANDARDS OF CARE

### 4.1 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The “SPHOA/SPMFA” recognizes that

## STANDARDS OF CARE (CONT.)

### 4.1 PRUDENCE (Cont.)

no investment is totally free from risk and that occasional measured losses are inevitable in a diversified portfolio and will be considered within the context of the overall portfolio’s return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the “SPHOA/SPMFA”.

Investment Officials acting in accordance with written procedures and this “Investment Policy” and exercising due diligence shall be relieved of personal liability for an individual security’s credit risk or market price changes, provided deviations from expectations are reported immediately to the “SPHOA/SPMFA” Council” and the liquidation and the sale of securities are carried out in accordance with the terms of this policy.

### 4.2 ETHICS AND CONFLICTS OF INTEREST

Members of Council and Members of Committees involved in the Investment process shall refrain from any involvement in Investment decision making on behalf of the “SPHOA/SPMFA” in situations where they are aware of a personal conflict of interest that could conflict with the proper execution and management of the “Investment Portfolio”, or that could impair their ability to make impartial and objective decisions.

Members of Council and Members of Committees involved in the Investment process shall advise the “SPHOA/SPMFA” Council” of any material interests or involvement with Financial Institutions in which the “SPHOA/SPMFA” conducts business.

### 4.3 DELEGATION OF AUTHORITY

Authority to manage the “Investment Portfolio” is granted to the Treasurer, who shall act in accordance with the established written procedures and internal controls for the operation of the “Investment Portfolio” consistent with this “Investment Policy”. No person may engage in an Investment transaction except as provided under the terms of this policy and the procedures

established by the Treasurer and the “SPHOA/SPMFA” Council”. The Treasurer shall be responsible for all transactions undertaken.

See also Section 2 (Management Of The “Investment Portfolio”).

## 5. INVESTMENT TRANSACTIONS

### 5.1 ELIGIBLE INVESTMENTS

Investments will only be made within the provisions of Section 6.11 of the “Strata Property Regulation. B.C.” (See Appendix I).

### 5.2 INVESTMENT RESTRICTIONS AND PROHIBITED TRANSACTIONS

To provide for the safety and liquidity of “SPHOA/SPMFA” funds, the “Investment Portfolio” will be subject to the following restrictions:

- a.) Borrowing for Investment purposes (“Leverage”) is prohibited
- b.) Investment in any Instrument which is commonly considered a derivative investment (eg. Options, futures, swaps, caps, floors and collars) is prohibited
- c.) Contracting to sell securities not yet acquired in order to purchase other securities for the purpose of speculating on developments or trends in the market is prohibited

## 6. MATURITY LIMITATIONS

Because of inherent difficulties in adequately forecasting cash requirements, a portion of the “Investment Portfolio” should be continuously invested in readily available funds such as in Bank deposits to ensure that appropriate liquidity is maintained to meet ongoing obligations.

## 7. RECORD KEEPING AND SAFEKEEPING

The Treasurer shall be responsible for recording all “Investment Portfolio” transactions and for securing all documents relative to such transactions.

## 8. POLICY CONSIDERATIONS

### 8.1 EXCEPTIONS

Any Investment currently held that does not meet the guidelines of this “Investment Policy” will be reinvested at maturity or upon liquidation in Investments allowed by this “Investment Policy”.

### 8.2 REVISION

The Treasurer shall review the “Investment Policy” annually and shall recommend all necessary changes to the ””SPHOA/SPMFA” Council” for consideration and adoption.

### 8.3 ADOPTION

This policy and any changes made during the annual review shall be adopted by resolution of the “SPHOA/SPMFA” Council”.

### 8.4 REVIEW OF THE INVESTMENT PORTFOLIO

The “Investment Portfolio” shall be presented for review at all regularly scheduled meetings of the “SPHOA/SPMFA” Council” and such review recognized in the minutes of the “SPHOA/SPMFA” Council” meeting.

The “Investment Portfolio” shall also be presented for review at the “SPHOA/SPMFA” Annual General Meeting” and such review recognized in the minutes of the “SPHOA/SPMFA” Annual General Meeting”.

### 9. APPENDIX – Section 6.11 of the “Strata Property Regulation. B.C.” (July 16, 2014).

Adopted By The Council Of The “Sonoma Pines Home Owners Association” and “Sonoma Pines Multi-Family Association”.

CHAIRMAN \_\_\_\_\_

SECRETARY \_\_\_\_\_

DATE \_\_\_\_\_

#### **1. Section 6.11 of the Strata Property Regulation, B.C. 43/2000, is repealed and the following substituted:**

#### **Permitted investments for money held in contingency reserve fund and collected on special levies**

**6.11** In addition to an investment permitted under the Act, for the purposes of section 95 (2) (a) or 108 (4) (b) (i) of the Act, as applicable, a strata corporation may invest money held in the contingency reserve fund or money collected on a special levy in one or more of the following investments:

- (a) a savings account or chequing account with a financial institution outside of British Columbia insured by the Canada Deposit Insurance Corporation;
- (b) a term deposit or a guaranteed investment certificate, if the deposit or certificate
  - (i) is insured by the Canada Deposit Insurance Corporation or the Credit Union Deposit Insurance Corporation of British Columbia, and
  - (ii) has a predetermined rate or predetermined rates of interest;
- (c) a treasury bill issued by the government of Canada;

- (d) any bond, debenture or other evidence of indebtedness issued or guaranteed by the government of Canada or a province, or issued by a corporation incorporated under the laws of Canada or a province, if, at the time of purchase,
  - (i) the bond, debenture or other evidence of indebtedness has a remaining term to maturity of 5 years or less,
  - (ii) the interest and principal of the bond, debenture or other evidence of indebtedness are payable in Canadian dollars, and
  - (iii) the bond, debenture or other evidence of indebtedness has a rating of A or higher from DBRS Limited;
- (e) a fixed income exchange-traded fund traded on an exchange in Canada, if, at the time of purchase,
  - (i) the fund's portfolio does not contain securities other than bonds, debentures and other evidence of indebtedness,
  - (ii) the holdings in the fund portfolio are denominated in Canadian dollars,
  - (iii) the average remaining term to maturity of the holdings in the fund's portfolio is 5 years or less, and
  - (iv) 98% or more of the value of the holdings in the fund's portfolio have a rating of BBB or higher as reported by the issuer of that fund.

**2. Section 6.12 and 17.5 are repealed.**

## **APPENDIX B**

### **The Sonoma Pines Homeowners Association Council**

#### **Finance Committee**

##### **Terms of Reference and Duties and Responsibilities**

The Committee will be comprised of the SPHOA Council Treasurer, who will act as Chair of the Committee and 3-5 members of the community chosen at large.

The Finance Committee will be responsible to SPHOA Council as follows:

- 1) Review monthly financial statements as provided by APM and other relevant financial documents and provide through the Committee Chair a timely report on the financials for their monthly meeting.
- 2) The Committee will meet monthly during the week prior to the SPHOA Council meeting.
- 3) The Committee will focus on:
  - a) Financial review/audit of all SPHOA financial documents and matters
  - b) Financial Management and Control
  - c) Budgetary Preparation and Administration
  - d) Investment Review of the Sonoma Pines Contingency Reserve Fund in conjunction with the BC Strata Property Act and regulations on strata corporation investments, updated July 16, 2014.
  - e) Preparation of a Five Year Financial Capital and Major Maintenance Plan with the SPHOA 30 Year Depreciation supporting the plan. The Five Year Plan would be developed in conjunction with the Maintenance, Club House and Landscaping Committees
- 4) The Committee will review all new contracts from a financial and compliance perspective with the appropriate committee (e.g. Landscaping).
- 5) The Committee will review all banking procedures and accounts and ensure that all bank accounts and investments are in accordance with The BC Strata Property Act and SPHOA Policy and By-Laws.
- 6) The Committee will prepare a Annual Report which will be presented by the Treasurer at the AGM.
- 7) The Committee will develop and prepare any Financial Policies or Directives as Requested by Council and deal with any other financial issues that the Council may request.



## **COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOCIATION (SPMFA) HELD ON OCTOBER 10TH, 2014 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.**

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**Present:** Robert Taylor                      Joanne Luchka                      Kimberly Burns (Rykon Rep.)  
                  Charlie Milazzo                      John Scott                      Robert Zivkovic (APM Ltd.)

**Regrets:**      Na

**Observers:** Members of the community

**CALL TO ORDER** The meeting was called to order at 9 AM by R. Taylor.

### **APPROVAL OF AGENDA**

Agenda items were discussed and rearranged by priority.

- It was moved (J.S.) and seconded (C. M.) to approve the agenda as amended; motion carried unanimously.
- It was moved (J.L.) and seconded (C. M.) to approve the Council vacancy appointment of Karen Dickie to Council; motion carried unanimously.

### **Correspondence**

K. Burns provided a brief update of the recent owners meeting with Talavera residents and Rykon. The meeting was to address concerns of the seemingly unfinished look of landscape in the area. Rykon will act by ensuring that hydro seeded area becomes established (covered by warranty) and addressed questions regarding design.

Council received an owner's information package relating to the RV parking rates for Sonoma Pines. In summary concerns was raised relating to RV parking fees. Council will include this information provided in any consideration of the rate adjustment that would then be presented to the AGM.

Solana place phase 3 residents have petitioned Council to install a lower gate timer for their area.

- It was moved (J. L.) and seconded (C. M.) To approve the installation of a gate timer in phase 3 lower gate; motion carried unanimously.

The Solana gates will be managed by committee that includes: Tom McEwan, Dennis Ressler, Mike Gardiner, Chuck Paquette, and Darrell Bellamy.



It was moved (C. M.) and seconded (J. L.) to approve an owners request to rent a visitor stall for the use of an oversized truck at \$100 per month; motion defeated unanimously.

Serious concerns of 10 homeowners regarding the safety of the intersections at Carrington and Sonoma Pines were forwarded to all of Council. These comments will be raised at the safety and security committee for their follow-up. Copies of the comments may be found at [www.sonomapines.info](http://www.sonomapines.info).

## **COMMITTEE REPORTS:**

### **Clubhouse Facility Management**

- It was moved (C. M.) and seconded (J. S.) to approve \$993 plus tax for a major fall cleanup of the clubhouse and window wash; motion carried unanimously.

Council has signed off on the one year warranty relating to clubhouse deficiencies. All deficiencies have been rectified to date.

A Google calendar will be created to organize all clubhouse bookings. Owners who have active reservations to the clubhouse are asked to reconfirm their bookings with John Scott and Charlie Milazzo by email respectively at John Scott <[jdscott650@gmail.com](mailto:jdscott650@gmail.com)>; Charlie Milazzo ([charliem.strata@gmail.com](mailto:charliem.strata@gmail.com)).

### **Communications Committee**

Deadline for next issue October 27, 2014

November publication date Nov. 3<sup>rd</sup>, 2014

Next Communications Meeting November 6th at 1:00 pm

### **Finance Committee**

Finance Committee Minutes Sept. 22, 2014

The Finance Committee met with Rob Zivkovic and Graziana Hoce on September 22 to better understand procedures regarding Associated Property Management's approval process and financial controls for Sonoma Pines accounts.

We agreed on some changes to the accounts on the balance sheet to better reflect capital assets and had some questions on the repayment of the clubhouse loan, looking for details on the repayment schedule.

Finance Committee Minutes Sept. 26, 2014

Associated Property Management has included with the monthly financials for August a summary of variances for the month. Council asked that a single narrative page be included to highlight any significant variance or issue from the financial statements.

Additionally we note that with the excessive variances on landscaping/irrigation that requires follow-up. Who has signed off on the work requested, and was a completed?

We also will ask Rob to include a list of disbursements for the month in the monthly financials report.

We would also like to do an initial evaluation of an internal audit concept. In November we will meet in the APM offices and review cheques, support documentation for transactions and the GL for the 6 months up to the end of September. Based on how this works out we will come up with a procedure. We would like to have 3 people there from SPHOA, Don, Rob and John. There will be a cost for APMs time as per the contract so we would like Council to approve \$250.

- It was moved (J. S.) and seconded (C. M.) to approve a financial accounting expense of up to \$250 to perform a financial internal audit concept at the office of Associated Property Management Ltd.; motion carried unanimously.

Capital expenditures

Don will check out equity and capital assets depreciation guidelines from some other stratas.

Next Finance Committee meeting - November 5 at 9:00 in the clubhouse.

- It was moved (J. S.) seconded (C.M.) to rescind the motion on July 4<sup>th</sup>, 2014 to appoint John Scott, Treasurer, as signing authority over all investment related accounts; motion carried unanimously.

It was moved (J. S.) seconded (C.M.) to approve that a bank account be set up at Bank of Montreal for the purpose of collecting revenue and payment of operating expenses of the Sonoma Pines Social Committee, Club House rentals and Sonoma Pines newsletter. Signers for the social committee will be Jean Sceidl- Treasurer as well as Lorna Wright and Sharon McNichol. John Scott and Rob Taylor will also have signing authority; motion carried unanimously.

Several insurance related inquiries have been made with Western Financial. The finance committee will follow up with these inquiries in due course.

**Landscaping Committee** No updates to report at this time.

- It was moved (K. D.) and seconded (J. L.) to approve two proposals made by United Landscape relating to the oval flower bed at the front entrance and to start the next landscaping season one month earlier at additional cost to the community; motion defeated unanimously.

United Landscape has submitted a request to increase mowing charges relating to the added pergolas throughout the community which makes for mowing a little more difficult. Council will send this request for review to the Landscape Committee.

J Merrick with Bartlett Trees provided a verbal update as to the recently commissioned tree inventory database. A site inspection will take place the week of May 11, 2015 whereby the trees will be identified and entered into a database as part of a tree management program.

- It was moved (K. D.) and seconded (J. L.) to approve the Bartlett tree quote to cut a weed tree to its stump and to remove the stump located at or near 3883 Sonoma Pines; motion carried unanimously.
- It was moved (K. D.) and seconded (J. L.) to approve the Bartlett tree quote to prune as recommended a Hawthorne and Maple tree that has overgrown at or near 3849 Sonoma Pines; motion carried unanimously.

### **Maintenance Committee**

Several volunteers have stepped up to the plate to join the Maintenance Committee. A Committee meeting will be called to determine the terms of reference, mandate, roles and responsibilities of the Committee

### **Safety and Security**

#### Summary - Sept 22

#### Attendees:

Johnny Luchka  
Paul Kaiser  
Darrell Bellamy  
Rob Taylor

#### Regrets:

Charlie Milazzo  
Nick Schritt

- Agreed on the Terms of Reference for Safety & Security Committee that will be tabled at the Oct 10 Council meeting
- Lower Gate Programming is under control with Paul Kaiser complete a number of programming setups. Greg Marshall has agreed to be the backup on any lower gate issues.
- RV Parking – no report
- Bylaw Enforcement – no report
- Signs - Johnny Luchka has adjusted a number of signs to face traffic and is looking into other options for consideration
- RCMP/ Commissionaires Statistics – updated information is coming
- Information session - booked Clubhouse for Oct 15 and have Regional District Crime Prevent confirmed and tentatively the RCMP, West Kelowna Fire Department & APM

It was moved (C. M.) and seconded (K. D.) to approve the Safety and Security Committee terms of reference policy as amended; motion carried unanimously. Terms of Reference are as follows:

Terms of Reference  
For  
SAFETY AND SECURITY COMMITTEE  
(Duties & Responsibilities)

Reporting to the Sonoma Pines Home Owners Association Council:

1. Identify any safety related concerns within Sonoma Pines.
2. Develop recommendations to address any safety issues.
3. Review monthly crime reports to determine if any corrective action needs to be taken.
  - a. Work with RCMP, WFN, Commissionaires
  - b. Review specific incidents and identify opportunities for corrective action
  - c. Develop communication approach using SOP procedures
4. Coordinate information sessions on best practices for homeowner and community Security
  - a. Work with Central Okanagan Crime Prevention, RCMP
5. Lower Gate Programming and management
6. Review RV parking policies & procedures.
  - a. Determine if it is meeting our residents' needs?

**Social Committee** No update

**Operational Update**

Council requested a listing of all landscaping, maintenance, bylaw infractions and any other request for service made by the residents of Sonoma Pines to APM. The current hotlist for landscaping and maintenance activities was presented and will be reworked to be included in the minutes.

**Alteration requests:**

It was moved (J. S.) and seconded (C. M.) to summarily approve the following action items relating to owner alteration requests; motion carried unanimously, action items are as follows:

- 3875 Sonoma Pines – Trudeau re: common area plantings. Council has declined the alteration request due to common property related issues. The owner is welcome to submit the landscaping related request as a maintenance request of common property. Council will then review the matter accordingly.
- 3836 Siringo Lane – Mill. Lower entrance walkway. Council has approved.
- 3852 Siringo Lane. Hassel. Replace sundeck railing with frameless glass railing to match the railing at 3850 Siringo. Council has approved subject to adequate waterproofing of previous railing insertion points.
- 2178 Alvarado Trail. Blomert. Solatubes in kitchen, master bath & hallway and install stained-glass in main entry door. Council has approved the installation of the sola tube and has declined the installation of stained-glass.
- 2201 Terrero Place. Beekman. 36" Railing around front door area with 2 gates. Council has declined the request.
- 2116 Del Mar Court. Gutenberg. Hot tub on lower deck. Council has approved.
- 3829 Sonoma Pines – change and extend fireplace tiles. No approval necessary this alteration is within the unit boundaries.

- 2173-Talavera Awning installation. Council has approved the request subject to neighbor's approval.
- 2161- Madera Court- to install a privacy arbor on lower level. Council has approved subject to owner confirming at least 50 inches of clearance is provided to allow for mowers to pass through with ease.
- 2155- To install sunscreen. Council approves the installation of the sunscreen subject to a track system being used.

### **Rykon Update**

K. Burns commended Council's efforts in creating a transparent communication practice.

Rykon met with Council to conduct a site visit to view Council's landscaping drainage concerns throughout the community. Rykon will provide Council with their position and input to the situation.

### **OLD BUSINESS**

Council will continue to work on creating a comprehensive mapping system of the community.

Parking; Council will continue to review the parking situation to ensure compliance, safety and access to roadways during emergency situations.

Council met with WFN and confirmed they are not responsible or interested in enforcing any parking bylaws in Sonoma Pines with the exception of clear safety issues. The older notices will be redone to remove any reference of WFN.

### **NEW BUSINESS:**

- On October 15, 2014 a community awareness meeting will take place in the clubhouse for all owners to attend to learn about safety, security, WFN bylaw enforcement, and general community governance issues.
- It was moved (J.L) and seconded (J.S.) to approve Interior Snow and Ice Control for the upcoming snow removal season; motion carried unanimously.
- It was moved (J.L) and seconded (K.D.) to approve to hire an electrical contractor to perform regular monthly inspections and repairs to the lamp standards throughout the community; motion carried unanimously.
- It was moved (J. S.) and seconded (C.M.) to approve holding Council meetings on the first Friday of each month; motion carried unanimously.

### **Bylaw Hearings & Review**

Council entered in camera discussions to deal with bylaw violations and Owner hearings.

- It was moved (J.L.) and seconded (K.D) to approve the issuance of a warning to an owner for a pet off leash violation and use of abusive language; motion carried unanimously.

**ADJOURNMENT** – It was moved to adjourn the meeting at 12:08 pm; carried. The next meeting will be held in the Clubhouse on November 7th, 2014 at 9:00am.



**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOCIATION (SPMFA) HELD ON NOVEMBER 7TH, 2014 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.**

**Present:** Robert Taylor                      Joanne Luchka                      Kimberly Burns (Rykon Rep.)  
                    John Scott                                      Robert Zivkovic (APM Ltd.)

**Regrets:** Charlie Milazzo                      Karen Dickie

**Guests & Observers:** Gord Couch Advisory Council to WFN, Sharon McNichol, Sonoma Pines Social Committee) & Members of the community

**CALL TO ORDER** The meeting was called to order at 9 AM by R. Taylor.

**APPROVAL OF AGENDA**

Agenda items were discussed and rearranged by priority.

- It was moved (J.S.) and seconded (C. M.) to approve the agenda as amended; motion carried unanimously.

**APPROVAL OF MINUTES**

It was moved and seconded to approve the proposed minutes of October 10, 2014. It was further moved and seconded to amend minutes to remove Dennis Ressler as Solana gate contact person; motion carried. The motion to approve the minutes of October 10, 2014 as amended carried.

**Guest Speaker:**

Gord Couch provided a presentation as to his role on the Advisory Council to West Bank First Nations. As an appendix to the minutes please review the Westbank First Nation Advisory Council report.

The Advisory Council Update will be a standing item on council agenda.

**Correspondence**

Council reviewed an owner's complaint regarding landscape issues. It was subsequently moved (J.S.) and seconded (J.L) to approve Council's draft response letter to the owner addressing the landscape concerns; motion carried

Council received a letter from an owner inquiring about the responsibility of landscape trees along Sonoma Pines and other streets with single-family homes. It was moved (J. S.) and seconded (J.L) to forward the owners correspondence to the landscape committee for review and response; motion carried.

Council reviewed an owner's inquiry to recording budget expense items in the Council meeting minutes. Council will respond to the owner declining the request to record expense items in the minutes as the approved budget reflects the overall mandate for expenditures. Owners can make reference to planned expenditures and budget allocations in the approved budget.

Council reviewed a request for parking concessions to allow residents from Tuscany Villas to park below the gates on Sonoma Pines drive.

It was moved (J.S.) and seconded (J.L.) to approve the Tuscany Villas parking request; motion defeated.

## **COMMITTEE REPORTS:**

### **Clubhouse Facility Management**

A Google calendar has been created to organize all clubhouse bookings. The calendar can be found at [www.sonomapines.info](http://www.sonomapines.info). Owners who have active reservations to the clubhouse are asked to reconfirm their bookings with John Scott and Charlie Milazzo by email respectively at John Scott <jdscott650@gmail.com>; Charlie Milazzo (charliem.strata@gmail.com).

### **Communications Committee**

Communications committee meeting took place on November 6. Attending were Ed Dorosz, Mary Trueman, John Scott and Rob Taylor. Mary Trueman was appointed as a member of the Committee.

Please make reference to the APPENDIX: Minutes Communications Committee meeting November 6, 2014.

### **Finance Committee**

Finance Committee meeting took place on November 5. Attending were Don Clark, Norm Asselstine, John Scott and Rob Taylor. Although we tried to get Arnold Walter in via skype we have not yet perfected the technology and hope to do so by next meeting.

Please make reference to the APPENDIX: Minutes of Finance Committee meeting November 5, 2014.

It was moved (J.S.) and seconded (J.L.) to approve the August 2014 financial reports; motion carried unanimously.

It was moved (J.S.) and seconded (J.L.) to appoint Norm Asselstine to the finance committee; motion carried unanimously.



J.S. moved a notice of motion to secure a statement of nondisclosure and confidentiality agreement for finance committee members.

**Landscaping Committee** No updates to report at this time.

**Maintenance Committee**

Several volunteers have volunteered to join the Maintenance Committee. The following members of the maintenance committee are Vern Valun, Ken Smith, Nick Schritt, Bob Nichol, Suzanne Larouche, Vern Sarver, Rob Taylor.

It was moved (J.S.) and seconded (J.L.) to accept the terms of reference for the maintenance committee; motion carried unanimously.

Please make reference to the APPENDIX: Terms of reference for maintenance committee.

**Safety and Security**

The only report from the Safety & Security Committee was the acknowledgement of the Community Awareness night that was well attended and informative. Next meeting scheduled for Nov 12.

**Social Committee**

Sharon McNichol presented the report for the Social Committee.

A discussion also took place regarding the social committee looking after all bookings for the clubhouse. John Scott committed to forwarding the revised contract and other related information regarding insurance to Sharon and the Social Committee.

A separate bank account for the social committee has been established and will be operating once all signing members of the social committee have completed the paperwork.

Please make reference to the appendix attached APPENDIX: Social Committee Report November-2014

**Operational Update**

R.Z. submitted several newly created tracking reports listing all landscaping, and maintenance issues, and bylaw infractions. R.Z. provided a financial summary to the September 2014 financial reports.

Please make reference to the APPENDIX: Sonoma Pines Financial Update September 2014.

It was moved (J.S.) and seconded (J.L.) to approve the September 2014 financial reports; motion carried unanimously.

Council reviewed outstanding owner accounts. A lien has been subsequently removed from an owner's account following the sale of the property. The account remains in good standing.

Council reviewed the landscape hot sheet and has requested a follow-up to activities that have yet to be completed or remain outstanding on the hot sheet.

Council also reviewed the maintenance activity hot sheet for recent activities and service work completed to date.

R. Z. provided an apology to Council for an email that was inadvertently sent to all owners without blind copying each owner. The incident was noted and staff members of Associated Property Management Ltd. have been advised of the importance of privacy procedures when sending out emails.

### **Bylaw Reviews**

Council entered into in camera discussions to deal with bylaw reviews and owner hearings.

It was moved (J.S.) and seconded (J.L.) to waive a bylaw violation fine for an owner for a parking violation for having a bin on Sonoma Pines roadway; motion carried unanimously. The owner has complied and removed the bin immediately.

Council exited in camera discussions.

### **Alteration requests:**

- It was moved (J. S.) and seconded (J.L.) to summarily approve the following action items relating to owner alteration requests; motion carried unanimously, action items are as follows:

2096 Candalera Place re: Hot tub installation on lower deck- Approved  
2284 Pine Vista Place Hot tub installation on lower deck-Approved  
2108 Verona Lane re: Install gas line for range- Deferred for Rykon to review

- It was moved (J.S.) and seconded (J.L.) to approve 2166 Talavera Place request to widen driveway; motion defeated.

### **Rykon Update**

Kimberly Burns confirmed that Rykon has provided input and assistance to the SPHOA, regarding council's concerns with landscape and drainage in various locations throughout the community.

Kimberly also mentioned that the final phase of Sonoma Pines, phase 12, has been released recently. This phase consists of 12 multi-family homes, and is already off to a strong start in sales.

### **OLD BUSINESS**

There was some discussion regarding the outstanding issues related to safety of the intersection of Sonoma Pines Drive and Carrington Road. Council hopes to update homeowners on discussions in the near future.

- It was moved (J.S.) and seconded (J.L.) to table the proposed parking regulations and discussions for further community input; motion carried unanimously.

Please make reference to the APPENDIX: Draft: Sonoma Pines Revised Parking Regulations October 2014.

Council is seeking feedback from Homeowners on the draft regulations and intends to present the final version at our next SPHOA AGM in May 2015. Comments or questions regarding the draft regulations should be forwarded to [jdscott650@gmail.com](mailto:jdscott650@gmail.com)

Council is nearing completion of a comprehensive mapping system of the community.

### **NEW BUSINESS:**

Council reviewed a pest control proposal. The proposal will be re-reviewed to better deal with pest control issues arising in the spring.

- It was moved (J.L.) and seconded (K.W.) to release a 10% holdback for recent pathway paver installation to United Irrigation; motion carried unanimously.

Regarding the proposal by United Landscaping to the landscaping committee for increased mowing fees due to pergola construction:

- It was moved (J.S.) and seconded (J.L.) that APM Ltd. reply to United that Council will consider any increases for contracted services, as part of the contract renewal discussions at the end of the current contract; carried unanimously.

Council has tentatively scheduled the owner's annual general meeting for May 28, 2014. Owners will receive proper notice package within 20 days of the meeting.

R. T. presented a notice of motion to approve to set the annual general meeting date.

**ADJOURNMENT** – It was moved to adjourn the meeting at 12:10 pm; carried. The next meeting will be held in the Clubhouse on December 5th, 2014 at 9:00am.



# **WESTBANK FIRST NATION**

## **ADVISORY COUNCIL**

### ***What is the Advisory Council?***

The Advisory Council is an elected body representing the approximately 9,000 non-Westbank First Nation ("Westbank") Members residing on Westbank Lands.

### ***Why is there an Advisory Council?***

Section 54(a) of the Westbank Self-Government Agreement required that "Non-Members" living on Westbank Lands or having an interest in Westbank Lands shall be provided in Westbank Law with mechanisms through which they may have input into proposed Westbank Law and proposed amendments to Westbank Law that directly and significantly affect such Non-Members.

As envisioned by the Self-Government Agreement, Westbank enacted the *WFN Advisory Council Law No. 2008-04* (the "Advisory Council Law") on April 1, 2005. This law established the Advisory Council, clarifies the duties and responsibilities of the Advisory Council members, provides for conduct of meetings, and sets out the election procedure.

Although the formal legal requirement for an Advisory Council was not imposed until the passage of the Advisory Council Law, the Advisory Council has, in fact, been in existence since June 20, 2000. Between June 20, 2000 and the election of the first Advisory Council in August of 2005 there was an interim Advisory Council appointed by Westbank Chief and Council.

### ***What does the Advisory Council do?***

The five member Advisory Council meets regularly to discuss current issues that directly and significantly affect Non-Members living on Westbank Lands.

More importantly, the Advisory Council provided input to Westbank with respect to those Westbank Laws that affect Non-Members. Westbank has jurisdiction in the following areas:

Financial Management  
Westbank Lands and Land Management  
Agriculture  
WFN Law Enforcement  
Traffic and Transportation  
Public Order  
WFN Law or Law Amendments

Residential Premises  
Resource Management  
Environment  
Business Licensing  
Infrastructure/Local Services  
Prohibition of Intoxicants

***How many people sit on the Advisory Council, and where are they from?***

There are five residential districts on Westbank Lands, and one Councillor is elected for each district. The wards are the Prairie, Okanagan, East Boundary, Lakeshore, and Lakeridge districts.

Currently the Prairie Region is comprised of Sun Village, Westlake Gardens, Grandview Terrace, Sonoma Pines and Sage Creek communities.

The boundaries of each ward can be seen on the appendix to the Advisory Council Law found at: [www.wfn.ca/wfnlaws.asp](http://www.wfn.ca/wfnlaws.asp)

*Gord Couch, Chair.*

250-707-0231

APPENDIX: Minutes Communications Committee Meeting November 6, 2014

**Sonoma Pines Website and Sonoma Sun Newsletter**

**[www.sonomapines.info](http://www.sonomapines.info)**

You can check here for most recent articles on the community, back issues of the newsletter, or copies of Council minutes and financial statements. Some pages are password protected so use sonomapines and you should be fine. If there is something that you would like to see on the site or in the Newsletter please email us at [sonomapinesnews@gmail.com](mailto:sonomapinesnews@gmail.com).

**Sonoma Pines Bulletin Board**

If you have anything that you would like to share with the community via the bulletin board please drop it off at the Asselstine residence at 2163 Serrento Lane and Leslie will take care of it. If you have any questions you can reach Leslie at  
778 754 1397.

**Sonoma Pines Facebook Page**

....watch for it....

**Attending:**

Ed Dorosz  
Mary Trueman  
Rob Taylor  
John Scott

Mary Trueman named as member of the Committee  
Lyle and Karen Larrigan named as photographers

**December Newsletter-** articles agreed upon

There will be no Jan 1 issue.

Subsequent Newsletter will be published on Feb and we hope to do so in a new format- stay tuned.

**Sonoma Pines Logo**

We are working on incorporating the logo into business cards and stationary.

We will survey Sonoma residents in December for their ideas on a slogan to go underneath the logo to replace the developer's slogan –*golf, views, community*.

From those suggestions the committee will choose finalists for the community to vote on in January.

**Discussions regarding terms of reference**

The communications committee will have final say on content for Website and Newsletter.

No infomercials will be accepted for publication in the newsletter however we will publish a page in the website with Sonoma Pines home businesses and their contact details. For more information please contact us at [sonomapinesnews@gmail.com](mailto:sonomapinesnews@gmail.com).

**Sonoma Pines clubhouse activity calendar** is now online in the website [www.sonomapines.info](http://www.sonomapines.info). If you have something you would like added to the calendar send us a not to: [sonomapinesch@gmail.com](mailto:sonomapinesch@gmail.com).

APPENDIX  
Minutes Finance Committee meeting November 5, 2014

Don Clark  
Rob Taylor  
Norm Asselstine  
John Scott  
Arnold Walter -apologies

Review of September financials

Don will follow up with Rob/Graziana re: the accounting and terminology for the Capital Assets on the Balance Sheet. At the end of the day, the caption "Prepaid Clubhouse Renovation Invoices" will be removed. The net Capital Asset balance will be adjusted to reflect the former balance shown as the "Prepaid Clubhouse, etc.", and the Retained Earnings will be reduced by approx. \$54,748.43, which is the approx. amount the Retained Earnings was incorrectly increased when the G/L was adjusted to reflect the net Capital Assets.

He will also be asking Rob to change the caption "Retained Earnings" as this is more a commercial corporate term. In its place we will use two captions, "Net Equity in Capital Assets" and "Surplus". As mentioned at our Finance Committee meeting, this will split the Surplus between these two captions and avoid giving the reader of the Financial Statements the impression that we have a much larger available Surplus than we do.

In the future the finance committee will set up with APM a monthly review of preliminary financial statements before they are finalized.

A rough draft of the process would look like this:

- o 2<sup>nd</sup> week of month a preliminary close at APM
- o 3<sup>rd</sup> week of month the preliminary closes would be shared with one accountant from committee who would suggest and changes required
- o by the end of the 3<sup>rd</sup> week of month final statements along with comments are sent to Council

Steps for audit concept meeting

- o First meeting will take place at APM offices from 9:00 to 1:00 pm November 20<sup>th</sup> Attending on behalf of Sonoma Pines finance committee will be Norm, Don and John. Don is finalizing the review points to be covered in the meeting.

CRF fund allocation

- o Graziana provided us with a report of historical CRF contributions for common and multi family accounts. The committee agreed that we would keep this schedule up to date in order to maintain a balance of each account over time based on homeowner contributions, interest earnings and allocations and withdrawals. Any withdrawals or allocations from the CRF require approval at the AGM.

Monthly Disbursements

- o From our last meeting we asked Rob Z to include a list of disbursements for the month in the monthly financials report. Rob asked if the Bank Reconciliation listing cheques is adequate or if we need additional information. The committee would like further detail in the form of a monthly accounts payable listing, including the following:  
a listing at a point in time (ie. month end) of those companies/individuals/ services that we owe for "goods and/or services" that the Strata has received as of that date (ie. month end), together with the dollar amounts owing at that time, and a brief description of the nature of the Account Payable (ie. October garbage, snow removal for Oct, etc.).

Discussion on Clubhouse loan repayment schedule.

The loan from the CRF was fully repaid in 2013 from the operating account and monthly payments are now being made into the operating account.

Update Social Committee bank account

The account is being set up at the Bank Of Montreal in West Kelowna as per the minutes of the October 10 Council meeting. We expect the account to be active by mid November.

Don will check out equity and capital assets depreciation guidelines from some other stratas and based on his findings make a recommendation to the committee regarding a policy on depreciation.

Feedback on APM monthly financial comments

Rob Zivkovik has provided us with comments to accompany the monthly financial reports for the last 2 months. The detail is improving and what the committee would like to see in the future is:

Materiality; comments on accounts where variance to budget is greater than 5% or \$1000.

Comments on variances should include the amount (% not necessary), the reason why the variance took place, underlying reasons for the variance and will it correct itself by year end or worsen. Recommendations to reverse any negative trends in the current budget and remediation for the coming year. As the property manager we depend on APM to deal with budgetary issues arising from work done by suppliers and ensure that issues are reconciled quickly or if they are of a seasonal nature, the following year.

We would also like to see comments on the balance sheet, specifically aged receivables, issues re: delinquent accounts and any liens put in place or removed. Also comments on any issues re: accounts payable

List of contracts should be complete in time for our next meeting.

Next meeting December 2, clubhouse LL meeting room.



APPENDIX:

Terms of Reference  
for  
MAINTENANCE COMMITTEE  
(Duties & Responsibilities)

Reporting to the Sonoma Pines Home Owners Association Council:

1. Recommend priority maintenance requirements on any common property.
2. Review and recommend implementation strategies as outlined in the Depreciation Report.
3. Develop maintenance strategies and make recommendations for the annual budget.
  - a. Identify the assets that need to be included in the maintenance schedule (i.e. Street lights, fences, sidewalks, rock walls, etc)
4. Develop and recommend maintenance standards for both common and single-family configurations.
  - a. Identify elements requiring regular maintenance ( i.e. home fascia, siding, pergolas, etc)
5. Develop a Standard Operating Procedure (SOP) for submission and approval of alteration requests
6. Develop a Standard Operating Procedure to inspect and confirmation of completion of the request.
7. Develop requirements associated with the transition of the infrastructure to Sonoma Pines when the development is completed.
8. Working with our management company, help in the selection process of contractors to undertake maintenance work in Sonoma Pines
9. Review & recommend snow clearing and sanding standards. Work with our management company on selection process for snow clearing and sanding contractor.

APPENDIX: SOCIAL COMMITTEE REPORT NOVEMBER - 2014

We had a very successful Octoberfest. Profit of \$556.97.

Happy Hours have been well-attended. 50/50 draws are popular.

We had a Food Bank Drive from Oct. 15-31 to catch the Snowbirds before they left. It was very successful and we would suggest we make this an annual affair.

We plan on decorating the Clubhouse for Christmas in early December & will have a Christmas Happy Hour on Dec. 12th.

Does the Council want the Social Committee to continue looking after the white board calendar in the Clubhouse? If so, please e-mail a copy before the end of the month to Jean Scheidl at [scheidls@telus.net](mailto:scheidls@telus.net).

The wipes for the gym are still back-ordered from Planet Clean so we purchased the Costco Brand wipes for use until the back order is delivered.

The Social Committee has always looked after laundering the tablecloths, dish towels and dish cloths after rental events and events we put on. However, now we are not receiving any revenue from Clubhouse rentals, how do we wish to handle this? Committee members didn't mind this chore when we knew there was some benefit to the Clubhouse account.

Also, it was discussed previously that we would continue to look after the garbage and recycling duties until the end of Dec.

Next Happy Hour will be on November 14th, then a Grey Cup Pot Luck Supper on Sunday, Nov. 30th.

The Social Committee has a balance of \$1435.95 as of Nov. 1st, which will be deposited in a bank account when set-up.

APPENDIX  
**SONOMA PINES**  
*Financial Update September 2014*

**Financial Narrative**

Officially 6 months into the fiscal year, the financial operations are resulting overall in very positive outcomes. YTD revenues are within 2% of projections and expenses are within 1% of planned expenditures. The Sonoma Pines Homeowners Association is in strong and healthy position to meet its planned fiscal expenditures.

**Revenues:** Strata Fee revenue is within +1.65% of projections due to the addition of housing units. Generated by community events clubhouse income continues to far exceed revenue expectations by over 25%.

**Physical Maintenance:** A growing variance persists in irrigation. Currently, irrigation expenses (\$15,157 ytd) have exceeded the annual budget (\$10,000) by 50%. Further expenses in October are expected, which will end the irrigation activity at well over 75% over planned expenditures.

With a 48% variance in repairs and maintenance it ranks 2<sup>nd</sup> in over expenditures. As a consolation, a drastic slowdown in repairs and maintenance is expected for the winter months. R & M expenses will taper off and find its way back to normal operating parameters - annual R & M budget is the \$14,000, ytd total is \$10,382. To minimize variance spikes relating to repairs and maintenance I recommend adjusting the monthly budget to reflect the periods where repair costs are made highest i.e. during summer and spring. Fencing maintenance is well under spent and will close at 73% underspent with a balance of unused funds at \$7391. Clubhouse operations are over spent by 16% ytd. Please see general ledger for listing of activity relating to Clubhouse expenditures. Please note: all Clubhouse revenues generated through social events assist with offsetting the operational costs to operate and run the Clubhouse.

**Administration:** Administration account number 6206 is showing a 44% variance (-\$1131) year to date with expenditures exceeding annual budget (\$3500). Largely due to the annual general meeting related expenses i.e. copy and mail out charges the expenses here should taper off but remain in an over spent position. Admin/Bank Charges are well under spent of 49% with a balance of unused funds totalling \$417. Insurance on a whole is tracking within planned expenditures with Multi -family insurance posting a positive variance of 12% mainly due to premium expenses not reaching the anticipated addition of housing units.

A slight variance in management fees (3.5%) is a direct reflection of the addition of housing units added to the HOA.

Security services have a 44% over expenditure many of the expenditures are related to extra callouts stemming from Rykon's RV lot. Posting corrections will be made to this account and will be reflected in October financials netting a reduction of ytd expenses.

**Utilities:** Water and Sewer are both within - 3.5% (overspent) of planned expenditures mainly with the addition of housing units has increased expenditures. Garbage collection is posting a ytd -21% variance largely due to the two-tier seasonal charge rates. As peak season (highest home count) ends the shoulder season starts with the lowest charge out rates being billed for the remainder of the fiscal year. Variances are expected to return to budget levels. To minimize variance spikes I recommend budgeting monthly expenses to reflect the two tier billing practice.

MTD Net Income -\$11,666 - MTD Budgeted Net Income -\$14,491. The YTD net income is \$6973 mainly as a result of increased revenues through strata fees.

Note carry forward: Capital Infrastructure: approved resolution of \$30,000 for repairs to sidewalks, and roadways.

**General Parking Prohibitions**

- a) 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.
- b) Boat, recreational vehicle and utility trailer parking on the street is prohibited.
- c) A resident or visitor shall not use any part of a lot as a parking stall other than the concrete driveway.
- d) 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.
- e) Driveways are designed to accommodate one or two cars and parking is therefor restricted to one car in homes with single-width garages, or two cars (side by side) in homes with 2-car garages. Additional temporary parking is allowed along Sonoma Pines Drive, vehicles must be moved every 48 hours.

**DRAFT**  
**Parking Prohibitions.** Except as otherwise provided in this Bylaw, no person shall stop, stand or park a vehicle:

- a) on a sidewalk or boulevard
- b) within an intersection, or within 6 metres of an intersection
- c) within 5 metres of a fire hydrant measured from a point on the curb or edge of the roadway which is closest to the fire hydrant ,
- d) within 6 metres upon the approach to a stop sign or yield sign at the side of a roadway.
- e) adjacent to a curb painted yellow,
- f) in such a manner or under such circumstances to leave available less than 3 meters of the travelled portion of a roadway or is such close proximity to another vehicle already stopped on such a road way as to obstruct or unduly restrict the free movement of vehicular traffic on such roadway

- g) on a roadway for the principal purpose of ,advertising, painting, wrecking , storing or repairing a vehicle except where repairs are necessitated by an emergency; or selling flowers, fruit, vegetables or other commodities or articles
- h) in any parking stall or on any street for more than 48 hours

### **Handicapped Parking**

Will be allowed by a person holding and displaying a handicapped parking permit, or a Disabled Persons' Parking Permit issued pursuant the Motor Vehicle Act including handicapped or disabled persons' parking permits issued by other jurisdictions, so long as that permit remains valid.

### **Clubhouse**

No parking on the driveway access to the clubhouse.

**DRAFT**

### **Signage**

Parking control signs are used to notify the motorist of parking restrictions as specified on the sign. The sign should be erected where the restriction is in effect and be oriented at 30 to 45 degrees from the curb line or road edge so it is visible to the motorist. Signs without arrows should be placed at 90 degrees to the roadway. Parking control signs with arrows should be repeated at approximately 100m intervals.

### **Height of signs**

Shoulder mounted signs: bottom of the sign 1.5 m above the nearest traveled roadway edge. The height may be increased to 2 m under special circumstances, such as an obstruction in the line of sight. On a road with curb and gutter and/or sidewalk, or where parking or pedestrian movements are likely, the lowest sign in any assembly should be mounted 2.1 m above of the sidewalk or shoulder.

### **Penalties/Removal of Vehicle**

Any vehicle parked in violation of Sonoma Pines Perking Regulations may be subject to a fine or removal by a towing company authorized by the SPMFM or SPHOM and all costs associated with such removal will be charged to the owner of the lot.

### **Sub-Roads**

These roads have been designated as such due to their narrower width or continuance of earlier parking regulations.

- Sonoma Pines from 3801 to 3980 (7 cul-de sacs)
- Serrento Lane
- Candalera Lane

# DRAFT

## Proposed Parking Signage

Sonoma Pines Streets

Proposed Signage

Acacia Lane

No Parking one side

Alvarado Trail N.	No Parking one side
Alvarado Trail S.	No Parking one side
Candalera Lane	No Parking one side
Candalera Place	No Parking on street
Del Mar Court	No Parking one side
Del Mar Lane	No Parking one side
Gardenia Court	No Parking one side
Madera Court N.	No Parking one side
Madera Court S.	No Parking one side
Mesa Vista Court	No Parking one side
Pine Vista Place	No Parking this side
between PVP and SP	No Parking this side
Serrento Lane	No Parking on street
Serrento Lane Loop	No Parking on street
Siringo Lane N.	No Parking one side
Siringo Lane S.	No Parking one side
Solana Place	No Parking one side
Sonoma Pines Drive	
3801 - 3821	No Parking on street
3823 - 3843	No Parking on street
3845 - 3867	No Parking on street
3869 - 3887	No Parking on street
3889 - 3899	No Parking on street
3901 - 3917	No Parking on street
3970 - 3980	No Parking on street
Talavera Place N.	No Parking one side
Talavera Place S.	No Parking one side
Terrero Place	No Parking one side
Verona Lane	No Parking one side

DRAFT





## **COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOCIATION (SPMFA) HELD ON DECEMBER 5, 2014 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.**

**Present:** Karen Dickie      Joanne Luchka  
                 John Scott      Kimberly Burns (Rykon Rep.)      Robert Zivkovic (APM Ltd.)

**Regrets:** Charlie Milazzo      Robert Taylor

**CALL TO ORDER** The meeting was called to order at 9:00 am by Karen Dickie.

Attendees at the meeting included Gord Couch Advisory Council to WFN, guests, observers & various Committee Members.

### **APPROVAL OF AGENDA**

Agenda items were discussed and rearranged by priority.

- It was moved (JS) and seconded (JL) to approve the agenda as amended; motion carried unanimously.

### **APPROVAL OF MINUTES**

- It was moved and seconded to approve the proposed minutes of November 7th, 2014. It was further moved and seconded to amend minutes to include the voting result as unanimous relating to the Tuscany Villas parking request; motion carried (unanimously). The motion to approve the minutes of November 7, 2014 as amended carried unanimously.

### **Guest Speaker:**

Gord Couch provided a brief activity update with respect to the Advisory Council to WFN. Owners can visit [www.wfn.ca](http://www.wfn.ca) for full Advisory Council updates.

### **Correspondence**

Council reviewed a single-family owner's request to have drainage concerns in the backyard rectified by the Sonoma Pines Homeowners Association. Council would like to remind all single-family home owners the Sonoma Pines New Home Manual identifies that each homeowner is responsible for monitoring the grades around their single-family home. After Rykons' warranty period of one year for single family homes, it is the responsibility of the homeowner to maintain these grades and drainage. A response has been drafted for the owner accordingly.

Council reviewed an owners request for an extended visitor parking pass.

- It was moved (JL) and seconded (KB) to approve the extended visitor parking pass request until April 1, 2015; motion carried unanimously.

Council reviewed an owners request to voluntarily prune down tall grasses that are adjacent to his home.

- It was moved (JS) and seconded (KB) to approve the owner's request to prune several tall grasses adjacent to the property; motion carried unanimously.

Council reviewed an owners request to solicit the community with religious type materials and information. Council would like to remind all owners that the Sonoma Pines community is private property with rules which prohibit soliciting of residents. A response will be drafted for the owner accordingly.

## **COMMITTEE REPORTS:**

**Clubhouse Facility Management** – No updates.

(JS) advised Council of a notice of motion for council to approve the Sonoma Pines Clubhouse Rental Agreement for the clubhouse at our January Council meeting.

A Google calendar has been created to organize all clubhouse bookings. The calendar can be found at [www.sonomapines.info](http://www.sonomapines.info). Owners who have active reservations to the clubhouse are asked to reconfirm their bookings with John Scott and Charlie Milazzo by email respectively at John Scott <jdscott650@gmail.com>; Charlie Milazzo (charliem.strata@gmail.com).

## **Communications Committee**

It was moved (JS) and seconded (KB) to adopt the terms of reference for the Communications Committee; motion carried unanimously.

Please make reference to the APPENDIX: Communications Committee Terms of Reference.

Discussions followed, during which Kimberly raised some concerns regarding some of the goals of the Communications Committee as verbally described; she advised she'd come back to Council with input from Rykon Group.

Communications Committee Minutes November 24, 2014

Mary Trueman  
Ed Dorosz  
John Scott  
Rob Taylor - apologies

December newsletter content was discussed and finalized.

We kicked off the Sonoma Pines Logo Contest

-Can you describe in up to 4 words what Sonoma Pines is all about? You have all seen the logo. Now we are looking for a community slogan or tagline which best exemplifies why you live here. As part of the Sonoma Pines brand we would like to have a distinctive logo and

slogan on our publications, stationary and any official documentation. Every homeowner in Sonoma Pines has an opportunity to win. We ask that you submit your slogan along with your name and phone number to [sonomapinesnews@gmail.com](mailto:sonomapinesnews@gmail.com) by Dec 15.

We will fine-tune the list and in the New Year publish that short list to homeowners for their vote. The person submitting the winning slogan will win a dinner for two at a local restaurant. The winner will be announced in the February issue of Sonoma Sun.

Regarding the "Sonoma Pines Logo Contest":

Kimberly mentioned that the developer may not agree to the modification of the Sonoma Pines logo by SPHOA and that she would get back to us on this.

### **Finance Committee**

#### **Finance Committee meeting December 2, 2014**

Don Clark  
Norm Asselstine  
John Scott  
Arnold Walter (Skype)  
Rob Taylor -apologies

#### **October financials**

How many units in total were forecast in the budget and how many will have sold by year end?  
With the additional homes on line should there not be a corresponding increase in the CRFunds?  
With the addition of un-forecast homes in the budget what is the impact on insurance budget?  
Managers salary? Line # 7810  
Rob Z please confirm November financials to Finance Committee by December 20

#### **Feedback from APM visit**

Don has checked out equity and capital assets depreciation guidelines and proposes that we adjust the Capital Asset Amortization to a 10 to 15 year period, from the current three year period. This would put us into a more traditionally accepted accounting treatment. We agreed that in the future we will present Sonoma Pines Financials according to GAAP (Generally Accepted Accounting Principles). Clubhouse and improvements will be depreciated over their useful life. We will come up with a policy to establish what is capital and the appropriate depreciation period. We may need to do a prior period adjustment. Norm will review the list of clubhouse expenditures and determine which items are of material value and compile a list of assets.

#### **Confidentiality Agreement**

All members are in agreement.

#### **Timeline up to 2014/15 SPHOA Budget**

AGM May 28  
Final budget to Council for approval May 1  
Preliminary budget to Council April 3  
Preliminary budget to Committee by Feb 2  
Rob and finance committee meet Feb 9?

## **Five Year Plan**

We will be working with Rob Z to detail a five year plan concurrent to the 2014/15 financial plan process. We will also need comment/input from other committees on their projections over the coming period.

## **List of Contracts**

Reviewed - missing insurance and request sent to Rob Z for addition.

## **Social Committee bank account update**

All of the docs are signed and we are waiting for the Bank to finalize the account.

- It was moved (JS) and seconded (KB) to approve the purchase of a lockable shelving system for the clubhouse; motion carried unanimously.

## **Landscaping Committee**

- It was moved (KB) and seconded (JS) to approve up to \$300 for landscape consulting fees; motion carried unanimously.
- It was moved (KB) and seconded (JS) to adopt the landscaping terms of reference; motion carried unanimously.

Please make reference to the APPENDIX: Terms of Reference for the Landscaping Committee

## **Maintenance Committee**

Please make reference to the APPENDIX: Sonoma Pines maintenance committee summary November 19 meeting.

## **Safety and Security**

Please make reference to the APPENDIX: Safety & Security Committee Summary Nov 12, 2014 Meeting.

**Social Committee** No updates.

## **Operational Update**

R.Z. submitted monthly tracking reports listing landscaping, maintenance activity, and bylaw infractions. R.Z. provided a financial summary to the September 2014 financial reports.

Please make reference to the APPENDIX: Sonoma Pines Financial Update October 2014.

- It was moved (J.S.) and seconded (J.L.) to approve the October 2014 financial reports; motion carried unanimously.

Council reviewed the landscape hot sheet. Council also reviewed the maintenance activity hot sheet for recent activities and service work completed to date.

### **Alteration requests:**

2407 Mesa Vista Court: request to install flower bed, a paver sidewalk down the west side of the house and repair or replace driveway.

- It was moved (JS) and seconded (KB) to approve an owners request at 2407 Mesa Vista to fully replace the driveway (no patchwork); defer the request to install a flower bed subject to the Landscape Committee developing landscape guidelines; and to decline the request to install a paver sidewalk down the west side of the house; motion carried unanimously.
- It was moved (JS) and seconded (KB) to approve an owners request at 2201 Terrero Place to install a picket fence railing system enclosure in the courtyard area; motion defeated unanimously.

### **Rykon Update**

Kimberly Burns advised that she would be coming back to Council with input from Rykon Group regarding her concerns with discussions surrounding some of the goals of the Communications Committee.

### **OLD BUSINESS**

Council continues work on the completion of a comprehensive mapping system of the community.

Council discussed the recent draft of the Sonoma Pines revised parking regulations. Recent amendments have been made.

Please make reference to the APPENDIX: Draft: Sonoma Pines Revised Parking Regulations October 2014.

Council is seeking feedback from Homeowners on the draft regulations and intends to present the final version at our next SPHOA AGM in May 2015. Comments or questions regarding the draft regulations should be forwarded to [jdscott650@gmail.com](mailto:jdscott650@gmail.com).

- It was moved (JS) and seconded (KB) to approve the call of the annual general meeting for May 28, 2015; motion carried unanimously.

The annual general meeting notice package will be prepared in advance and owners will receive a copy of the complete package 20 days prior to the annual general meeting date.

### **NEW BUSINESS:**

- It was moved (JS) and seconded (JL) to approve the purchase of a defibrillator, its cabinet and related equipment in the amount of \$2000.00; motion carried unanimously.

J.S. made a notice of motion to approve the proposed Ethical Guidelines of Conduct and Values for Members of the Sonoma Pines Homeowners Association Council.

Please make reference to the APPENDIX: Ethical Guidelines of Conduct and Values for Members of The Sonoma Pines Home Owners Association Council.

### **Bylaw Reviews**

Council entered into in camera discussions to deal with bylaw reviews and owner hearings.

- It was moved (JS) and seconded (JL) to waive a bylaw violation fine for an owner relating to tampering with the common area irrigation system; motion carried unanimously.
- It was moved (JS) and seconded (JL) to waive a bylaw violation fine for an owner relating to a pet bylaw; motion carried unanimously.

Council exited in camera discussions.

**ADJOURNMENT** – It was moved to adjourn the meeting at 11:50 am; carried. The next meeting will be held in the Clubhouse on January 9th, 2015 at 9:00am.

## APPENDIX: Communications Committee Terms Of Reference

### **Committee Members:**

Mary Trueman	Ed Dorosz
John Scott	Robert Taylor

### **Photographers:**

Lyle and Karen Larrigan	Mary Trueman
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We are looking for and greatly appreciate homeowner's contributions through the submission of articles and ideas.

We will publish the newsletter, the website and a facebook page. We will also manage the distribution of community emails and the community bulletin board.

The newsletter will serve to push information out to homeowners on a monthly basis and the website to pull them in, providing a forum for community dialogue and information on historical publications, community governance and general interest stories relating to our community. The Facebook page will serve as a forum for casual updates and reminders of community and neighborhood events. If you are a Facebook user, search for Sonoma Pines Info on Facebook.

Our goal with the email is to set up a weekly Sonoma Pines update in a topical link format so residents can quickly review topics of concern to them.

All community communications will be channeled through the committee.

### **Content for newsletter**

Profiles on council members, volunteers and people in our community.

Updates on committees and their initiatives.

Notifications of updates to Sonoma Pines governance.

Letters to the editor as well as editorials and discussions on potential changes to rules and regulations.

Community events and photos.

Community Calendar.

### **Content for website – <http://www.sonomapines.info>**

A forum for community dialogue and events.

A "library" of historical publications, minutes, financials, bylaws, community governance etc.

Community "links", restaurants, area activities, book reviews and other topics of general interest to residents.

### **Weekly email**

The format and advertising content is currently under discussion. We hope to have something in place in January 2015.

### **Content for Bulletin Board**

Items posted will include the current issue of the Sonoma Sun newsletter, key

Community & Clubhouse contact information, posters and notices of upcoming events (max. size - 1 page, 8 in. x 11 in.), and Classified /Want ads.

Please note the general guidelines for the ads: limited to SP residents, no business ads, (max. size - ½ page 8 in. x 5 in.).

Ads will be dated for expiry.

Complete guidelines will be posted on Bulletin Board. To post items please contact Leslie Asselstine 778-754-1397 or drop off at 2163 Serrento Lane.

### **Newsletter/Website Advertising**

For the newsletter we offer 2 annual banner ads at a price of \$750 to cover the cost of production.

Advertising is limited to 2 advertisers to optimize community content and reduce clutter.

Within the website we will publish a Home Shopping page. It will list offers of Sonoma Pines Residents to Sonoma Pines Residents (R to R).

### **Submission guidelines**

If possible, please submit articles in a Microsoft Word doc. format, otherwise an email will do. All articles will be edited. Recognizing that there are not too many professional journalists in the community we will strive to keep edits to a minimum.

There is no set length for articles; however we would ask that you try for a maximum of 400 words. Lengthier articles may be abridged with the full version published in the Sonoma Pines website, [sonomapines.info](http://sonomapines.info).

### **Website discussion guidelines**

It is our intention to allow as much freedom as possible to have relevant discussions on the community site. However, we are also responsible for making sure that these discussions stay polite, safe and relevant. Comments will not be published live but moderated by the site administrators so all users can participate without fear of intimidation by other users or being subjected to offensive content.

The Communication Committee will have final say on all content.

Constructive input or criticism is best way to help shape our communications plans and improve the community. Please send your comments and inquiries to [SonomaPinesNews@gmail.com](mailto:SonomaPinesNews@gmail.com)

Include your name and telephone # to ensure a response. If you wish your comments to be made public, please let us know; anonymity is assured if you specify.

### **Deadlines for Newsletter 2014/15**

Deadlines are 5 business days prior to publication.

Need to be finalized by committee.

Content to be planned and agreed upon by committee with input by community.

Deadline	Publication Date
2014	
25-Aug	01-Sep
23-Sep	30-Sep
27-Oct	03-Nov
24-Nov	01-Dec
2015	
26-Jan	02-Feb
23-Feb	02-Mar
23-Mar	30-Mar
27-Apr	01-May
22-May	29-May
24-Jun	01-Jul
27-Jul	03-Aug



Reporting to the SPHOA Council the Landscaping Committee is responsible for the following:

1. Recommend species of vegetation for our community.
2. Recommend pruning guidelines and processes for our shrubs, plants and trees.
3. Recommend what SP landscaping contractor is responsible for versus homeowner responsibility.
4. Recommend standard operating procedures for landscaping alteration requests.
5. Recommend operating procedures for choosing landscaping contractors and working with our property management company throughout the selection process.
6. Recommend guidelines for shrub and tree heights in the community.
7. Interact with other SP committees such as maintenance, communications and security for overlapping recommendations.
8. Recommend how guidelines and procedures should be adhered to by homeowners, APM and contractors.

## APPENDIX: Sonoma Pines Maintenance Committee

### Summary Nov 19 meeting

Attendees: Suzanne Larouche, Vern Valun, Vern Sarver, Nick Schritt, Ken Smith, Rob Taylor

Regrets: Tom Nichol

Guest: Cecil Harder

- Terms Of Reference were adopted at Nov 07 council
- Snow removal:
  - Cecil Harder provided his input to the snow removal standards.
  - General discussion on standards
  - Suzanne will draft a contract template based on our discussion for next year
- Committee Structure
  - General discussion about volunteers taking on the chair
- Sidewalk priorities
  - Vern S. will be providing a list of current sidewalk /curb cracks that need repair.
  - Vern S. Will draft develop a sidewalk and curb repair standard that we can use a guide for future repairs
- Alteration Agreements update
  - Suzanne will continue with a draft of standards and a process that for submission and approval of alteration requests.
- Depreciation Report update
  - Ken provided a snapshot of the next few years' depreciation report.
  - General discussion around CRF funds usage.
- Map Update
  - First draft of map completed but needs a revision to be more readable. Expecting update over the next few weeks.
- Maintenance Standards
  - General discussion around the need for standards associated with single family, multifamily and common property assets.
  - Vern Sarver will draft a standard for repainting fences, Arbors, House trim, fascia boards etc. To support an ongoing maintenance program.

APPENDIX: Safety & Security Committee  
Summary Nov 12, 2014 Meeting

Attendees: Paul Kaiser, Nick Schritt, Darrell Bellamy, George Leggett, Johnny Luchka, Rob Taylor

Regrets: Charlie Milazzo

- Lower Gate Programming
  - Paul advised the timer to close the gates have been reduced as much as possible.
  - Continued Key Fob activity with no problems
- RV Parking
  - Occasional alarms based on birds/ animals tripping sensors. Concerns raised if these are still working and if sirens are working, Darrell will conduct a test.
- Bylaw Enforcement
  - Nothing to report
- Carrington Road Intersection
  - George Leggett is our contact on this activity and as yet has not had any feedback from MOT
- RCMP/ Commissionaires Statistics
  - Darrell will contact RCMP to secure these “property” related crime stats for our community

## APPENDIX: SONOMA PINES

### *Financial Update October 2014*

#### **Financial Narrative**

YTD revenues remain within 2% of projections and expenses remain within 1% of planned expenditures. The Sonoma Pines Homeowners Association is in sound financial position to meet its planned fiscal expenditures.

**Revenues:** Strata Fee revenue is within +1.63% of projections resulting from the addition of housing units. Generated by community events Clubhouse Income continues to exceed expected revenue by over 22%.

**Physical Maintenance:** After receiving a refund for an ICBC claim in the amount of \$4770.15, a credit to repairs and maintenance have reduced YTD spending to 27% below budget leaving a positive variance of \$2271 YTD. At season close, Irrigation concluded at 80% over budget YTD variance -\$7921 overspent.

Fencing maintenance is under spent and will close at or near 45% of YTD with a positive variance of \$4511. Clubhouse expenses continue to rise and are overspent by 26% YTD or \$-2762. Please see general ledger for listing of activity relating to Clubhouse expenditures. Please note: all Clubhouse revenues generated through social events assist with offsetting the operational costs to operate and run the Clubhouse. Signage remains grossly underspent by 70% YTD with an annual budget of \$1,000.

**Administration:** Administration and bank charges account 6205 are underspent by 35% YTD a positive variance of \$353 YTD. Account number 6206 is showing a 40% variance -\$1116 YTD with expenditures exceeding annual budget of \$3500. Insurance on a whole is tracking within planned expenditures with Multi-family insurance posting a positive variance of 11% mainly due to premium expenses not reaching the anticipated addition of housing units.

Variance in management fees of 4% overspent will continue as a direct result of additional housing units added to the HOA. Security services are -11% or -\$64.00 YTD overspent as a result of patrols resulting from alarm call outs.

**Utilities:** Water and Sewer are both within - 3% (overspent) of planned expenditures mainly due to the addition of housing units. Garbage collection is posting YTD -23% variance (overspent) largely due to the two-tier seasonal charge rates. From January to March is the off season and garbage per unit count is drastically reduced resulting in lower expenses from January to March. Variances are expected to return to budget levels.

MTD Actual Net Income -\$16,372 - MTD Budgeted Net Income -\$10,700. YTD Actual Net Income is within 1% of budget with a variance of \$1517.

**Note carry forward:** Capital Infrastructure: approved resolution of \$30,000 for repairs to sidewalks, and roadways.

APPENDIX: Sonoma Pines Revised Parking Regulations October 2014

**General Parking Prohibitions**

- a) 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.
- b) Boat, recreational vehicle and utility trailer parking on the street is prohibited.
- c) A resident or visitor shall not use any part of a lot as a parking stall other than the concrete driveway.
- d) 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.
- e) Driveways are designed to accommodate one or two cars and parking is therefor restricted to one car in homes with single-width garages, or two cars (side by side) in homes with 2-car garages. Additional temporary parking is allowed along Sonoma Pines Drive; vehicles must be moved every 48 hours.

**Parking Prohibitions.** Except as otherwise provided in this Bylaw, no person shall stop, stand or park a vehicle:

- a) on a sidewalk or boulevard
- b) within an intersection, or within 6 metres of an intersection
- c) within 5 metres of a fire hydrant measured from a point on the curb or edge of the roadway which is closest to the fire hydrant ,
- d) within 6 metres upon the approach to a stop sign or yield sign at the side of a roadway.
- e) adjacent to a curb painted yellow,
- f) in such a manner or under such circumstances to leave available less than 3 meters of the travelled portion of a roadway or is such close proximity to another vehicle already stopped on such a road way as to obstruct or unduly restrict the free movement of vehicular traffic on such roadway
- g) on a roadway for the principal purpose of ,advertising, painting, wrecking , storing or repairing a vehicle except where repairs are necessitated by an emergency; or selling flowers, fruit, vegetables or other commodities or articles
- h) in any parking stall or on any street for more than 48 hours

### **Handicapped Parking**

Will be allowed by a person holding and displaying a handicapped parking permit, or a Disabled Persons' Parking Permit issued pursuant the Motor Vehicle Act including handicapped or disabled persons' parking permits issued by other jurisdictions, so long as that permit remains valid.

### **Clubhouse**

No parking on the driveway access to the clubhouse.

### **Signage**

Parking control signs are used to notify the motorist of parking restrictions as specified on the sign. The sign should be erected where the restriction is in effect and be oriented at 30 to 45 degrees from the curb line or road edge so it is visible to the motorist. Signs without arrows should be placed at 90 degrees to the roadway. Parking control signs with arrows should be repeated at approximately 100m intervals.

#### Height of signs

Shoulder mounted signs: bottom of the sign 1.5 m above the nearest traveled roadway edge. The height may be increased to 2 m under special circumstances, such as an obstruction in the line of sight. On a road with curb and gutter and/or sidewalk, or where parking or pedestrian movements are likely, the lowest sign in any assembly should be mounted 2.1 m above of the sidewalk or shoulder.

### **Penalties/Removal of Vehicle**

Any vehicle parked in violation of Sonoma Pines Perking Regulations may be subject to a fine or removal by a towing company authorized by the SPMFM or SPHOM and all costs associated with such removal will be charged to the owner of the lot.

### **Sub-Roads**

These roads have been designated as such due to their narrower width or continuance of earlier parking regulations.

- Sonoma Pines from 3801 to 3980 (7 cul-de sacs)
- Serrento Lane
- Candalera Lane

## **Proposed Parking Signage**

### Sonoma Pines Streets Proposed Signage

Acacia Lane	No Parking one side
Alvarado Trail N.	No Parking one side
Alvarado Trail S.	No Parking one side
Candalera Lane	No Parking one side
Candalera Place	No Parking on street
Del Mar Court	No Parking one side
Del Mar Lane	No Parking one side
Gardenia Court	No Parking one side
Madera Court N.	No Parking one side

Madera Court S.	No Parking one side
Mesa Vista Court	No Parking one side
Pine Vista Place	No Parking this side
between PVP and SP	No Parking this side
Serrento Lane	No Parking on street
Serrento Lane Loop	No Parking on street
Siringo Lane N.	No Parking one side
Siringo Lane S.	No Parking one side
Solana Place	No Parking one side
Sonoma Pines Drive	
3801 - 3821	No Parking on street
3823 - 3843	No Parking on street
3845 - 3867	No Parking on street
3869 - 3887	No Parking on street
3889 - 3899	No Parking on street
3901 - 3917	No Parking on street
3970 - 3980	No Parking on street
Talavera Place N.	No Parking one side
Talavera Place S.	No Parking one side
Terrero Place	No Parking one side
Verona Lane	No Parking one side

**APPENDIX: Ethical Guidelines of Conduct and Values**  
**For Members of The Sonoma Pines Home Owners Association Council**

The proper operation of our democratic Sonoma Pines Home Owners Association (SPHOA) requires that elected officials accept the responsibility of the Council of Sonoma Pines. Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for the members of council so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of the Council is, at all times, to service our community and the homeowners. To further these objectives, certain ethical principles should govern the conduct of members of the SPHOA Council in order that they shall maintain the highest standards of trust and faithfully discharge the duties of office.

**Members of the Council shall:**

1. Govern their conduct in accordance with the requirements and obligations set out in the Strata Act Legislation of the Province of British Columbia and the B.C. Personal Information Act (PIPA) .
2. Not use confidential information for the personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to.
4. Not use their position to secure special privileges, favors, or exemptions for themselves or any other person.
5. Preserve the integrity and impartiality of Council.
6. Respect the decision of Council.
7. For a period of twelve months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information, which shall apply in perpetuity.
8. Declare any conflicts or interests that may arise where they are involved in a matter that may create a conflict of interest. Upon declaring such a conflict the council member must remove themselves for any further discussion and decision that may result in the member, family of business associate benefitting from the outcome.
9. Members of the SPHOA Council shall not assume that any unethical activities not covered by or specifically prohibited by these ethical guidelines of conduct or any legislation, are therefore condoned.

*By our signatures, we the members of this SPHOA Council agree to uphold the intent of these guidelines; and to govern our actions accordingly.*

\_\_\_\_\_  
Rob Taylor

\_\_\_\_\_  
John Scott

\_\_\_\_\_  
Jo- Anne Luchka

\_\_\_\_\_  
Charlie Milazzo

\_\_\_\_\_  
Karen Dickie