



**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOCIATION (SPMFA) HELD ON JANUARY 9<sup>TH</sup>, 2015 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.**

**Present:** Robert Taylor      Karen Dickie      Robert Zivkovic (APM Ltd.)  
Charlie Milazzo      Joanne Luchka (via Skype)      Kimberly Burns (Rykon Rep.)

**Regrets:** John Scott

**CALL TO ORDER** The meeting was called to order at 9:02 am by R. Taylor.

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 (CM) and seconded (JL) to approve the agenda as presented; motion carried unanimously.

**APPROVAL OF MINUTES**

- It was moved (CM) and seconded (JL) to approve the proposed minutes of December 5, 2014; motion carried unanimously.

**WFN Update:**

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

Please make reference to the attached update titled: Gord Couch.

**Correspondence**

An owner with 4119 Solana place shared concerns relating to false alarms in the RV park. Several false alarms have been occurring relating to the activation of the security beams due to items being stored in the pathway of the beam, inclement weather and pets off leash. In an effort to minimize false alarms owners are requested to please keep pets on a leash at all times.

An owner with 2191 Alvarado trail expressed concerns of dangerous dogs within the community. The owner is making an appeal to Council to review the community bylaws and make considerations that would prohibit vicious dog breeds from the community. Council will be looking for community input regarding next steps on this issue.

Council reviewed several responses from owners relating to the proposed Sonoma Pines parking regulations. They will be included in the Town Hall discussion on Parking. Thank you to all those owners who submitted feedback and comments.

## **COMMITTEE REPORTS:**

### **Clubhouse Facility Management**

The clubhouse cleaning contract has now been fully executed.

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**

The next edition of the Sonoma Pines newsletter will go out February 2, 2015. New processes for the distribution of email to owners are being finalized and hope to have in place over the next month. This will result in a consistent delivery of all standard emails through APM.

### **Finance Committee**

Please make reference to the audit review summary attached titled: January 9, 2015 and Timelines for 2015/16 SPHOA Budget Preparation. Observations made by Finance Committee confirm APM Ltd. is handling our finances well.

### **Landscaping Committee**

Please make reference to the attached reported titled: DRAFT Landscape Guidelines-December, 2014 and provide your feedback either by email or attend the Town Hall scheduled for February.

### **Maintenance Committee**

The next maintenance committee meeting is scheduled for January 20, 2015.

**Safety and Security**- No updates.

**Social Committee** - Committee members shared concerns relating to waste and recycling procedures for the Clubhouse. The social committee also requested Council's position on the revenues generated through Social committee events for possible use in other promotions and social committee events.

## **Operational Update**

R.Z. submitted monthly tracking reports listing maintenance activity, and bylaw infractions for review by Council. R.Z. provided a financial summary to the November 2014 financial reports.

Please make reference to the attached: Sonoma Pines Financial Update November 2014.

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

## **Alteration requests:**

- It was moved (J.L.) and seconded (K.D.) to approve the alteration request to install a window on east wall of walkout basement for 2147 Talavera place; motion carried unanimously.
- It was moved (K.D.) and seconded (C.M.) to approve the alteration request to install a window on lower level of the walkout basement at 2155 Madera court; motion carried unanimously.
- It was moved (K.D.) and seconded (C.M.) to approve the installation of a hot tub at 2168 Sorrento Lane; motion carried unanimously.

**Rykon Update** No update

## **OLD BUSINESS**

The mapping of the community is now complete and is in final draft format.

- It was moved (C.M.) and seconded (K.D.) to approve the expense of up to \$100 to laminate the newly created map; motion carried unanimously

The location of the annual general meeting has been confirmed and will take place at the Westbank Lions Community Development Society at 2466 Main Street Westbank; B. C. on May 28, 2015 registration will take place at 6 PM the meeting is to follow at 7 PM. 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.

The defibrillators have now been installed in the clubhouse and are accessible for emergency situations.

## **NEW BUSINESS:**

- It was moved (J.L.) and seconded (C.M.) to approve the Ethical Guidelines of Conduct and Values for members of the Sonoma Pines Homeowners Association Council; motion carried unanimously.

Council will be holding several town Hall meetings to allow an opportunity for residents and owners to gather together to discuss community issues and updates. Please make reference to the attached town Hall meeting schedule titled: Proposed Council/Town Hall Dates 2015.

Council discussed the importance of an irrigation committee to oversee irrigation operations for the community.

- It was moved (C. M.) and seconded (J. L.) to approve the formation of an Irrigation Committee and the nomination of Charlie Milazzo as chairperson; motion carried unanimously. The Terms of Reference will be developed before the next season.

Volunteers interested in assisting Charlie Milazzo with the formation of the Irrigation Committee and its mandate please contact Charlie Milazzo at ([charliem.strata@gmail.com](mailto:charliem.strata@gmail.com)). Thank you for your considerations.

**Bylaw Reviews** No updates.

**ADJOURNMENT** – It was moved to adjourn the meeting at 10:48 am; carried. The next meeting will be held in the Clubhouse on February 6th, 2015 at 9:00am.

# GORD COUCH

2330 Butt Road, Unit # 184

Westbank, BC V4T 2L3

Phone: (250) 707-0231 E-Mail: [ghcouch@shaw.ca](mailto:ghcouch@shaw.ca)

Notes from WFN Advisory Council Meeting – 9 December, 2014

1. Residents are enquiring whether WFN is considering the creation of bicycle lanes on WFN roadways. WFN started this consideration in 1988. The bicycle lanes are 1 ½ meters wide. It should be noted there are currently bicycle lane markings on Sneena Road and Elk Road. Currently cyclists can go from Boucherie Road all the way to the Bennett Bridge on bicycle lanes. Plans for future use, including reviews of the Parks and Trail Plans in 2015 are done annually; and the Advisory Council will have input into the decisions.
2. An enquiry was made as to who checks buildings for meeting federal access guidelines. The WFN Planning Department advised all commercial buildings on WFN Lands are constructed to meet the access requirements of that time, and a building permit is not granted unless they do. Any older buildings will only need to meet the access requirements that were in force at the time they were built. Those buildings that are non-compliant are essentially grandfathered in. There is no requirement to upgrade access due to a change in federal access laws.

January 9, 2015

Council,

Attached is the first audit review of Sonoma Pines Accounts by members of the Finance Committee.

I would like to thank the members of the committee for their participation and insight: Norm Asselstine, Don Clark and Rob Taylor. Also thanks to Don Clark who drafted the guidelines for the review. The review took place on November 20, 2014 with Rob Zivkovik and Graciana Hoce from APM helping us out. Many thanks to them in providing the information our team required and explaining their accounting procedures.

We spent about half the day at APM and it was a very informative session for the team. We did not get through all of Dons procedural guidelines as it was our first visit and we were finding our way, so to speak. We expect to schedule these visits quarterly and make greater progress as we gain greater knowledge APM procedures and fine-tune our own enquiries.

John Scott,

Sonoma Pines Finance Committee

### **Timeline for 2015/16 SPHOA Budget Preparation**

- Preliminary budget to Finance Committee on February 2
- Rob Z to meet with Finance Committee Feb 9 to review spreadsheets
- Preliminary budget to Council April 2
- Final budget to Council for approval May 1

# DRAFT

## Landscaping Guidelines – December, 2014

This is a DRAFT document and suggestions are welcomed from homeowners.

Sonoma Pines is one of the most desirable communities in West Kelowna. We are proudly developing guidelines for landscaping standards and best practices to provide consistency to this beautiful open landscaping concept within Sonoma Pines.

### Trees/Conifers

- ALL new trees in Sonoma Pines are to be restricted to a maximum height of 20 feet (6 metres) – Conifers restricted to 7 feet (2.2 meters)
- If the homeowner wishes to plant and install additional trees etc., an approved “Alteration Request” from Council is required.

### Shrubs – Woody Ornamentals

- ALL shrubs and woody ornamentals in Sonoma Pines are to be restricted to a maximum height of 5 feet (1.5 metres).
- Any replacement, removal or addition of shrubs etc. will require an approved “Alteration Request” from Council.
- A list of approved shrubs (woody ornamentals) for our community will be available to all homeowners. – Spring, 2015

### Weeding

- The landscaping contractor will be responsible for weed control in all common areas such as the front entrance, Sonoma Pines Drive, areas adjacent to parking lots, rock walls and park like areas and walkways.
- All homeowners are encouraged to keep their lawns and flowerbeds, etc., as weed free as possible.
- If a homeowner is unable to physically do any weeding (e.g. age, disability etc.) they may ask for assistance through the Council’s “Neighbours Helping Neighbours” program.
- If the weeds are “out of control” at a homeowners address, Council may intervene by issuing a letter of concern to the owner or a fine for the amount it will cost to have the affected area tended to.
- A list of approved herbicides and pesticides will be available to all homeowners – Spring 2015. Landscaping contractor will post signs when herbicides/pesticides have been used in each area where applied.



## **Lawns & Mowing**

- All homeowners are to participate in landscaping contractors mowing services.
- The contractor may adjust varying grass heights of lawns from time to time. This is required to adjust for extreme temperatures or end of season mowing guidelines.
- Homeowners are to keep hoses, lawn ornaments and lawn furniture off their lawns on mowing days, so as to allow landscapers to complete their mowing requirements.
- **All dog feces are to be removed immediately** by dog owners.
- **No private aerating of lawns** by the homeowner, as this may cause damage to existing irrigation lines.

## **Pruning**

- Elimination of the “no Prune list”. The purpose is to identify consistency and standards of how pruning is addressed in our community. The landscaping contractor will be responsible to prune and shape shrubs that are not within height, shape and health guidelines.

## **Rock Walls**

- SPHOA is responsible for maintenance of all rock walls and rock stairways for safety purposes. Homeowners will require an approved “Alteration Request” from Council for planting of vegetation on rock walls or any addition of stairways in all areas.
- Species of approved vegetation will be provided by the landscaping committee – Spring, 2015
- Current homeowners who have already planted on rock walls should keep such vegetation in place until plants require replacement, at that time an approved “Alteration Request” from Council will be required.

## **Fertilizing**

- Fertilizing will be responsibility of landscaping contractor. Contractor will inform Rob Zivikovic, APM, on timing to start and end process for completion. Signs will be posted by the landscaping contractor on fertilized areas once completed.

**Irrigation**

- Homeowners will require an approved "Alteration Request" from Council for all irrigation system changes including drip lines.

**Enforcement of Landscaping Bylaws**

- Bylaws must be adhered to. If not adhered to, the homeowner will receive warning and/or a fine as well an invoice for cost of work required to repair.

Thursday, January 8, 15

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# SONOMA PINES

## Financial Update November 2014

### Financial Narrative

YTD total revenues remain within +2.16% of projections and total expenses are within -0.3% of planned expenditures. The Sonoma Pines Homeowners Association is in excellent financial position to meet its planned expenditures.

**Revenues:** YTD Strata Fee revenue is +2.13% over projections mainly due to the contributions of additional housing units being deposited into the HOA. Generated by community events Clubhouse Income continues to exceed expected revenue in excess of 10.56%.

**Physical Maintenance:** Repairs and maintenance is 32% underspent leaving a positive YTD variance of \$2942. All landscape and summer related expenses i.e. irrigation, MF and SF landscape, plantings are dormant for activity. Please make reference to closing numbers in the November 2014 financial report. Snow clearing is under spent by 76%. Higher snow removal expense levels are expected for December and January. Clubhouse Operations expense remains overspent at 27%. 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 Operations.

As per finance committee request monthly expensing of the pre-paid (\$3833.33) for Clubhouse Fit n' Finish expense account 6049 has been halted and replaced with a balance sheet item called depreciating capital assets. Once grossly underspent, signage expense is now 41% overspent due to recent repairs from vandalism. Higher costs are expected next month to complete the total repairs to signage.

**Administration:** Administration and bank charges account 6205 are underspent by 42% with YTD positive variance of \$480 YTD. Account number 6206 is showing a 39% variance with a -\$1110 YTD variance. Combined Multi-Family and Common insurance is tracking within 5% of planned expenditures with Multi-family insurance posting a positive variance of 10% mainly due to premium expenses not reaching the anticipated addition of housing units.

Variance in Management fees is less than 5% overspent or \$1995 variance YTD and is expected to nominally increase as a direct result of additional housing units added to the HOA. Security services and patrols have stabilized to within 3% YTD of planned expenditures.

**Utilities:** Electricity expense is currently overspent by 20% with YTD variance of \$602.00 and an annual budget of \$4500.00. Water and Sewer are both within - 3% (overspent) of planned expenditures mainly due to increased consumption from the addition of housing units. Garbage collection is posting YTD -24% variance (overspent). As more residents head south for winter variances are expected to return to budget levels. A resident garbage-use count will take place in January to confirm off-season rates.

MTD Actual Net Income \$36,530.00 and MTD Budgeted Net Income is \$22,495.00. YTD Actual Net Income is within 15.75% of budget resulting in a positive variance of \$15,548.00.

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



Proudly Managed by Robert Zivkovic & Associated Property Management Ltd.

#1-1441 St. Paul Street  
Kelowna, BC V1Y 2E4

## Proposed Council/ Town Hall Dates 2015

January 9 9:00 am	Council Meeting	
January 17 <sup>th</sup> 10:00 am	Town Hall Clubhouse	New parking regulations and general Q+A
February 6	Council Meeting	
February 7 10:00 am	Town Hall	New landscaping guidelines
March 6	Council Meeting	
March tbc	Town Hall	
April 2	Council Meeting	
April tbc	Town Hall	Proposed Sonoma Pines updated bylaws



**COUNCIL MEETING MINUTES OF THE SONOMA PINES HOMEOWNERS ASSOCIATION (SPHOA) AND MULTI FAMILY ASSOCIATION (SPMFA) HELD ON FEBRUARY 6TH, 2015 AT 9:00 AM AT THE CLUBHOUSE ON SONOMA PINES DRIVE WESTBANK, B.C.**

**Present:** R. Taylor K. Dickie Robert Zivkovic (APM Ltd.)  
C. Milazzo J. Scott Kimberly Burns (Rykon Rep.)

**Regrets:** J. Luchka

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

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 (CM) and seconded (KD) to approve the agenda as presented; motion carried unanimously.

**APPROVAL OF MINUTES**

- It was moved (CM) and seconded (JS) to approve the proposed minutes of January 9, 2015; motion carried unanimously.

**WFN Update:**

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

**Correspondence**

It was moved (KD) and seconded (CM) to forward all owner correspondences to APM Ltd. for processing and response; motion carried unanimously.

R. Taylor briefly discussed a newly proposed development application located on vacant lands on Carrington Road and adjacent to phase 1 residents on Mesa Vista. The property owner has applied to the West Bank First Nation to amend the Use Plan from "Mixed-Use" to "Residential Low Density. Full application details are available for review on the WFN Development Service Office.

Council will continue to follow the application process closely and advise residents of the latest updates relating to the proposed zoning and development application.

## **COMMITTEE REPORTS:**

### **Clubhouse Facility Management**

Please make reference to the attached titled: Clubhouse Committee Meeting January 31st, 2015 at 9:30 am.

### **Communications Committee**

Communications meeting held January 27th to plan March Issue of Newsletter. The deadline for submissions is February 23<sup>rd</sup>, 2015.

All of our community events are now on the website calendar at [www.sonomapines.info](http://www.sonomapines.info) and please check out our Facebook page at <https://www.facebook.com/sonomapinesresident>. Weekly email update new format is progressing but will not be ready until the end of March.

Next Meeting Feb 17 at 3:00 pm

### **Finance Committee**

Please make reference to the attached titled: Finance Committee Meeting

### **Landscaping Committee**

A town-hall meeting is scheduled February 7<sup>th</sup>, 2015 at 10:00 am in the Clubhouse to discuss the proposed attachment titled: DRAFT Landscape Guidelines-December, 2014.

### **Irrigation Committee**

Update on irrigation committee

The irrigation committee met for the first time Saturday Jan 31st. The purpose was to meet the current members and discuss our terms of reference. This is still a work in progress and we are planning a meeting in the beginning of April. We hope at that time to have a member of the landscape committee join us in defining our terms of reference. We are presently looking for 1 more member to join the committee

Chair  
Charlie Milazzo

### **Maintenance Committee**

Please make reference to the attached titled: Sonoma Pines Maintenance Committee Summary Jan 20, 2015 and the proposed Schedule "A" Snow Removal Guidelines.

## **Safety and Security-**

Please make reference to the attached titled: Safety & Security Committee Summary Jan 19, 2015.

**Social Committee** – No updates

## **Operational Update**

R.Z. submitted monthly tracking reports listing maintenance activity, and bylaw infractions for review by Council. R.Z. provided a financial summary to the December 2014 financial reports.

Please make reference to the attached: Sonoma Pines Financial Update December 2014.

- It was moved (JS) and seconded (KD) to approve the December 2014 financial reports; motion carried unanimously.

## **Alteration requests:**

Council reviewed an owners request at 2221 Terrero Place to extend both upper and lower patio and to install a hot tub. Council will deferred its approval in order to conduct an onsite inspection to ensure the alteration request meets community standards.

- It was moved (CM) and seconded (KD) to approve 2375 Mesa Vista owner's request to install a sunscreen on upper patio; motion carried unanimously subject to owner using a track system to install the sunscreen.
- It was moved (CM) and seconded (KD) to approve 2166 Alvarado Trail owner's request to install exterior potted lights over the garage area; motion carried unanimously.

## **Rykon Update**

Rykon Construction is currently building phases 10, 11 and 12. As of February 6, 2015 there are 422 homes occupied, and 52 homes under construction, out of the total 495 at completion of the development. There are just 28 homes left for sale, including the show homes.

## **OLD BUSINESS**

Council reviewed comments generated by residents relating to the proposed parking regulations. The highlight and main theme of concerns is that owners would like to see the parking of vehicles prohibited from side streets and Sonoma pines drive.

Once completed, a schedule for 2015 Community Town hall meetings will be developed and issued to all owners.

- It was moved (KD) and seconded (JS) to approve an outstanding invoice from United Landscape for minor drainage repairs to the park space in the amount of \$1391.25; motion carried unanimously.

## **NEW BUSINESS:**

Council reviewed the current RV Park users list. Please note all users of the RV parking lot must provide to APM Ltd. updates to insurance and registration in order to remain in good standing. Not complying with the RV user agreement to provide updated insurance information may result in parking privileges being removed.

Council reviewed the current investments with Belgian Alliance.

- It was subsequently moved (JS) and seconded (KD) to order the expiring GIC investments with Belgian Alliance to be transferred to Valley First Credit Union; motion carried unanimously.

**Bylaw Reviews** Council preceded into in-camera discussions to review owner bylaw violations and appeal hearings.

- It was moved (KD) and seconded (JS) to waive a pet bylaw fine against an owner; motion carried unanimously.

Council exited in-camera discussions.

**ADJOURNMENT** – It was moved to adjourn the meeting at 11:18 am; carried. The next meeting will be held in the Clubhouse on March 6th, 2015 at 9:00am.



Clubhouse Committee Meeting January 31st, 2015 at 9:30 am

## Items Discussed

### Clubhouse Bookings / Operation of Audio Visual Equipment:

Ted has become familiar with the operation of the Sonos System, and will be available to assist Dianna in the set up of the system when residents rent the clubhouse for private functions. As backup Charlie and Ivars will also be available. The after rental inspections were discussed and Charlie and Ivars are also willing to assist Dianna with that task. However, Dianna is away from May to November so we will need a second booking agent. Charlie mentioned that he may be able to take it on. Insurance liability for homeowners wishing to rent the facility still seems to be confusing. Charlie will try to get clarification through John Scott.

### Fitness Centre:

Question was raised as to whether the warranty was up on all equipment. Inquiry will be made, but was felt that the warranty is still in effect.

There is a concern that unsupervised teens have been accessing the gym. They made a mess of the equipment and the floors by wearing outdoor shoes. A reminder to homeowners regarding age restrictions and supervision will be sent out via Associated Management and the Newsletter.

### Maintenance Concerns:

Broken heat registers in games room.

Paint touch up in main room.

Spring Cleanup: will be scheduled once the snow and gravel off the streets is gone which will include carpet cleaning.

BBQ: will be professionally cleaned. It will be taken away for three days.

Wood tables refinished.

### New discussions:

It was suggested that a Welcoming Committee be set up. These folks would visit new homeowners and provide them with information about the neighbourhood, including rules & regulations and bylaws.

Ivars suggested that we should consider hiring a paid Clubhouse Manager who would be responsible for all bookings, audio visual equipment, fitness centre, etc. Charlie explained that council has had some discussion on this matter and not in coming fiscal year.

A new committee be formed to look after the Library. Charlie will take this suggestion to council meeting for approval.

Joel suggested we provide "Services for Homeowners". As example, business in

the area who would like to give presentations on what they can provide. Questions regarding insurance was an issue, as many of them would be selling their products. The committee felt that it wasn't something that shouldn't be entertained but needed to be further looked into at a later date.

Our wish list for the 2015 budget:

Fitness Centre - Recumbent Bicycle, approx. \$2200.

Lighting upgrade outside perimeter.

Railing on walkway to clubhouse entrance

Shutters in kitchen

Shuffleboard in games room (\$500.00)

We sent message to social that it would be great if they could purchase the shuffleboard from there monies , and facilities would make space for it.

Thanks Sandi for putting the summary together.

## Finance Committee Meeting

January 22<sup>nd</sup> 3:00 – 4:30PM  
Sonoma Pines Clubhouse

Reviewed December Financials and notes sent to Rob for revision prior to sending to Council. (next page)  
Discussion regarding funds raised from Fobs. We will get a deposit book deposit funds directly into BOM.

Date for next audit review:  
April 23<sup>rd</sup> 1:00 PM at APM

Revised dates for 2015/16 budget planning

Date to review spreadsheets and process – TBD.

Preliminary budget to Finance Committee on Feb. 23 at 3:00PM

Joint Council/Finance Committee meeting April 16 at 9AM

Final budget to Council May 1.

As we set up budgets for next year we need to breakdown water and sewer between SF and MF. Should be allocated on the basis on homes.

# DRAFT

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**Enforcement of Landscaping Bylaws**

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Thursday, January 8, 15

## Sonoma Pines Maintenance Committee

Summary Jan 20, 2015

- Attendees:
  - Suzanne Larouche, Vern Valan, Vern Sarver, Nick Schritt, Rob Taylor
- Regrets:
  - Tom Nichol, Ken Smith
  
- Snow removal:
  - Reviewed and updated service levels as part of a version 2 of a contract. The service levels will be provided to the owners in advance of the AGM for their approval
  - Will provide APM and the finance committee with a template of the contract for their review and comment before bringing to council.
  - Requested a notice be sent regarding owners shoveling snow into the streets.
  - Requested APM get a quote for de-icing strategies for our community.
- Committee Structure
  - Deferred until closer to the AGM
- Sidewalk priorities
  - Vern requested information from suppliers regarding typical standards and will coordinate the responses for our next meeting. The current priorities will then be reviewed based on the responses.
- Alteration Agreements update
  - Scheduled to be tabled at the Feb. Meeting. It will focus on the process and much of the building type activities with much of the landscaping portions dependant on the new landscaping guidelines.
- Depreciation Report update
  - No update
- Map Update
  - Updated version of this map will be distributed to all residents
- Maintenance Standards
  - Due to the projected heavy agenda on the next meeting, will defer these standards to the March meeting.
- Next meeting schedule for Feb 24, 09:00 in the clubhouse

Schedule "A"

**SNOW REMOVAL GUIDELINES**

1. Contractor shall provide its own employees, equipment and supplies to complete the Services described hereunder which include clearing of ALL driving roads that are part of Sonoma Pines Property as shown on Schedule "B". Also, services include clearing of parking areas, sidewalks adjacent to the Community Centre building and sidewalks along Sonoma Pines Drive.
2. By "clearing" of snow we mean; free of snow accumulations greater than 3 cm on the full width of our driving roads and parking areas and less than 1 cm on sidewalks. Contractor shall return during the day to plow parking stalls that have been vacated and to remove snow piles when necessary.
3. Contractor shall clear all sidewalks starting at the top of Sonoma Pines (Carrington Road) ending at the Tuscany Villa property line by Mount Boucherie. Clearing should be done with equipment where the plow does not exceed the width of the sidewalk. If available; brushing of the sidewalks would be our preferred method. Sanding of sidewalks and roads where walking path transition from sidewalk to road to sidewalk, will also be required under icy conditions.
4. Contractor will be expected to monitor the weather and use the best road maintenance practices to ensure that our roads are safe to drive and sidewalks clear at all time, which may include spreading of approved anti-icing liquid prior to upcoming snow fall or icy weather conditions.
5. Contractor shall work, regardless of the time of day or night or the day of the week.
6. All fire hydrants must be kept free from snow and easily accessible in case of emergency.
7. Contractor shall plow snow away from buildings or fences and push snow to the farthest end of the road (when possible) while keeping all main roads and cul-de-sacs free of any accumulations.
8. Contractor shall not create snow piles in front of fire lanes, or entrances, or mailboxes or sidewalks or block walkways. No snow shall be piled up and stacked on roads, or intersections in a way that reduces motorists' visibility. In case of heavy snowfall, snow piles shall be removed and relocated.
9. Contractor agrees to contact the Manager at 250-869-8835 if for some reason ALL of Sonoma Pines Property roads cannot be cleared within (24) hours after snow or ice has stopped falling and accumulation is greater than 5 cm. And when clean up of snow piles cannot be completed within 4 days after the snow or ice has stopped falling.



## **SERVICE LEVEL**

### Anti-Icing (Still under evaluation – unsure it's cost benefit in Sonoma Pines)

Anti-icing is a pro-active approach to winter road maintenance. It involves the application of a liquid substance to the road before a winter storm and is designed to melt snow more quickly and to reduce ice formation. Contractor will monitor the weather in advanced of weather forecasting system and use their experience to determine when to anti-ice the roads shown as "Priority 1" on Schedule "B" (Sonoma Pines Drive, Mesa Vista, Pine Vista Place and Terrero Hill).

### Community Mailboxes

Canada Post is responsible for providing access from the street or sidewalk to community mailboxes. However, considering the number of mailboxes they have to service, there might be delays. This is why it is customary for homeowners living in proximity of a mailbox to shovel an access path.

Contractor will be responsible to clear a 30-foot area by the mailboxes so Canada Post and residents can safely pull in with a car for delivery or retrieving of mail. Clearing of an area by the mailboxes will take place once ALL our roads have been cleared and are safe to drive.

### When snow accumulation is between 1cm and 3 cm

Contractor will clear ALL sidewalks starting at the top of Sonoma Pines (Carrington Road) ending at the Tuscany Villa property line by Mount Boucherie.

### When snow accumulation is more than 3 cm but less than 5 cm

Contractor will clear sidewalks and roads shown as "Priority 1" on Schedule "B" while ensuring that fire hydrants are kept free from snow and easily accessible in case of emergency.

### When snow accumulation is 5 cm or greater

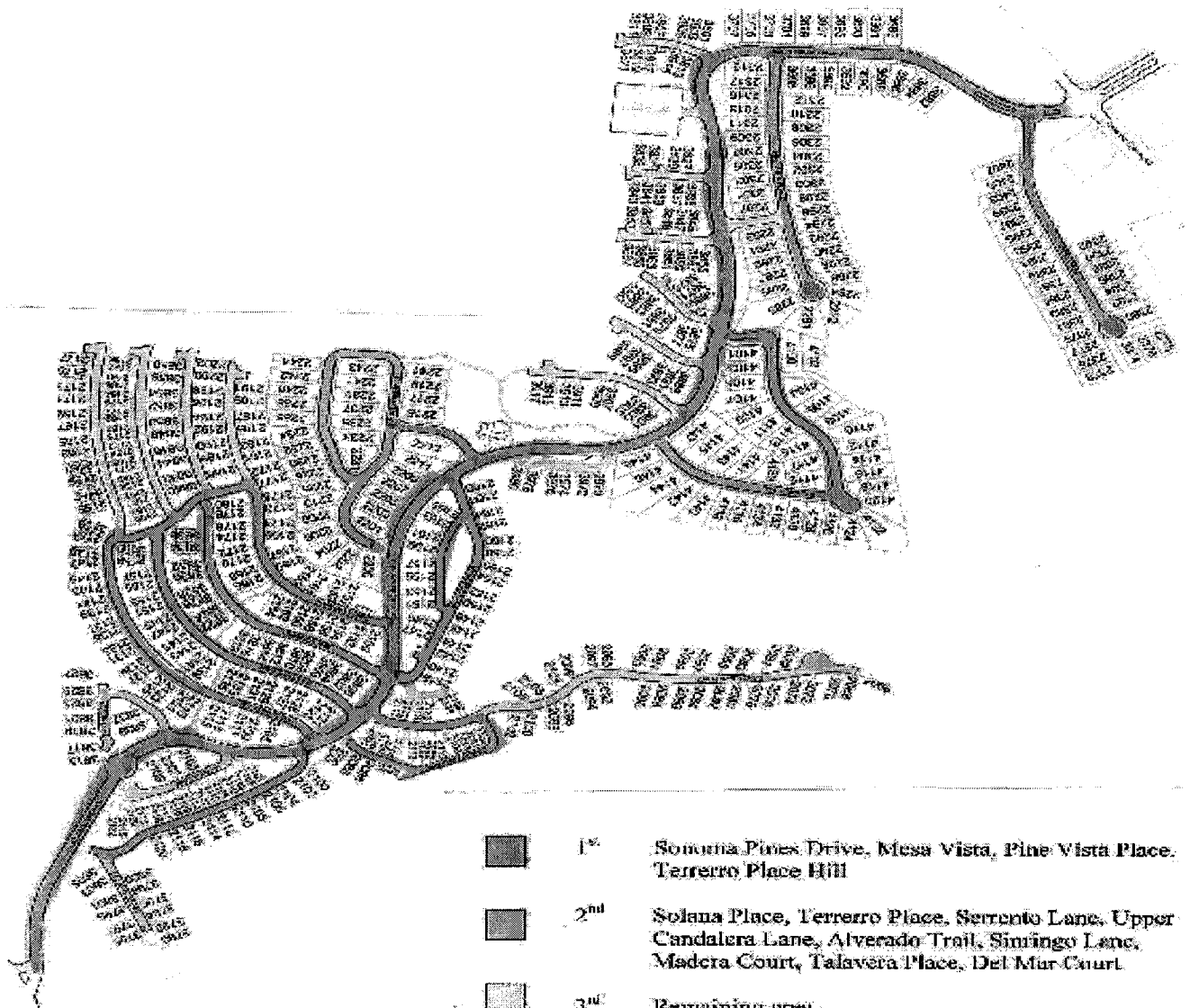
Contractor will clear sidewalks and plow ALL roads on Sonoma Pines Property in priority order as shown on Schedule "B" so that roads are passable, then repeat plowing starting at the highest priority, until roads have been cleared from curb to curb. Clearing should continue in the following order:

- Fire Hydrants;
- Community Centre (drop off area);
- Removal of pile at intersections;
- Clearing of a 30-foot drop off area at mailboxes;
- Clearing of parking stalls;
- Clearing of driveways' blockages;
- Then removal of remaining snow piles in unsafe or impractical areas.

During significant snowstorms, Contractor may pile snow wherever it is safe until snow has stopped falling and clearing of snow piles can begin.

## **HOMEOWNERS RESPONSIBILITIES**

- Sonoma Pines homeowners will be responsible for clearing snow from their driveway. Contractor will try to minimize blockage of driveways, however, depending on the amount of snowfall, contractor will first concentrate its effort at clearing the roads, before clearing driveways' openings.
- Homeowners who would like to arrange for someone to shovel their driveway through out the winter will be able to make arrangements with the contractor by contacting "Name" at 250-xxx-xxxx.
- When clearing their driveways, homeowners can pile the snow on either side of it. Whenever possible, homeowner should pile snow to the right of the driveway (as you face the street) to reduce the potential of having it redeposited at the driveway opening when the plow passes.
- Homeowner shall not shovel snow back onto the streets or sidewalks as this creates unsafe road conditions for motorists and may interfere with contractor's efforts to clear the roads.
- Rarely is the collection of trash and recyclables interrupted due to a winter storm so garbage bins, bundles and bags of recycling, will be kept on homeowner's driveway far enough from the road so that they are not dragged by the plow.
- In order to prevent flooding, homeowners who happen to live in proximity of a street drain are asked to keep the drain cleared of snow to allow rain or melting snow to enter the drainage system.
- As a courtesy and whenever possible, homeowners who happen to live in proximity of a mailbox, will shovel a walking path from the curb to the mailbox.



- 1<sup>st</sup> Sonoma Pines Drive, Mesa Vista, Pine Vista Place, Terreiro Place Hill
- 2<sup>nd</sup> Solana Place, Terreiro Place, Serrano Lane, Upper Candalera Lane, Alverado Trail, Simingo Lane, Madera Court, Talavera Place, Del Mar Court
- 3<sup>rd</sup> Remaining area

## Safety & Security Committee

Summary Jan 19, 2015

- Attendees:  
Paul Kaiser, Nick Schritt, George Leggett, Darrell Bellamy, Rob Taylor
  
- Regrets:  
Johnny Luchka, Charlie Milazzo
  
  
- Lower Gate Programming
  - Snow piles impacting the closing of gates. Paul provides cleaning of sensors on an as needed basis.
  
- RV Parking
  - Sensors being tripped with maintenance material – corrected by Vern.
  
- Bylaw Enforcement
  - No report
  
- Carrington Road Intersection
  - George to meet with MOT representative to get an update. He will bring councils comments regarding the size of our community and development plans for land at the entrance to Sonoma Pines.
  
- RCMP/ Commissionaires Statistics
  - Darrell met with RCMP regarding our interest in seeing property and vandalism statistics for our community and was advised that we need to wait for our Regional Crime Prevention Coordinator (Duane MacTavish)
  
- Issues
  - Speed on Sonoma Pines is observed as a concern. Past analysis suggests this was mostly contractors. The suggested approach is to re-address this after the completion of all the building.
  
- Next Meeting - March 09, 09:00 Clubhouse Boardroom

# SONOMA PINES

## Financial Update December 2014

### **Financial Narrative**

YTD total revenues remain within +3.06% of projections and total expenses are within -0.83% of planned expenditures. The Sonoma Pines Homeowners Association is in excellent financial position to meet its planned expenditures.

**Revenues:** YTD Strata Fee revenue is +3.22% over projections or \$28,161. The overage is due to the increased number of multi-family housing units being deposited into the HOA and the addition of undeveloped lot charges being paid by the Developer. Generated by community events Clubhouse Income is on track and within budget of 1.72%.(while clubhouse operations are overspent, see below)

**Physical Maintenance:** Repairs and maintenance is 35% underspent leaving a positive YTD variance of \$3650. Landscape and summer related expenses i.e. irrigation, MF and SF landscape, plantings remain dormant. Please make reference to closing values for dormant seasonal accounts in the December 2014 financial report. Snow clearing is under spent by 41%. Much higher snow removal expense levels are expected for January which should level the account back to normal budgeted values. Clubhouse Operations expense remains overspent at 22%; 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 Operations.

6049 Clubhouse Fit N Finish account is being expensed each month as per budget of \$3833.33/month- 0% variance. A newly created balance sheet item called Total Capital Assets (1500 and 1550) and 3410 Net Equity in Capital Assets will now track the annual depreciating values of the capital assets. These accounts were created to properly represent previous Surplus vs. Capital Assets. Signage expense is now \$2,361 or 314% overspent due to recent repairs from vandalism.

**Administration:** Administration and bank charges account 6205 are underspent by 50% with YTD positive variance of \$633 YTD. Account number 6206 is showing a 47% variance with a -\$1451 YTD variance. Combined Multi-Family and Common insurance is tracking within 5% of planned expenditures with Multi -family insurance posting a positive variance of 10% mainly due to premium expenses not reaching the anticipated higher premiums relating to the addition of housing units into the HOA.

Variance in Management fees is less than 5% overspent or \$2033 variance YTD and is expected to nominally increase as a direct result of additional housing units added to the HOA. 6225 paid by Carrington Holdings is overspent by 30% due to the deposit of more undeveloped lots.

Security services and patrols have are overspent by 14% or \$108 relating to alarm call outs for the month of December. Many of the alarms have been false alarms due to animals or snow triggering the security beam.

**Utilities:** Electricity expense is currently overspent by 30% with YTD variance of \$996 and an annual budget of \$4500.00. Increases in power consumption relate to the addition of more phases in the development. Water and Sewer are both within - 3% (overspent) of planned expenditures mainly due to increased consumption from the addition of housing units. Garbage collection is posting YTD -25% variance (overspent). As more residents head south for winter variances are expected to return to budget levels. The winter season for waste removal service starts Jan-March and peak season is April - December. In 2014 the count was reduced from 316 to 264 a difference of 52, from Jan 1 to March 31. To date the house count has increased to the current level of 422. The first of the three initial house counts for winter season billing was 397. The driver has noted that there are many more families in Sonoma Pines and thus more garbage is out every week. Operations will be confirming two more additional house counts for an average house count to be used in billing.

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



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# Council Meeting Minutes of Sonoma Pines Homeowners Association (SPHOA) and Multi-Family Association (SPMFA)

March 5, 2015 at 9:00 AM

Location: Clubhouse, 3999 Sonoma Pines Drive, Westbank, BC.

**Present:** Robert Taylor  
John Scott (by Skype)                      Karen Dickie (by Skype)                      Kimberly Burns (Rykon)  
Joanne Luchka (by Skype)

**Absent:** Charlie Milazzo

Representing Associated Property Management (2001) Ltd (“APM”): Greg Bickert, Robert Zivkovic

## Call to Order:

The meeting was called to order by R. Taylor at 9:07 AM.

## Approval of Agenda:

MOTION: Moved J.S. / Seconded J.L.: that the agenda shall be approved.

Upon vote the motion CARRIED with 4 in favour, none opposed.

## Approval of Minutes:

MOTION: J. Scott moved; J. Luchka seconded: that the February 6, 2015 council meeting minutes shall be approved.

Upon vote the motion CARRIED with 4 in favour, none opposed.

It was noted that there were three pieces of correspondence that APM were asked to follow up on at the previous meeting. APM agreed to provide an update about those matters before the end of the day.

## Meeting Rescheduled:

It was noted that the date of the meeting was re-scheduled. Due to technical issues, the agenda and newsletter were not distributed to all owners prior to this meeting. **APM apologized that the issue was not resolved well in advance the meeting to allow sufficient time for owners to be aware of this meeting and put in place a process to prevent this same issue from happening in the future.**

## WFN Update:

It was noted that owners may visit [www.wfn.ca](http://www.wfn.ca) for full Westbank First Nation Advisory Council updates.

## Correspondence:

- **Time of Day** - Correspondence was received from owners who inquired whether the council meeting times could be changed to a time or day outside of the normal working hours. Council agreed to take the feedback under advisement.

## Committee Reports:

- **Clubhouse Facility Management** - There was no update from the clubhouse committee.
- **Communications Committee** - The next edition of the Sonoma Pines newsletter was expected to be emailed to owners on April 1st. It was noted that the newsletters was expected to be distributed on or about the 1st of the each month going forward.
- **Finance Committee** - The finance committee report was received. It was agreed that the report would be

reviewed and accepted at the next meeting.

There was discussion about the garbage expenses. There was correspondence between Waste Management and APM. APM was asked to review the original summary provided by the finance committee about the number of occupied homes during the peak season and shoulder seasons as it related to waste removal.

- **Landscaping Committee** - Meetings were set up with the landscaping committee to update the guidelines as a result of the feedback received at the recent town hall meeting. APM was asked to attend the next meeting with the landscape committee and contractor.
- **Maintenance Committee** - Draft standards for sidewalk repairs were written prior to this meeting.

The committee was reviewing the alteration agreement process. It was expected that standard requests could be more expediently approved between council meetings.

The lot map was expected to be updated shortly.

The committee was developing maintenance standards for pergolas, fences, and other items to ensure that maintenance completed by homeowners matched the maintenance by the homeowners association.

- **Safety Committee** - No update was received from the safety committee.
- **Social Committee** - The council consulted with the social committee about the amount of money that would be retained by the homeowners association versus money to be spent by the committee. It was noted that the committee had raised money over 2013 and 2014 for social events and for club house maintenance. There was discussion about upgrades and purchases for the clubhouse that the committee wished to make on an ongoing basis. It was decided that further discussion about the matter would be tabled until the next meeting.

## Operations Update:

**Financial Statements and Highlights** - APM summarized the financial statements. It was agreed that acceptance of the financial statements would be tabled until the next meeting.

**Landscaping Hot List** - The landscape hot list was shared with council prior to the meeting.

**Bylaws Complaints** - APM was asked to forward the bylaw complaint tracking sheet to council.

**Maintenance** - Accu Sweep was requested to complete the annual street sweeping.

**Insurance** - APM requested quotes for insurance. Western Financial was asked to provide a clarification about how the insurance interacted with non-residents using the clubhouse.

**Sidewalk repairs** – There was no additional discussion about sidewalk repairs.

**Other Operational Activities** – There were no decisions about other operational activities.

**Depreciation Report** - It was noted that the depreciation report would need to be updated.

## Alteration Requests:

- **2095 Candalara Place** - Owner requested permission to install an awning. A diagram was not provided by the owner. APM was asked to request the owner for more information.
- **2097 Candalera Place** - Owner requested permission to install an awning, sola tube lights, and a screen door. A diagram was not provided by the owner. APM was asked to request the owner for more information.
- **2111 Del Mar Court** - Owner requested permission to install an accordion style awning over the pergola. APM was asked to scan the sample photo to council in colour. Tabled until the majority of council members were present in person at a meeting.
- **2140 Serrento Lane** - Owner requested permission to build a privacy cedar arbor. It was agreed that a council member would complete a site visit to ensure mower pass-ability before approving the alteration.
- **2237 Terrero Place** - Owner requested permission to extend the patio. It was agreed that Vern would be asked to review the area before council made a decision. APM was asked to inquire with the owner about how drainage from the increased patio area would be handled.
- **2379 Mesa Vista Court** - Owner requested permission to build an iron fence around the patio. Council noted that the alteration was not consistent with the current standards.

| MOTION: Moved by J. Scott / seconded by K. Dickie: that the request shall be *declined*.

Upon vote the motion CARRIED with 4 in favour, none opposed.

- **Other Requests** - Two other applications were received at this meeting. It was agreed that these requests would be tabled until all council members received copies of the applications.
- **Application Process** - There was discussion about improving the process for applications. It was agreed that owners would be asked to provide their applications at least two weeks prior to the meeting.

## Rykon Update

- **Drainage** - The agenda item refers to Rykon providing assistance towards SPHOA's broader efforts at landscape and drainage management in the community. No updates at this time.
- **Community Map** - The last adjustment required to the Sonoma Pines community map commissioned by council is an update to the boundary in the area of Phase 11; this info will be provided to MMM group by Rykon as soon as possible.
- **Alteration Approval Process** - Kimberly Burns of Rykon Construction met with Suzanne Larouche of the Sonoma Pines maintenance committee regarding the committee's efforts to update the Alteration Request process. Rykon will be providing information on standards and specifications as requested by Suzanne for incorporation into this update.

## Old Business

- **Parking Regulations** - The regulations were updated and the latest draft was provided to council prior to this meeting. It was agreed that a copy of the latest draft should be distributed with the minutes from this meeting for feedback from owners.
- **Town Hall Schedule 2015** - Town hall meetings were scheduled to be held on March 7, 2015 and in April.
- **Golf Balls** - Further discussion was tabled until the next meeting.
- **RV Parking** - APM provided council with an update on RV lots and insurance.

## New Business:

- **Road Sign for SONOMAPINES.INFO** - There was discussion about putting up a road sign to advertise Sonoma Pines Homeowners Association's website.
- **Neighboring Property Re-Zoning Application** - Feedback was given to Westbank First Nation about the rezoning application for the neighboring property.

Further to the previous discussion, concern was expressed about the school bus stop on Carrington stop across the street from the entrance to Sonoma Pines Drive. APM was asked to draft a note about council's concerns about the bus stop to WFN.

- **Basement Kitchen Suites** - WFN requested the council's feedback about an application from an owner to install a kitchen in the basement which WFN intended to decline.

MOTION: moved by K. Dickie; seconded J. Luchka: that the council will not object to WFN declining the application from a homeowner to install a kitchen in the basement.

Upon vote the motion CARRIED with 4 in favour, none opposed.

- **Council Meeting Schedule** - It was agreed that council meetings be held on the first Thursday of each month at 9:00 AM.

## Termination:

MOTION: that the meeting shall be terminated.

With no further business on the agenda, the meeting terminated at 11:20 AM.

## Next meeting:

The next meeting will be held on Thursday April 2, 2015 at 9:00 AM in the Clubhouse.





# Council Meeting Minutes of Sonoma Pines Homeowners Association (SPHOA) and Multi-Family Association (SPMFA)

April 2, 2015

**Location:** Clubhouse, 3999 Sonoma Pines Drive, Westbank, BC.

**Present:** Robert Taylor  
John Scott

Karen Dickie  
Joanne Luchka

Charlie Milazzo  
Kimberly Burns (Rykon)

Representing Associated Property Management (2001) Ltd (“APM”): Greg Bickert, Robert Zivkovic

## Call to Order:

The meeting was called to order by R. Taylor at 9:00 AM.

## Approval of Agenda:

MOTION: K. Dickie moved / K. Burns seconded: that the agenda shall be approved.

Upon vote the motion CARRIED with 4 in favour, none opposed.

## Approval of Minutes:

Omissions: The Finance Committee Report was not attached to the minutes. There were two investments that were scheduled to mature in February and March. These funds were planned to be deposited into the savings account at Valley First Credit Union.

The date of the April 18, 2015 town hall meeting was not published.

MOTION: C. Milazzo moved; J. Luchka seconded: that the March 5, 2015 council meeting minutes shall be approved.

Upon vote the motion CARRIED with 5 in favour, none opposed.

## WFN Update:

- **Parks Plan** - There was discussion about the Parks Plan, in particular with respect to bike lanes. It was affirmed that the subject of bike funding from the Provincial Government should be added to the agenda for the next WFN meeting.
- **WFN AGM** - The West Bank First Nation Annual General Meeting was scheduled to be held April 30, 2015.
- **Communities in Bloom** - An announcement was received for the annual Communities in Bloom competition.
- **Report** - A report was received from the WFN representative and would be attached to these minutes.

Note: Owners may visit [www.wfn.ca](http://www.wfn.ca) for full Westbank First Nation Advisory Council updates.

## Committee Reports:

- **Social Committee** - A written report was not received from the social committee.

The committee was asked to provide an accounting of funds spent to be included in the yearend financials.

MOTION: C. Milazzo moved; K. Dickie seconded: that a joint social and council meeting will be held with the finance committee one April 20, 2015 at 11:00 a.m. to finalize social committee funding.

Upon vote the motion CARRIED with 5 in favour, none opposed.

- **Clubhouse Facility Management** – A written report was not received from the clubhouse committee.

The barbecue was cleaned. The committee expected to meet in April to discuss budget for the clubhouse.

MOTION: that the decision made prior to this meeting to spend \$267.75 to clean the barbecue shall be ratified.

Upon vote the motion CARRIED with 5 in favour, none opposed.

- **Communications Committee** – A report from the communications committee is attached to the minutes from this meeting.

- **Finance Committee** – A report from the finance committee is attached to the minutes from this meeting.

MOTION: J. Scott moved; J. Luchka seconded: that \$250,000 held in trust with Associated Property Management (2001) Ltd at the Bank of Montreal shall be moved to the savings account at Valley First Credit Union.

Upon vote the motion CARRIED with 5 in favour, none opposed.

One more investment previously held at Belgian Alliance Credit Union matured and would be deposited into the savings account at Valley First Credit Union. There was one final investment that was held at Belgian Alliance Credit Union which was scheduled to mature on March 26, 2016.

- **Landscaping Committee** – A written report was not received from the landscape committee.

It was affirmed that volunteers were needed to investigate improving the garden area at the entrance to Sonoma Pines.

MOTION: K. Dickie moved; J. Luchka seconded: that an email go out to the community inquire if there were owners interested to volunteer to plant and nurture the garden at the entrance to Sonoma Pines.

Upon vote the motion CARRIED with 5 in favour, none opposed.

The committee planned to hold a meeting with United Landscapes to discuss how the contractor was managing the landscape maintenance. In particular, how the management issues would be improved.

This was the final year of the current landscape contract. There was discussion about preparing a request for proposal for landscape maintenance.

MOTION: K. Dickie moved; J. Luchka seconded: that the committee work with APM to develop a request for proposal for landscape maintenance for the 2016 landscape season.

Upon vote the motion CARRIED with 5 in favour, none opposed.

It was suggested that another town hall could be held with the owners to discuss landscaping and the future of landscape maintenance at Sonoma Pines.

- **Irrigation Committee** – A written report was not received from the irrigation committee.

The committee held their second meeting on March 2, 2015. The committee was in the process of writing terms of reference for the committee.

C. Milazzo agreed to discuss a concern about bocce played on the common lawns and potential damage to irrigation with the committee.

*[The chair was transferred to C. Milazzo during discussion of the following agenda items.]*

- **Maintenance Committee** – A report was received from the maintenance committee. A copy of the report is attached to the minutes from this meeting.

The committee recommended concrete repairs.

MOTION: R Taylor moved; K. Dickie seconded: that the council support the maintenance committee's cost estimates for concrete repair.

Upon vote the motion CARRIED with 5 in favour, none opposed.

Rykon agreed to coordinate repairs with Vern to ensure that the work that would be repaired by Rykon under warranty would not be repaired by the Homeowners Association.

It was affirmed that gutter cleaning was the responsibility for HOA only for the multi-family homes. It was reiterated that if owners were aware of gutters that were not draining properly, APM should be emailed at [sonomapines@associatedpm.ca](mailto:sonomapines@associatedpm.ca) so that the gutter cleaning could be prioritized for that unit.

- **Safety Committee** – A report was received from the safety and security committee. A copy of the report is attached to these minutes.

A request was put forward to the Commissionaires about implementing a ticketing system to enforce the parking bylaws.

There was discussion about people from the neighboring HOA who parked on Sonoma Pines roadways.

**MOTION:** J. Scott moved; J. Luchka seconded: that a letter will be sent to the property manager for the Tuscany Village and Rykon to affirm that the no parking zones will be enforced and vehicles towed after April 15, 2015.

Upon vote the motion CARRIED with 5 in favour, none opposed.

**MOTION:** J. Scott moved; J. Luchka seconded: that a tow company be engaged to patrol and remove illegally parked vehicles in the area below the lower gate to Boucharie.

Upon vote the motion CARRIED with 5 in favour, none opposed.

*[The chair was transferred back to R. Taylor for the duration of the meeting.]*

## Operations Update:

**Financial Statements and Highlights** – The financial statements and a highlights report was delivered to the finance committee. The committee requested additional substance to be included in the report.

The committee chair commented that not all corrections requested to be made to the February statements were included in the revised February financial statement.

APM was asked to reconcile the Waste Management invoices and insure that the expenses were properly expensed to the correct month.

Council asked for a commitment from APM to work with the finance committee to ensure that all corrections requested by the committee be captured in the statements.

**MOTION:** C. Milazzo moved; K Dickie seconded: that approval of the financial statements be tabled.

Upon vote the motion CARRIED with 5 in favour, none opposed.

**Landscaping Hot List** – The landscape hot list was shared with council prior to the meeting.

**Maintenance** – A maintenance hot list was provided to council prior to this meeting.

**Other Operational Activities** – There were no decisions about other operational activities.

**Insurance** – Council inquired about the status of the request for insurance quotes. APM reiterated that the quotes were not expected to be received at this meeting. However, the quotes were expected to be received shortly.

**Tax** – There was discussion about income tax and GST requirements for the homeowners association. APM was asked to forward council a copy of an email from one of the directors for Sonoma Pines Homeowners Management Ltd on the subject.

**Reporting** - Council was informed of APM's intention to provide reports derived from the hot sheets at each council meeting. APM anticipated that the reports would be easier for the council to read. The historical data kept in the hot sheets would continue to be maintained.

## Alteration Requests:

- **2095 Candalera Place** – Additional information requested from the owner about the alteration was not received prior to this meeting.
- **2097 Candalera Place** – Additional information requested from the owner about the alteration was not received prior to this meeting.
- **2111 Del Mar Court** – Permission was requested to install an awning over an existing pergola. There was discussion about allowing this alteration as a test case before allowing others to install similar awnings.

**MOTION:** K. Dickie moved; J. Luchka seconded: that the owner be asked to provide an address where one of these new styles of awnings that has already been installed could be viewed.

Upon vote the motion CARRIED with 5 in favour, none opposed.

- **2140 Serrento Lane** - Permission was requested at the previous meeting to install an arbor. Council reviewed the request and permission was given prior to this meeting.  
MOTION: C. Milazzo moved; K. Burns seconded: that the decision to grant permission to the owner of 2140 Serrento Lane to install an Arbor shall be ratified.  
 Upon vote the motion CARRIED with 5 in favour, none opposed.
- **2237 Terrerro Place** – Permission was requested at the previous meeting to extend the patio. Additional information was received from the owner about drainage. Concern was expressed that the lowest point of the patio already ended approximately at grade with the grass.  
MOTION: C. Milazzo moved; K. Burns seconded: that a drawing be requested from the applicant, of the drainage specifically addressing grade of the patio and how the extension will continue the slope away from the foundation without ending up at a grade below the existing grass grade.  
 Upon vote the motion CARRIED with 5 in favour, none opposed.
- **2085 Candalera Lane** - Permission was requested to plant bushes.  
MOTION: J. Scott moved; K. Dickie seconded: that the alteration will be permitted. A professional landscape contractor must install the irrigation.  
 Upon vote the motion CARRIED with 5 in favour, none opposed.
- **2108 Verona Lane** - Permission was requested to install a pergola.  
MOTION: C. Milazzo moved; J. Scott seconded: that the alteration be permitted.  
 Upon vote the motion CARRIED with 5 in favour, none opposed.
- **2110 Verona Lane** - Permission was requested to install a pergola.  
MOTION: C. Milazzo moved; J. Scott seconded: that the alteration be permitted.  
 Upon vote the motion CARRIED with 5 in favour, none opposed.
- **2118 Verona Lane** - Permission was requested to install a pergola.  
MOTION: C. Milazzo moved; J. Scott seconded: that the alteration be permitted.  
 Upon vote the motion CARRIED with 5 in favour, none opposed.
- **2122 Verona Lane** – Permission was requested to install a pergola.  
MOTION: C. Milazzo moved; J. Scott seconded: that the alteration be permitted.  
 Upon vote the motion CARRIED with 5 in favour, none opposed.
- **2147 Talavera Place** – Permission was requested to extend their deck. It was noted that Rykon avoided building these types of extensions (behind master bedrooms and adjacent to adjoining units' master bedrooms) for privacy reasons.  
MOTION: C. Milazzo moved; K. Burns seconded: that the alteration will not be permitted due to impact of privacy and view.  
 Upon vote the motion CARRIED with 5 in favour, none opposed.
- **2155 Serrento Lane** - Permission was requested to replace a light with a motion sensor light.  
MOTION: K. Dickie moved; J. Luchka seconded: that the alteration will be permitted.  
 Upon vote the motion CARRIED with 5 in favour, none opposed.
- **2373 Mesa Vista Court** – Permission was requested to install an awning.  
MOTION: K. Dickie moved; J. Luchka seconded: that the alteration will be approved.  
 Upon vote the motion CARRIED with 5 in favour, none opposed.
- **3881 Sonoma Pines Drive** - Permission was requested to make renovations to the interior of a multi-family home. It was affirmed that permission was required before an owner made alterations to those portions of the lot insured by the homeowners association.  
MOTION: K. Burns moved; J. Luchka seconded: that the alterations will be approved.  
 Upon vote the motion CARRIED with 5 in favour, none opposed.

- **4126 Solana Place** - Permission was requested to install a hot tub.  
 | MOTION: K. Dickie moved; C. Milazzo seconded: that the alteration will be approved.  
 | Upon vote the motion CARRIED with 5 in favour, none opposed.
- **2180 Alvarado Trail** – Permission was requested for an extension to the deadline to make a previously approved alteration.  
 | MOTION: C. Milazzo moved; J. Scott seconded: that the extension to the deadline will be permitted.  
 | Upon vote the motion CARRIED with 5 in favour, none opposed.
- **2168 Serrento Lane** – Permission was requested to remove shrubs and install a brick patio extension.  
 | MOTION: J. Luschka moved; K. Dickie seconded: that the alteration will be permitted  
 | Upon vote the motion CARRIED with 5 in favour, none opposed.
- **Hot Tub Standards** – There was discussion about developing maintenance standards for hot tubs in the community.

## Rykon Update

- **Irrigation Map** - Rykon provided “as built” plans for irrigation, which was prepared by United Landscapes.
- **Rykon Appreciation Barbecue** – The Rykon appreciation barbecue was scheduled to be held at the clubhouse on July 24, 2015.

*[K. Burns departed the meeting at 12:07 p.m.]*

## Old Business

- **Annual General Meeting** –  
 | MOTION: C. Milazzo moved; K. Dickie seconded: that the meeting will be rescheduled to June 4, 2015.  
 | Upon vote the motion CARRIED with 4 in favour, none opposed.
- **Outside Solicitation** – There was discussion about how outside contractors soliciting business door to door should be handled. A decision was not made at this meeting.
- **Golf Balls** – There was no discussion about damage from golf balls at this meeting.
- **RV Parking** – There was discussion about revising the RV Park regulations to require that all trailers and vehicles have valid licenses. C. Milazzo agreed to draft a revision to the regulations for consideration at a future meeting.
- **WFN Requested Rezoning** – No new information was presented at this meeting.
- **C.P.R. Course** – The C.P.R. (Cardiopulmonary Resuscitation) course was scheduled to be held on April 25, 2015.
- **Town Hall Schedule** – The results of the March town hall planning session are attached to the minutes from this meeting.  
 The next town hall was scheduled to be held on April 18, 2015 at 10:00 a.m.
- **Welcoming, Volunteers and Elections** –  
 | MOTION: C. Milazzo; K. Dickie seconded: that a “Welcoming, Volunteers and Elections Committee” be created and that J. Luchka be appointed as chair.  
 | Upon vote the motion CARRIED with 4 in favour, none opposed.

## New Business:

- **Rental Restriction** – There was discussion about potentially bringing in a rental restriction. APM was asked to provide a one page summary about how rentals restrictions could be brought in to restrict the number of rental to the current number rented versus reducing the number of rentals.

- **Doggy Doo Station** –

K. Dickie moved; J. Luchka seconded: that the dog-i-pot on the easement on Talavera Place be moved to a new location on Sonoma Pines Drive.

Upon vote the motion CARRIED with 4 in favour, none opposed.

*[Guests were asked to depart for the remainder of the meeting]*

## Correspondence:

*J. Scott departed the meeting at 12:52 p.m.*

- **2379 Mesa Vista Court** – An appeal was requested of the council's previous decision to deny an alteration.

MOTION: K. Dickie moved; J. Luchka seconded: that the previous decision to deny the alteration shall be upheld.

Upon vote the motion CARRIED with 2 in favour, none opposed, 1 abstained.

## Bylaw Enforcement:

- **Verbal Beating** – A complaint was received from the landscaper about a resident giving a verbal beating to the United Landscapes staff. It was affirmed that the landscapers were previously asked to walk away if an upset resident approached their staff.

- **2140 Serrento Lane** –

MOTION: K. Dickie moved; J. Luchka seconded: A letter will be sent to the owner to advise the requirements of the bylaws.

Upon vote the motion CARRIED with 3 in favour, none opposed

- **2194 Alvarado Trail** -

MOTION: K. Dickie moved; J. Luchka seconded: No penalty will be applied for this alleged breach. The owner is thanked for their response to the complaint.

Upon vote the motion CARRIED with 3 in favour, none opposed

- **2151 Talavera Place** -

MOTION: K. Dickie moved; J. Luchka seconded: No penalty will be applied for this alleged breach. The owner is thanked for their response to the complaint.

Upon vote the motion CARRIED with 3 in favour, none opposed

## Termination:

MOTION: that the meeting shall be terminated.

With no further business on the agenda, the meeting terminated at 1:05 PM.

## Next meeting:

- **April 18, 2015 Town Hall** - The next town hall will be held on April 18, 2015 at 9:00 a.m. Topics to be discussed include:

- Initial Discussions on a resident manager/administrator
- Landscaping Guidelines and removal of no prune/no mow lists
- Parking Regulations
- Service level standards for contractors

- **May 7, 2015 Council Meeting** - The next meeting will be held on Thursday, May 7, 2015, 2015 at 9:00 AM in the Clubhouse.



## ASSOCIATED PROPERTY MANAGEMENT (2001) LTD

#1 - 1441 St. Paul Street, Kelowna, BC V1Y 2E4  
P:250-712-0025 | F:250-712-2265 | [greg@associatedpm.ca](mailto:greg@associatedpm.ca) | [stratagreg.com](http://stratagreg.com)

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March 11, 2015

GRAEME DIMMICK, MCIP, RPP  
Senior Planner

Via Email: [gdimmick@wfn.ca](mailto:gdimmick@wfn.ca)

Westbank First Nation  
301 - 515 Highway 97 South  
Kelowna, BC V1Z 3J2

**Re: Sonoma Pines Homeowners Management Ltd – Land Use and Zoning Regulation on Lot 348-3, Plan 101944 CLSR**

Dear Graeme Dimmick,

The Council of Sonoma Pines Homeowners Association directed Associated Property Management (2001) Ltd to write this letter.

Further to the letter dated February 20, 2015, the council asked that I pass along a concern about the land use and rezoning of Lot 348-3, Plan 101944 CLSR.

It has been brought to the attention of the council that there is a school bus stop on Carrington Road adjacent to the entrance to Sonoma Pines. When you deliberate changes to the intersection at Butt Road and Carrington Road, the council ask that you also consider relocating the bus stop for the safety of the children and students who board or disembark the bus at this location. The council feels that this intersection is already congested and potentially dangerous. A change may be in order, even before the issue is compounded by additional development in this area.

Thank you for your time and consideration. Please feel free to contact me if you have any questions.

Associated Property Management (2001) Ltd.  
On behalf of Sonoma Pines Homeowners Management Ltd, per

Greg Bickert, R.C.M.  
Associate Broker Licensed for Strata and Rental

[greg@associatedpm.ca](mailto:greg@associatedpm.ca)  
Direct: 250-869-8828

## Safety & Security Committee

Summary March 09, 2015

Attendees: Nick Schritt, Paul Kaiser, George Leggett, Rob Taylor

Regrets: Darrell Bellamy, Johnny Luchka, Charlie Milazzo

- Lower Gate Programming
  - No Issues
- RV Parking
  - Issue of Insurance is being followed up by APM
- Bylaw Enforcement
  - Question of how renters are being informed of notices/infractions, etc. Will ask APM how they are ensuring the information is getting to these residents in our Community.
  - Parking – revised Bylaw being included with the March 09 council minutes. Ideas of enforcement might include engaging the Commissionaires who are in our community on a regular basis to put warning notes on offending vehicles. They could log the violator's plates and even dispatch the towing company as needed. Will have APM follow-up on this idea.
- Carrington Road Intersection
  - WFN letter has been sent.
  - General discussion on impact of this development on this intersection
- RCMP/ Commissionaires Statistics
  - Still waiting for the Regional resource to return
- Issues
  - Hi rate of speed on Sonoma Pines Drive. Until the lower gates are closed it is very difficult to determine if this problem will continue.
    - George will look into the costs for getting a portable sign that can display the speed of vehicles in our community as a possible temporary solution.
- Next Meeting – April 13 @ 09:30 in the clubhouse boardroom



	<p style="text-align: center;"><b>stqa?kw'niw` t</b>  <b>WESTBANK FIRST NATION</b>  515 Highway 97 South  Kelowna, B.C. V1Z 3J2  Phone: (250) 769-4999 Fax: (250) 769-4377  <a href="http://www.wfn.ca">www.wfn.ca</a>  <i>Community. Leadership. Pride.</i></p>	<p style="text-align: center;"><b>ADVISORY  COUNCIL  HIGHLIGHTS</b>  <b>s?aslásq'ət,  siya?tən /  Tuesday March  10, 2015</b></p>
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**1. Capital Expenditure Bylaws Review**

The Advisory Council reviewed and approved of a series of proposed Capital Expenditure Bylaws that had been put forward by WFN Finance Department.

**2. Discussion of Bylaw 15-TX-05 and Bylaw 15-TX-06**

The Advisory Council reviewed and approved of Bylaw 15-TX-05 and Bylaw 15-TX-06 after further discussion with WFN Finance Department.

**3. Final Proposed 2015/2016 Annual Budget Review**

The Advisory Council reviewed and approved the proposed 2015/2016 Annual Budget put forward by the WFN Finance Department to be brought before WFN Chief and Council at their March 30, 2015 meeting.

**4. Communities In Bloom**

The Advisory Council discussed the upcoming Communities In Bloom initiative and expressed a desire to participate.

**5. District Reports**

Advisory Council members each presented updated reports of their respective districts.

**6. Next Meeting**

The next Advisory Council meeting is scheduled to take place April 14, 2015 at 9:00 am in the Inter-Governmental Affairs Boardroom of the WFN Government Building.



## Sonoma Pines Maintenance Committee

Summary March 24, 2015

Attendees: Nick Schritt; Vern Sarver, Vern Valan, Suzanne Larouche, Rob Taylor

Regrets: Ken Smith, Tom Nichol

- Snow removal contract will be used for service next year.
- Committee Structure - Deferred until closer to the AGM
- Sidewalk priorities
  - Recommended concrete repairs as follows:
    - List of 18 locations at an estimate of \$6500
    - Repair ( saw & seal ) clubhouse patio - \$200
    - Replace “spalled” sidewalk at an estimate of \$15,700
  - Request APM get quotes for pavement repair on Terrero Place
- Alteration Agreements update
  - Suzanne provided Draft 2 of the Alteration Agreement.
  - Next steps will be a review with APM before finalizing the process for council review.
  - Expect to send to council for review and comment at next council
- Map Update
  - Waiting for Rykon to finalize updates before new map drawings are completed. Should be completed over the next couple of weeks.
- Maintenance Standards
  - Vern produced and presented a draft of the maintenance standards for all exposed wood. Included an inventory of all the fence/signposts and a summary of work completed to date. This will provide an excellent basis for ongoing maintenance.
  - Standards included a process that requires an annual review for all single family & multi-family homes to ensure our community retains the quality appearance.
- Curb & Road painting
  - Vern will submit a request to APM to paint the centre lines – one on the upper curve and one on the area around the clubhouse corners.
- Fence repair – on section between 3801 and 3821 Sonoma Pines drive. Problem with homeowners using topsoil above the bottom of the fence resulting in rotten beams.
- Gutter cleanout strategy of 3-5 years and Hydro vac of catch basins will be factored into this year’s budget.
- Next Meeting April 21

TOWN HALL # 3  
Planning Session (March 07, 2015)

There were about 20 in attendance and there was lively discussion on many fronts. The following are the projects and ideas that came forward as a result of this “Brainstorming” session in no particular order.

- Outside Recreation such as Tennis Courts and Horse Shoes
- Large Canopy for out back of the clubhouse
- Correcting very poor Clubhouse acoustics
- Parking around the clubhouse
- Shuttle service within our community
- Outdoor Shuffleboard
- Clubhouse Expansion
- Swimming Pool
- Upper Security Gate
- Move lower security gate down to our property boundary
- Video Surveillance at the security gates
- Expand the trail system along the southern end of property and possibly near the golf course

## Communications Report

The Communications Committee meets monthly to discuss content for our Newsletter.

Back issues of the newsletter and other community information can be found at [www.sonomapines.info](http://www.sonomapines.info) , our website.

We are up to 37 likes on our Sonoma Facebook page. If you have any events you'd like to share with your neighbours put them on our [Facebook Page](#).

Thanks to Karen and Lyle who attended the recent happy hour and surveyed participants on what they would like to see in the newsletter. If you have anything to contribute please send it to [sonomapinesnews@gmail.com](mailto:sonomapinesnews@gmail.com)

## Finance Report.

John and Rob Taylor are meeting with Valley First Credit Union to discuss rates for GICs as investments for the contingency reserve fund. Two of our GIC's with Belgian Alliance have recently come due and they have been transferred to our high interest savings account at Valley First.

As well, \$250,000 will be transferred from the Bank Of Montreal crf account. The finance committee will have a recommendation for Council on how to invest these funds for the May Council meeting.

**Location:** Clubhouse, 3999 Sonoma Pines Drive, Westbank, BC.

**Present:** John Scott                              Jo Luchka                              Kimberly Burns (Rykon)  
Karen Dickie                              Charlie Milazzo                              Mitch Koepke (Rykon)

**Regrets:** Robert Taylor

Representing Associated Property Management (2001) Ltd (“APM”): Greg Bickert, Robert Zivkovic

## **Call to Order:**

The meeting was called to order by C. Milazzo at 9:00 AM.

## **Approval of Agenda:**

MOTION: J. Luchka moved; K. Dickie seconded: that the agenda shall be approved.

Upon vote the motion CARRIED with 4 in favour, none opposed.

## **Approval of Minutes:**

MOTION: C. Milazzo moved; J. Luchka seconded: that the April 2, 2015 council meeting minutes shall be approved.

Upon vote the motion CARRIED with 4 in favour, none opposed.

## **WFN Update:**

- **Report** – A report was received about Westbank First Nation advisory council.
- **Modifications to Exterior Architecture or Infrastructure** – It was affirmed that alterations to the exterior architecture, particularly if infrastructure, plumbing, sewer, etc., require approval from the Westbank First Nation to be approved by a building inspector.

It was suggested that if it was unclear whether approval was required by Westbank First Nation that the request for permission from the homeowner could be provided to WFN. WFN should be asked to confirm whether or not a building permit is required. It was noted that the homeowners association's standing protocol is to require the homeowner to obtain a building permit as necessary.

MOTION: J. Scott moved; K. Burns seconded: that the report from Gord Couch on behalf of Westbank First Nation Advisory Council will be received.

Upon vote the motion CARRIED with 4 in favour, none opposed.

Note: Owners may visit [www.wfn.ca](http://www.wfn.ca) for full Westbank First Nation Advisory Council updates.

## **Committee Reports:**

*[Position of the Chair was transferred to J. Luchka.]*

- **Clubhouse Facility Management** – Terms of reference were received for the Clubhouse Facility Management Committee. It was suggested that the terms of reference should include a requirement to maintain records of WorkSafe BC clearance letters and insurance requirements for third party suppliers using or working in the facility.

MOTION: C. Milazzo moved; K. Dickie seconded: that the terms of reference will be approved with one amendment.

Upon vote the motion CARRIED with 4 in favour, none opposed.

There was discussion about including the cost of insurance for the clubhouse in the clubhouse budget or separately accounting for the expense so that the total cost of the clubhouse could be better understood.

There were not enough tables in the multi-purpose room. It was estimated that the cost to purchase the tables was \$212.

MOTION: C. Milazzo moved; K. Dickie seconded: that \$212 + taxes shall be approved to purchase tables from Costco.

Upon vote the motion CARRIED with 4 in favour, none opposed.

The clubhouse management committee recommended expenses for approval at the annual general meeting. A request was received to add a wall of shelving to the library. It was noted that enhancements ordinarily occurred less often than once per year and should therefore be expended from the contingency reserve fund.

*[The position of Chair was transferred to C. Milazzo.]*

- **Communications Committee** – A written report was not received from the communications committee. Newsletters continued to be disseminated. Facebook and the website were gaining popularity in the community. It was commented that the Facebook page allowed the committee to get a better idea of what residents were interested in based on “likes.”

There was discussion about how notices and information posted on the bulletin board should be prioritized to be placed on the board and how long items should be allowed to be posted. It was affirmed that keys to the bulletin board were restricted. The communications committee expected to develop policies and procedures for the use of the bulletin board.

- **Finance Committee** – The budget was nearly finalized. The yearend adjustments to the financial were being made.

The committee discussed terms with Valley First credit Union.

MOTION: J. Scott moved; J. Luchka seconded: that the SPCOA invest the cash surplus in the CRF Account of \$600,000 with Valley First for a 1 year term GIC, at the rate of 1.8%.

Upon vote the motion CARRIED with 4 in favour, none opposed.

Valley First was interested in working with SPCOA and APM to take over the bank accounts and hoped to reduce banking fees.

MOTION: J. Scott moved; K. Dickie seconded: that the report from the finance committee shall be received.

Upon vote the motion CARRIED with 4 in favour, none opposed.

*[The position of Chair was transferred to J. Luchka.]*

- **Irrigation Committee** – The terms of reference were circulated for the irrigation committee. It was suggested that monitoring of independent homeowner irrigation should be added to the terms of reference. It was suggested that monitoring the security of the system should be added to the terms of reference.

MOTION: C. Milazzo moved; J. Scott seconded: that the terms of reference for the irrigation committee shall be received with 2 additions.

Upon vote the motion CARRIED with 4 in favour, none opposed.

United Landscapes claimed that the irrigation startup was completed. However, at least one irrigation timer was not functioning because a battery was missing.

It was noted that the request for proposals for next year's irrigation services should be done in conjunction with landscaping committee.

*The position of Chair was returned to C. Milazzo.*

- **Landscaping Committee** – It was hoped that requests for proposals should be prepared by the first week of August.

There was discussion about providing cash to the volunteers who were going to design and plant the garden

at the entrance of the property. Rykon promised to contribute \$200 for this project. United Landscapes asked that the drip lines be used in the garden. The committee planned to use drip lines where it was feasible.

**MOTION:** K. Dickie moved; J. Luschka seconded: that up to \$2,000 be spent for redesigning and planting the garden at the front entrance.

Upon vote the motion **CARRIED** with 4 in favour, none opposed.

It was noted that the volunteers were going to submit expenses to draw down this expense. APM was directed to provide K. Dickie with \$2,000 petty cash for this project.

The proposed landscaping guidelines were circulated prior to this meeting.

**MOTION:** K. Dickie moved; J. Luschka seconded: that the landscaping guidelines shall be added to the rules.

Upon vote the motion **CARRIED** with 4 in favour, none opposed.

There was discussion about grass that was damaged by pet urine. The landscaping committee planned to discuss developing a policy with respect to areas where pets may be permitted or prohibited to void. It was commented that the problem likely would not be completely solved without prohibiting pets entirely, which was not a plan being considered.

It was commented that there was improvement to the services received this year.

Bartlett Tree Services began an inventory of the trees as previously discussed.

APM was asked to send a homeowner a note about the tree that was partially pruned. Bartlett Tree Service provided their opinion that the tree needed to be pruned over a number of years in order to prevent death of the tree.

**MOTION:** J. Luchka moved; K Dickie seconded: that APM will send a letter to advise the homeowners that the tree in the front yard still did not conform to the current standards and must be brought to the current standards, removed or replaced.

Upon vote the motion **CARRIED** with 4 in favour, none opposed.

- **Maintenance Committee** – It was noted that the depreciation report called for \$30,000 to be spent on sidewalk repairs and maintenance. The expenditure was previously approved to be spent from the contingency reserve fund and a quote for maintenance work is with the maintenance committee. Please see attached titled: Sonoma Pines Maintenance Committee Summary April 21, 2015
- **Safety Committee** – Please see attached titled: Safety & Security Committee Summary April 13, 2015.
- **Social Committee** – A written report was not received. The terms of reference were being worked on. The committee was asked to prepare an annual budget.
- **Welcoming Volunteers & Elections Committee** – A call for volunteers and council members was disseminated to the homeowners. The committee was asked to update the request for volunteers and provide to APM to be emailed to the homeowners.

## Operations Update:

**Financial Statements and Highlights** – The financial statements and a highlights report was delivered to the finance committee.

**Landscaping Hot List** – The landscape hot list was shared with council prior to the meeting. United is not responding to questions from APM on landscaping.

APM was asked to request United Landscapes for an estimated time to address each matter when a task is assigned to United Landscapes.

**Insurance** – Council inquired about the status of the request for insurance quotes. APM reiterated that the quotes were not expected to be received at this meeting. However, the quotes were expected to be received shortly.

**RV Parking** – APM continued to follow up with owners who did not provide proof of insurance for their vehicles in the RV park. Charlie will do an audit and recommend next steps re: RV lot.

**Maintenance** – A quote for roadway line painting was requested.

**Valley First Trust Accounts** – The Board of Directors requested that the contingency reserve fund accounts be set up and put into trust with APM. Council provided directed to valley First to authorize APM to effect this



change.

## Rykon Update

- **Irrigation** - Rykon was doing work in Serrento Lane presently and expected to begin work on Alvarado Trail under warranty.

Rykon has carried out an inspection of the rain leaders and storm drainage between Alvarado Trail and Terrero Place, specific to the concerns with the backyards and patios of the homes on the north side of Alvarado Trail (addresses between 2163 and 2179). All of the drainage systems are functional and this will leave only surface water and irrigation to be reviewed by SPHOA as factors in managing this particular area of landscaping. Maintaining the drainage system going forward will be the responsibility of SPHOA, which is in possession of a maintenance manual specifying procedures.

Rykon was asked to forward a digital copy of the irrigation map to council.

- **PRV Maintenance** – Rykon confirmed that they would not make additional contribution towards the maintenance of the lower pressure reducing valve.
- **Street Lights** – Rykon was asked to provide an update on the status of installing street lights. It was clarified that the street lights would be installed as soon as feasible after the lights would no longer create an obstruction to construction vehicles and workers in the area. It was commented that the lights would typically be installed after the roofs were complete for the homes in the applicable area.

## Alteration Requests:

- **2171 Talavera Trail** – A cantilever balcony extension was requested. The owner also requested to install a new gas line. Concern was expressed about permitting a surface mounted gas line. It was noted that the deck would need to be repaired because the location of the railing posts would be move.

MOTION: J. Scott moved; K. Dickie seconded: that the alteration of the deck will be approved. The vinyl decking must be replaced. The homeowner must provide a copy of the Engineering drawings for the topless glass railings, and proof that Westbank First Nation has approved the drawings. The deck may be extended by a maximum of 2 feet.

The alteration for the gas line will be rejected and the homeowner will be asked to provide a new application with more information if the owner wished to reapply.

Upon vote the motion CARRIED with 4 in favour none opposed.

- **2237 Terrero Place** – Owner requested permission to extend patio.

MOTION: J. Luchka moved; J. Scott seconded: that the alteration will be approved.

Upon vote the motion CARRIED with 4 in favour none opposed.

- **2085 Candalera Place** – Owner requested permission to install sun shades. Concern was expressed that the proposal did not clarify whether or not the shades were on tracks.

MOTION: J. Luchka moved; K. Dickie seconded: that the alteration is rejected. The homeowner will be informed that the only shades that will be approved are ones that run in tracks.

Upon vote the motion CARRIED with 4 in favour none opposed.

- **2088 Candalera Place** – Owner requested permission to install hooks onto the end of the pergola over the garage.

MOTION: J. Luchka moved; J. Scott seconded: that the alteration will be approved.

Upon vote the motion CARRIED with 4 in favour none opposed.

- **2090 Candalera Place** – Owner requested to install a hot tub.

MOTION: J. Luchka moved; J. Scott seconded: that the alteration will be approved.

Upon vote the motion CARRIED with 4 in favour none opposed.

- **2101 Del Mar Court** – Owner requested permission to install a trellis detail above the garage entry. Concern

was expressed about addition additional cedar. It was clarified that Rykon originally chose not to install trellis details such as this on these homes for design and aesthetic reasons.

MOTION: J. Luchka moved; J. Scott seconded: that the alteration will be rejected.

Upon vote the motion CARRIED with 4 in favour none opposed.

- **2133 Talavera Place** – Owner requested permission to install roller blinds. Concern was expressed that the blinds were not propose to be on side tracks.

MOTION: J. Luchka moved; J. Scott seconded: that the roller blinds alteration will be rejected. The phantom door alteration will be permitted.

Upon vote the motion CARRIED with 4 in favour none opposed.

- **2162 Talavera Place** – Owner requested permission to install an arbour between two homes to provide privacy between the two facing kitchen windows. Concern was expressed about the height of the arbour was greater than others installed at other locations.

MOTION: J. Luchka moved; K. Burns seconded: that the alteration will be rejected. The owner will be informed that the request may be resubmitted with specifications which matched the design and specifications of other arbors in the community.

Upon vote the motion CARRIED with 4 in favour none opposed.

- **2407 Mesa Vista** – Owner requested permission for changes to the front flowerbed and to install pavers down the side of the house.

MOTION: J. Luchka moved; J. Scott seconded: that the alteration will be approved, subject to that pavers to match the size and style of other pavers in the community.

Upon vote the motion CARRIED with 4 in favour none opposed.

K. Burns agreed to provide the details about the pavers.

*[K. Burns and M. Koepke departed the meeting at 12:00 p.m.]*

- **2204 Terrero Place** – Owner requested permission to extend balcony. A copy of the request was not available at the meeting.

MOTION: J. Luchka moved; J. Scott seconded: that the alteration will be approved.

Upon vote the motion CARRIED with 3 in favour none opposed.

- **2147 Talavera Place** – Owner requested permission to make landscape alterations. It was commented that the changes complied with the new landscape guidelines

MOTION: K. Dickie moved; J. Luchka seconded: that the alteration will be approved. Irrigation changes must be completed by an irrigation contractor.

Upon vote the motion CARRIED with 3 in favour none opposed.

- **2149 Talavera Place** – Owner requested permission to make landscape alterations. It was commended that the changes complied with the new landscape guidelines. However the proposal included placing boxwoods near the hydro electric

MOTION: J. Luchka moved; J. Scott seconded: that the alteration will be approved. Irrigation changes must be completed by an irrigation professional.

Upon vote the motion CARRIED with 3 in favour none opposed.

- **2151 Talavera Place** – Owner requested permission to make landscape alterations. It was commended that the changes complied with the new landscape guidelines.

MOTION: J. Luchka moved; J. Scott seconded: that the alteration will be approved. Irrigation changes must be completed by an irrigation professional.

Upon vote the motion CARRIED with 3 in favour none opposed.

## Old Business

- **Website Sign** – The communications committee proposed the purchase of a sign to advertise the website at the bulletin board in front to the clubhouse.

MOTION: J. Scott moved; J. Luchka seconded: that the purchase of a sign will be approved.

Upon vote the motion CARRIED with 4 in favour none opposed.

- **Two Eagles Golf Course & Golf Balls** – A meeting with the association and Two Eagles Golf Course (“Two Eagles”) was held. It was agreed that a copy of the notes from meeting would be attached to the minutes from this meeting.

It was suggested that if damage is caused to a home from a wayward golf ball, the homeowner should refrain from confrontation with golfers directly. The preferred method of communication should be for the homeowner to provide as much information as possible, i.e. the identify the golfer, hole number, time of mishap and cart number and report this to the Pro Shop, or the Players Assistant. Pro Shop number **250.768.0080**

## New Business:

- **Kelly Cairns** –

MOTION: J. Scott moved; K. Dickie seconded: that the email from Mike Maschek regarding Kelly Cairns acting as legal counsel on behalf of SPHOA post turnover, be tabled for consideration of Council.

Upon vote the motion CARRIED with 3 in favour none opposed.

- **Maps to Homeowners** –

MOTION: J. Scott moved; K. Dickie seconded: that a copy of the community map will be provided to the homeowners.

Upon vote the motion CARRIED with 3 in favour none opposed.

- **Budget Town Hall** – A town hall was scheduled to be held on May 23, 2015 at 10:00 a.m. to discuss the budget for the new year.

- **AGM Agenda** – The agenda for the annual general meeting was discussed.

MOTION: J. Scott moved; J. Luchka: that the agenda for the annual general meeting will be approved as discussed at this meeting.

Upon vote the motion CARRIED with 3 in favour none opposed.

- **Budget** – The budget discussed at this meeting will be approved.

MOTION: J. Scott moved; J. Luchka seconded: that the agenda for the annual general meeting will be approved as discussed at this meeting.

Upon vote the motion CARRIED with 3 in favour none opposed.

## Bylaw Enforcement:

- **3705 Sonoma Pines Drive** – A complaint was received about an alleged non-conforming lattice fence and trellis. The owner advised that the items were removed.

MOTION: K. Dickie moved; J. Luchka seconded: that Vern will be asked to inspect the location to confirm that there was no residual damage after the items remove removed.

Upon vote the motion CARRIED with 3 in favour, none opposed

- **3805 Sonoma Pins Drive** – A complaint was received about an item on the yard which was not permitted. The owner removed the item after receiving the details of the complaint.

MOTION: K. Dickie moved; J. Luchka seconded: No penalty applied for this alleged contravention.

Upon vote the motion CARRIED with 3 in favour, none opposed

- **3837 Sonoma Pines Drive** – A complaint was received about illegally parked vehicles. The complainant also alleged that a neighbor was providing false information to the alleged contravener about parking in the no parking areas.

MOTION: K. Dickie moved; J. Luchka seconded: The complaint will proceed through the normal enforcement process before a decision will be made about whether fines will be charged. If a vehicle is parked in front of a fire hydrant, APM is directed to tow the vehicle.

Upon vote the motion CARRIED with 3 in favour, none opposed

### Correspondence:

- **Pedestrian Walkway on Mesa Vista Court** – Correspondence was received from an owner concerned about the use of the access lane for the homes at the end of Mesa Vista Court by non-residents and golfers. It was agreed that council would approach the owners adjacent to the walkway to discuss possible solutions.

### Termination:

MOTION: that the meeting shall be terminated.

With no further business on the agenda, the meeting terminated at 2:37 PM.

### Next meeting:

- **May 23, 2015 Budget Town Hall** – The next town hall was scheduled to be held on May 23, 2015 at 10:00 AM to discuss next year's budget.
- **June 4, 2015 Annual General Meeting** - The next annual general meeting will be held on Thursday, June 4, 2015, 2015 at 6:00 PM at the Westbank Lions Community Hall.
- **June 11, 2015 Council Meeting** - The next meeting will be held on Thursday, June 11, 2015, at 9:00 AM in the Clubhouse.

Sonoma Pines Maintenance Committee  
Summary April 21, 2015

Attendees: Nick Schritt, Vern Valan, Suzanne Larouche, Ken Smith, Bob Nichol, Rob Taylor

Regrets: Vern Sarver

- Committee Structure – will defer until after AGM
- Alteration Agreements update
  - Further tweaking in underway that includes landscaping elements.
  - Expect to include process to interior development simply as documentation for insurance purposes
  - Will table this new process at the first Council Meeting After the AGM and implement it as soon as possible.
- Map Update
  - Further updates being worked on between Rykon, us and MMM
- Maintenance Standards
  - Patios and decks – thee needs to be a set of standards developed the reflect when and how these common property assets get maintained – Tabled until later in the year
- Curb & Road painting
  - Quotes have been let and schedules expected over the next while
- Fence repainting/repair
  - Budget request has been identified but waiting for Vern to return to discuss our maintenance strategy
- Gutter and Catch Basin strategy: budget request
  - A budget number has been identified for this year based on a strategy of completing about a 100 homes per year.
  - A review of the catch basins will be done to determine how much needs to be done
- The strategy for ongoing maintenance of the PVR controls (for our main water systems) will be reviewed. Requested a committee member to take the lead on this.
- Will distribute the Fire Hydrant certification schedule for committee members to view as their time permits.
- Next Meeting May 26 at 09:00 in the Clubhouse Boardroom.

Safety & Security Committee  
Summary April 13, 2015

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

Regrets: Johnny Luchka, Charlie Milazzo

Guest: Rod Dozois of the Commissionaires

- Bylaw Enforcement
  - Discussed using Commissionaires to enforce parking bylaws. Two options:
    1. Have the Commissionaires come on a demand basis when requested by APM to ticket the vehicle. If the violation is in front of a hydrant the call a towing company. Cost is \$25 per call. Ticket would be a two part form that includes the plate, car, etc. that would be given to APM to record and track.
    2. Have the commissionaires periodically drive through the community and ticket or have towed violations. The tickets will again be given to APM to track.
  - The general discussion was very supportive of a drive through arrangement especially with our developer leaving that would eliminate the current arrangement Rykon have of them patrolling their lots.
  - Rod will provide an estimate of the time and approximate costs for a drive through arrangement
- Lower Gate Programming
  - No major issues – the gate timer is working at minimum open times
  - Rob will talk with Greg about backup gate programming
  - Will consider using our WEB site to manage the gate programming.
- RV Parking
  - Discussion around the requirement for insurance on items parked in the RV parking lot
- Carrington Road Intersection
  - No further report
- RCMP/ Commissionaires Statistics
  - One theft from an auto is the only reported event over the past 4 months.
- Sonoma Pines Speed concern
  - George looked into temporary signs that display your speed.
  - General consensus was to table this until the developer has left
- Issues
  - Nick will develop a recommendation that the committee can consider regarding parking on the hill next to the clubhouse as there appears to be some concerns with safety.
- Next Meeting June 08 @ 09:30 at the Clubhouse Boardroom



**Sonoma Pines Homeowners Association &  
Sonoma Pines Multi-Family Association  
Council Meeting Minutes  
June 11, 2015**

Location: Clubhouse, 3999 Sonoma Pines Drive, Westbank, B.C.

### **Call to Order**

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

### **Attendance**

#### **On behalf of Sonoma Pines Homeowners Association:**

Present: Bryon Dickie, Rob Taylor\*, John Scott, Charlie Millazo, Jo Luchka, Sandy Bellamy

Absent: Tom McEwen

#### **On behalf of Rykon:**

Kimberly Burns (present for part of meeting)

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

Greg Bickert, R.C.M.

### **Election of Officers**

**MOTION:** moved by J. Scott; seconded by B. Dickie: that Rob Taylor shall be elected as President.  
Upon vote the motion **CARRIED** with a 6 in favour, none opposed.

**MOTION:** moved by C. Milazzo; seconded by J. Luchka: that John Scott shall be elected as Secretary.  
Upon vote the motion **CARRIED** with a 6 in favour, none opposed.

**MOTION:** moved by J. Luchka; seconded by S. Bellamy: that Charlie Milazzo shall be elected as Vice-President.  
Upon vote the motion **CARRIED** with a 6 in favour, none opposed.

**MOTION:** moved by C. Milazzo; seconded by J. Luchka that Bryon Dickie shall be elected as Treasurer.  
Upon vote the motion **CARRIED** with a 6 in favour, none opposed.

*[The President abstained from voting for the remainder of the meeting, unless otherwise noted.]*

### **Approve the Agenda**

**MOTION:** moved by J. Scott; seconded by S. Bellamy: that the agenda shall be approved.  
Upon vote the motion **CARRIED** with 5 in favour, none opposed, 1 abstained.

### **WFN Advisory Council Update**

**Report from Advisory Council** – A report was received from Gordon Couch about Westbank First Nation advisory council.

### **Correspondence**

**3871 Sonoma Pines Drives** – The owner of 3871 Sonoma Pines Drive reported a deficiency in the firewall in the attic which was identified by a home inspector.

**MOTION:** Moved by J. Luchka; seconded by C. Milazzo: that APM is directed to effect repairs to the unit to bring the firebreak up to Building Code.  
Upon vote the motion **CARRIED** with 5 in favour, none opposed, 1 abstained.

**2163 Serrento Lane** – The owner of 2163 Serrento Lane requested reimbursement for expenses related to remedying landscape deficiencies.

**MOTION:** Moved by B. Dickie; seconded by J. Scott: that the request will be rejected.

Upon vote the motion **CARRIED** with 4 in favour, none opposed, 2 abstained (C. Milazzo, R. Taylor).

**3790 Del Mar Lane** – The owner of 3790 Del Mar Lane requesting a rebate on the strata fees in relation to the landscape portion of the fees.

**MOTION:** Moved by C. Milazzo; seconded by J. Luchka; that the request will be rejected.

Upon vote the motion **CARRIED** with 5 in favour, none opposed, 1 abstained.

**2200 Terrero Place** – An owner objected to trees planted at 2200 and 2202 Terrero Place which were blocking the owner's view.

**MOTION:** Moved by J. Scott; seconded by C. Milazzo: that the homeowner will be instructed to remove the trees that were planted in 201, which the council did not give permission to be planted. If the homeowner fails to remove the trees, the homeowners association will remove the trees and charge the cost to the homeowner.

Upon vote the motion **CARRIED** with 5 in favour, none opposed, 1 abstained.

**MOTION:** Moved by C. Milazzo; seconded by J. Scott; that the homeowner will be instructed to trim the previously existing trees to bring the trees into compliance with the landscape guidelines.

Upon vote the motion **CARRIED** with 5 in favour, none opposed, 1 abstained.

There was discussion about contractors planting trees at owners request without confirming that the homeowner had permission to plant such trees.

**MOTION:** Moved by C. Milazzo; seconded by J. Luchka; that the Randy's Landscaping be given a note that the homeowners association expects that the contractor review valid alteration agreements before commencing work to plant trees.

Upon vote the motion **CARRIED** with 5 in favour, none opposed, 1 abstained.

The correspondence also contained concern about a landscape renovation that may be planned to be made by a neighbour. Council expressed that the concern was duly noted.

**2161 Serrento Lane** – Concern was received about the landscape renovation recently completed on Serrento Lane. Tabled until a response is received from Rykon.

## Receive Committee Reports

It was noted that if any homeowner wished to volunteer for a committee that they should contact the Jo Luchka ([joluchka@gmail.com](mailto:joluchka@gmail.com)) of the Welcoming and Volunteers Committee or the chair for the committee that the homeowner is interested in joining.

Charlie Milazzo was asked to set up an online calendar to be shared and used by the council for keeping track of the sub-committee meeting schedules.

**Communication Committee** – John Scott volunteered to be the liaison to the communication committee.

**Email:** [jdscott650@gmail.com](mailto:jdscott650@gmail.com)

**Clubhouse Committee** – Tom McEwen volunteered to act as liaison to the clubhouse committee.

**Email:** [tommc.strata@gmail.com](mailto:tommc.strata@gmail.com)

**Finance Committee** – Bryon Dickie volunteered to act as liaison to the finance committee.

**Email:** [bryondickie@shaw.ca](mailto:bryondickie@shaw.ca)

**MOTION:** Moved by J. Scott; seconded by B. Dickie; to ratify the decision to reduce the amount of the recent contingency reserve fund investment to \$500,000 from \$600,000 previously approved.

Upon vote the motion **CARRIED** with 5 in favour, none opposed, 1 abstained.

**Irrigation Committee** – Charlie Milazzo volunteered to act as liaison to the irrigation committee.

**Email:** [charliem.strata@gmail.com](mailto:charliem.strata@gmail.com)

A request for proposal for irrigation services was drafted.



**Landscape Committee** – Charlie Milazzo volunteered to act as liaison to the landscape committee.

**Email:** [charliem.strata@gmail.com](mailto:charliem.strata@gmail.com)

A request for proposal for landscape services was expected to be completed shortly.

**Maintenance Committee** – John Scott volunteered to act as liaison to the maintenance committee.

**Email:** [jdscott650@gmail.com](mailto:jdscott650@gmail.com)

The revised alteration agreement process was received. It was anticipated that the process would be voted on at the next meeting. A copy of the draft alteration agreement process is attached to these minutes.

The maintenance committee identified an issue of too high water pressure in some units. The committee planned to prepare a policy and procure document to address this matter.

**Safety & Security** – Rob Taylor volunteered to act as liaison to the safety and security committee.

**Email:** [robt.strata@gmail.com](mailto:robt.strata@gmail.com)

**Social Committee** – Sandy Bellamy volunteered to act as liaison to the social committee.

**Email:** [sbellamy@shaw.ca](mailto:sbellamy@shaw.ca)

**Volunteers and Welcoming Committee** – Jo Luchka volunteered to act as liaison to the volunteers and welcoming committee.

**Email:** [joluchka@gmail.com](mailto:joluchka@gmail.com)

The first meeting of the committee was expected to be held shortly. The first order of business was to develop the terms of reference for the committee.

## Approval of Minutes

**MOTION:** Moved by C. Milazzo; seconded by K. Burns: that the minutes will be approved with the one correction.

**CORRECTION:** As a contribution to the SPHOA's ongoing efforts at managing landscape and drainage throughout the community, Rykon has had some work done in a specific area of Serrento Lane recently, and had further work planned for a specific area of Alvarado Trail, which was slated to begin May 28, 2015. This work is **NOT** related to any warranty, as was incorrectly stated in the minutes.

Upon vote the motion **CARRIED** with 5 in favour, none opposed, 1 abstained.

## Operational Update

**Financial Highlights** – The finance committee had questions from the March 31<sup>st</sup> highlights memo.

Now that the budget was approved, APM was asked to update the April statements to include the usual budget comparison and to prepare a highlights memo.

**Landscape Hot List** – APM did not provide a written summary of the landscape hotlist.

**Maintenance** – The sidewalk repairs were requested to be completed.

The committee asked for rock wall repairs to be completed. The committee requested for a copy of the quote for rock wall repairs.

**General Operations** – There was discussion about confusion that many owners shared about who to contact about certain matters. Many owners had also confused Rykon, with APM, with United Landscapes, and vice versa.

There was discussion about sending out a reminder to owners about whom to contact about what and a reminder that issues should be made in writing. Specifically, on site workers should not be approached directly as this may result in issues not getting in front of the correct person.

## Alteration Agreements

### 3815 Sonoma Pines Drive - Extend Patio

**MOTION:** Moved by J. Luchka; seconded by C. Milazzo; that the alteration will be **rejected**. The owner will be advised that the alteration would likely be permitted if it excluded the railing, and subject to confirmation of mower pass-ability.

Upon vote the motion **CARRIED** with 5 in favour, none opposed, 1 abstained.

## 2120 Verona Lane - Pergola

**MOTION:** Moved by J. Luchka; seconded by C. Milazzo; that the alteration will be permitted, subject to the lattice matching the lattice installed in other locations.

Upon vote the motion **CARRIED** with 5 in favour, none opposed, 1 abstained.

## Alterations from Between Meetings

**MOTION:** Moved by J. Luchka; seconded by C. Milazzo; that the following decisions about requests for permission to make alterations shall be ratified:

**2125 Talavera Place** - Finish basement, Fireplace, Garage door pad - Approved

**2150 Alvarado Trail** - Front Door - Approved

**2085 Candalera Place** - Yews - Approved

**2085 Candalera Place** - Awning - Approved

**2085 Candalera Place** - Shrubs on bank - **Rejected**

Upon vote the motion **CARRIED** with 5 in favour, none opposed, 1 abstained.

*[Kimberly Burns joined the meeting at 10:15 a.m.]*

## New Alterations

### 2083 Candalera Place - Awnings

**MOTION:** Moved by J. Luchka; seconded by C. Milazzo; that the alteration will be approved, subject to maintaining 6' ground clearance.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

### 2084 Candalera Place - Extend patio

**MOTION:** Moved by J. Luchka; seconded by C. Milazzo; that the alteration will be approved, subject to maintaining access to the cleanout.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

### 2085 Candalera Place - Trees

**MOTION:** Moved by J. Luchka; seconded by C. Milazzo; that the alteration will be approved.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

### 2153 Talavera Place - Awning

**MOTION:** Moved by J. Luchka; seconded by S. Bellamy; that the alteration will be **rejected** as it does not meet present standards, including that the guidelines require that the work be professionally installed, and that a fabric sample be provided.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

### 2162 Serrento Lane - Flooring

**MOTION:** Moved by C. Milazzo; seconded by J. Luchka; that the alteration will be approved

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

### 2162 Serrento Lane – Gas Line

**MOTION:** Moved by C. Milazzo; seconded by J. Luchka; that the alteration will be approved

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

### 2166 Serrento Lane – Aggregate Coating on Front Walk

**MOTION:** Moved by J. Luchka; seconded by S. Bellamy; that the alteration will be **rejected** as it does not conform to the community's aesthetics.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

### 2169 Alvarado Trail – Front Door

**MOTION:** Moved by J. Luchka; seconded by B. Dickie; that the alteration will be approved.

Upon vote the motion **CARRIED** with 5 in favour, none opposed, 2 abstained (C. Milazzo, R. Taylor).

### 2176 Alvarado Trail – Front Door

**MOTION:** Moved by J. Luchka; seconded by B. Dickie; that the alteration will be approved

Upon vote the motion **CARRIED** with 5 in favour, none opposed, 2 abstained (C. Milazzo, R. Taylor).

### 2180 Alvarado Trail – Solatube Light

**MOTION:** Moved by C. Milazzo; seconded by J. Scott; that the alteration will be approved, subject to the flashing being installed by Madge Contracting and the Solatube by the Solar Centre.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

### 2201 Terrero Place - Tree

Concern was expressed that this alteration would result in three trees very close together in a line.

**MOTION:** Moved by J. Scott; seconded by J. Luchka; that the alteration will be approved.

Upon vote the motion **CARRIED** with 4 in favour, 1 opposed (C. Milazzo), 2 abstained (K. Burns, R. Taylor).

### 2388 Mesa Vista Court - Awning

**MOTION:** Moved by J. Scott; seconded by C. Milazzo; that the alteration will be approved

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

### 2391 Mesa Vista Court - Awning

**MOTION:** Moved by J. Scott; seconded by C. Milazzo; that the alteration will be approved

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

## Rykon Update

A formal update was not received from Rykon.

## Old Business

**RV Parking Registration** – No formal update was given about RV Parking Lot. It was noted that a number of owners provided their insurance information since the last meeting.

**Rock Walls** – APM was asked to forward the quote for rock wall repairs to the maintenance committee.

**Orkin Pest Control** – Complaints were received about marmots on common property. Orkin Pest Control was contracted to set traps to capture marmots. Information was received that there may be less marmots trapped due to the behaviour of marmots this time of year.

**MOTION:** Moved by J. Scott; seconded by C. Milazzo; that the marmot trapping program be brought to an end on June 12, 2015.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

There was discussion about contracting Orkin Pest Control to address rats and mice.

**MOTION:** Moved by J. Scott; seconded by J. Luchka; that Orkin Pest Control be contracted for a rat and mice control program for a six month period in order for the council to evaluate the benefit of such a program.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

**Fence Painting** – There was discussion about developing a request for proposal for painting the fences on a go forward basis. It was suggested that Vern Sarver could be engaged to oversee the painting project.

**MOTION:** Moved by J. Scott; seconded by J. Luchka; that the first part of the quote from Pituello Professional Painting shall be approved. The maintenance committee will develop a request for proposal process which will allow interested and qualified Sonoma Pines residents as well as outside contractors to have an opportunity to bid on Sonoma Pines projects (including fence painting) in the future.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

**Gutter Cleaning** – APM was requested to obtain one or two additional quotes for cleaning gutters.

**Catch Basins** – APM was requested to obtain one or two additional quotes for cleaning the catch basins.

**Depreciation Report** – APM was requested to obtain at least two quotes to update the depreciation report.

**Pressure Reducing Valve -**

**MOTION:** Moved by J. Scott; seconded by J. Luchka; that the quote to upgrade the pressure reducing valve from Mearles Mechanical shall be approved.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

**Driveways and Patios** – Tabled to the maintenance committee.

**Signage for Clubhouse** – Tabled to the clubhouse committee.

## New Business

**Illegal Dumping** – Tabled to the bylaw review meeting.

**Insurance** – The insurance was renewed with BFL Canada.

**MOTION:** Moved by J. Scott; seconded by J. Luchka; that \$126,000 be borrowed from the contingency reserve fund to the operating fund to pay the insurance premium.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

**AGM Minutes** – The draft minutes from the annual general meeting were provided to council.

**Ballots and Tally Sheets from AGM -**

**MOTION:** Moved by J. Luchka; seconded by B. Dickie; that the ballots and tally sheets for the election of council shall be destroyed.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

**Legal Counsel for SPHOA -**

**MOTION:** Moved by C. Milazzo; seconded by J. Scott; that Kelly Cairns will be engaged as legal counsel for the homeowners associations.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained.

**Risk Assessment** – It was noted that BFL Canada offered a risk assessment program free of additional charge. APM was directed to request BFL Canada to complete a risk assessment for the community.

**Irrigation Tampering** – There was discussion about creating rules restricting the use of personal surface sprinklers or adjusting of common irrigation devices and timers. Deferred to the irrigation committee.

**2016 Annual General Meeting** – The annual general meeting was tentatively scheduled to be held on May 26, 2016 at 5:00 p.m. (sign in) 6:00 p.m. APM was requested to book the venue.

*[Kimberly Burns departed the meeting at 12:54 p.m.]*

**Survey -**

**MOTION:** Moved by J. Scott; seconded by C. Milazzo; to engage a surveyor to mark the location of the boundary of the lots 2200 to 2244 Terrero Place.

Upon vote the motion **CARRIED** with 4 in favour, none opposed, 2 abstained (B. Dickie, R. Taylor).

## In Camera

The meeting adjourned to discuss the remaining matters in camera. 12:54 p.m.

## Termination

The meeting was terminated at 13:39 p.m.

## Next Meeting

Next council meeting was scheduled to be held on July 9, 2015 at 9:00 a.m.

## Alteration Requests (AR) Process

Revisions of Rules and Regulations (see *proposed changes in blue*)

Under "Use of Property"

(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 and the "Alterations Reference Table" for more details.**

Under "Obtain approval before altering a lot the property"

6. (1) An owner must obtain the written approval of SPHOA before making an alteration to ~~a lot~~ *the property* that involves any of the following:
  - (a) the structure of a building;
  - (b) the exterior of a building including the color of the building;
  - (c) chimneys, stairs, balconies or other things attached to the exterior of a building;
  - (d) doors, windows or skylights on the exterior of a building;
  - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
  - (f) common property located within the boundaries of a lot;
  - (g) those parts of the ~~lot~~ *property* which the SPHOA must insure;
  - ~~(h) removal or addition of vegetations, planting of any hedges or trees, except for annuals and perennials. All trees planted by homeowners must not exceed 3 meters when grown to maturity. (to be updated by Landscaping Committee)~~
  - ~~(i) Acceptable Satellite Dish & Antennae locations:~~
    - ~~a) 24" or less in diameter (dish) (Amended May 2009)~~
    - ~~b) Board approval is required before installation (Added October, 2006)~~
  - (j) and more – see the "Alterations Reference Table" for more details.*
- (2) SPHOA may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.
- (3) *Current owners and any future owners will be financially responsible for the maintenance and up keep of any alteration to the property. And the alteration will not be covered under the SPHOA insurance policy. New owners of a pre-owned residence should contact SPHOA to confirm if any part of their property has been altered in the past and for which, they would be responsible.*

## ALTERATIONS REFERENCE TABLE

In many instances homeowners are required to obtain written approval before altering property. To apply, complete an “Application for Alteration”. The form can be access at: [www.sonomapines.info](http://www.sonomapines.info) under the tab “Alterations”. Make sure to include all backup documents/information as listed on this table.

If alteration is to impact the irrigation system or landscape, make sure to obtain a separate approval by completing an “Application for Landscaping & Irrigation Alteration”.

Please note that this table is a general guide. Additional information may be required and requirements, not listed below, taken into consideration during approval process.

Alteration approvals are valid for 12 months and the alteration, once work has commenced, must be completed within 90 days.

Regarding insurance, it must be noted that in most cases, upgrades or alterations to a multi-family home undertaken by an owner are not covered under the SPMFA property insurance. Not all types of indoor renovations require approval, however, SPMFA must be notified by email of any substantial upgrades by homeowners at [sonomapines@associatedpm.ca](mailto:sonomapines@associatedpm.ca). Multi-family homeowners will have to look to his/her own insurance policy for coverage of the upgrades or alterations. For questions regarding your insurance coverage, please contact your insurance agent.

Before applying, here are few points to consider for any alterations:

1. Alteration must meet the current community standards, design and architecture.
2. Alteration must not interfere with landscape maintenance or potentially increase landscape maintenance cost.
3. Alteration must not interfere with neighbours’ view or enjoyment of their property.
4. Some alterations may require that you obtain a building permit from the West Bank First Nation or other authority. It is the homeowner’s responsibility to find out what permits or licenses are required AND to obtain them before starting any approved alteration.
5. Please note that all alterations will also be subjected to Sonoma Pines current maintenance standards.

<b>1. Arbor – Gazebo – Pergola Cedar &amp; Wood Accents</b>	
<input type="checkbox"/> Location of arbor on lawn, must allow for at least 50 inches of clearance on grass area so a riding mower can pass through with ease. <input type="checkbox"/> Location of arbor must not be in the way of irrigation sprinklers or landscape maintenance crew.	<input checked="" type="checkbox"/> Provide picture of arbor and specify material and dimensions including height. <input checked="" type="checkbox"/> Specify type of anchor. <input checked="" type="checkbox"/> Attach pictures where arbor is to be installed, with your house in the background including a picture from a distance, showing neighbors’ houses on both sides.
<b>Gazebo</b> <input type="checkbox"/> Gazebos (permanent or freestanding) <b>are NOT allowed.</b>	

**Pergola, Arbor & Wood Accents**

- Pergola and Arbor may require written approval from neighbours who may be affected by the alteration.
- Before applying, contact **BC One Call** at 1-800-474-6886 to established what underground utilities are buried in or near the future dig site.
- Pergola must be of appropriate size for the chosen area.
- Pergola must be 9 feet total height; 55 inches to top of lattice section. Made of 6"x6" cedar material, stained with Mesmer's UV Plus stain in "Natural Redwood".
- No pergola or arbor meant to hide mechanical or electrical units will be allowed, as these units must be easily accessible at all time.
- Further addition of wood accent above garage door **is NOT allowed.**

- ✓ Provide plan or sketches showing proposed changes including dimensions.
- ✓ Attach pictures of your house where the pergola is to be installed, including a picture from a distance, showing neighbors' houses on both sides.
- ✓ Attach neighbours' written consent.

**2. Awning - Privacy Screen - Door Screen - Outdoor Sunshades**

- Fabric colour must complement your house colour and its appearance and quality must match current community standards.
- Awning must be of appropriate size for the chosen area.
- Accordion style awning may require written consent from neighbours affected by the alteration.
- Awning Mechanism (Waiting for info.)
- Privacy screen must be retractable and preferably installed on a track system.
- When open, awning must not interfere with neighbours' view or obstruct landscaping maintenance crew.
- Awning & Privacy Screen must be professionally installed.
- For Phantom door screens, no approval is required but screen frame must match existing door trim colour.
- May require neighbours' written consent.

- ✓ Provide fabric sample.
- ✓ Include brochure or info with dimensions and rolling mechanism.
- ✓ Specify where the awning is to be attached e.g. wall, roof, soffit, fascia or pergola.
- ✓ Attach pictures of your house where item is to be installed, including a picture from a distance, showing neighbors' houses on both sides.
- ✓ Provide name of the company who will complete the installation.
- ✓ Attach neighbours' written consent.

**3. Devices** Any addition that would affect the outside of the building Such as *Satellite Dish, air-conditioner, electrical or gas devices, fan, light, solar tube, solar panel, vent, fireplace...etc*

<ul style="list-style-type: none"> <li><input type="checkbox"/> Devices must be professionally installed.</li> <li><input type="checkbox"/> May require inspection by a certified building/gas/electrical inspector.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Include brochure or info on the device, including dimensions and specifications.</li> <li>✓ Attach pictures from the inside of the house, and from the outside of the house where the device is to be installed. For example: for a fireplace you would provide a picture of its placement in the room and a picture of the outside wall from a distance, where the chimney will be located.</li> <li>✓ Provide name of the company who will complete the installation.</li> </ul>
<p><b>Satellite Dish</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Satellite dish must be 24 inches or less in diameter.</li> <li><input type="checkbox"/> Professionally installed on either the roof or a wall (no dish off deck, pergola or balcony allowed).</li> <li><input type="checkbox"/> Dish must not obstruct landscaping maintenance crew</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attach brochure or info on satellite dish.</li> <li>✓ Attach pictures where satellite dish is to be installed, including a picture of your house and satellite proposed location from a distance, showing neighbors' houses on both sides.</li> <li>✓ Name of satellite dish provider and installer.</li> </ul>

**4. Driveway, concrete pad, walkway & retaining wall**

Extension or removal of concrete. Addition or removal of paving stones or retaining rocks. For Maintenance see number (12).

<ul style="list-style-type: none"> <li><input type="checkbox"/> Concrete work will have to be done professionally and engineered correctly for sloping as not to affect any part of the home construction and/or create water retention in any part of Sonoma Pines property.</li> <li><input type="checkbox"/> Concrete work must be broom finished.</li> <li><input type="checkbox"/> Retaining wall must be professionally installed.</li> <li><input type="checkbox"/> Rocks used in later phases and approved for Sonoma Pines are Kettle Valley granite (from Kelowna Sand &amp; Gravel) and were installed by Rustad and Sons.</li> <li><input type="checkbox"/> Interlocking paving stones must be laid over compacted sand base and match, in size and colour, existing paving stones.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide sketches, plans and specify location and dimensions.</li> <li>✓ Attach pictures of the area where proposed changes are to be done.</li> <li>✓ If applicable, include paving stones and retaining rock specifications you are planning to use.</li> <li>✓ If alteration is to impact the irrigation system or landscape, complete and attach an "Application for Landscaping &amp; Irrigation Alteration"</li> </ul>
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**5. Deck & Patio** (Extension and/or Remodeling) For Maintenance see number (12).

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> For deck or patio extension you must obtain written approval from neighbours who may be affected by the alteration.</li> <li><input type="checkbox"/> Before applying, contact <b>BC One Call</b> at 1-800-474-6886 to establish what underground utilities are buried in or near the future dig site.</li> <li><input type="checkbox"/> For deck extension, a certified/licensed contractor should execute the work. If you choose to use a non-certified/licensed contractor, you will have to pay for two building inspections: one before closing of the deck and one after completion.</li> <li><input type="checkbox"/> Cantilevered (deck beam anchored at one end) can only be extended to a maximum of 2 feet.</li> <li><input type="checkbox"/> Concrete work will have to be done professionally and engineered correctly for sloping as not to affect any part of the home construction and/or create water retention in any part of Sonoma Pines property.</li> <li><input type="checkbox"/> Concrete patio must be done with reinforcing steel and be broom finished.</li> <li><input type="checkbox"/> Interlocking paving stones for patio must be laid over compacted sand base and match, in size and colour, existing paving stones.</li> <li><input type="checkbox"/> You may be required to obtain a building engineer assessment prior to approval.</li> <li><input type="checkbox"/> Acceptable deck cover are:             <ul style="list-style-type: none"> <li>- 65-mil <i>Eurodek Plus</i> vinyl decking with non-woven polyester backing or its equivalent.</li> <li>- Aggregate, or tile deck cover require that the deck be custom engineered with heavier joists to accommodate for the extra weight. So to change from vinyl to tile or aggregate will require significant structural changes and the involvement of a structural and geotechnical engineers might be required.</li> </ul> </li> <li><input type="checkbox"/> Deck railing must be black aluminum picket, black-framed glass or black topless glass hardware. Height required is (Waiting for info). You may purchase from any suppliers. Sonoma Pines supplier was Duradek from Kelowna.</li> <li><input type="checkbox"/> In case of railing replacement, adequate waterproofing of previous insertion points must be done i.e. meet BC Building codes.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Attach pictures of the deck or patio including a picture from a distance, showing neighbors' houses on both sides.</li> <li>✓ Provide sketches, plans with external dimensions.</li> <li>✓ If applicable, specify type of railing and deck material to be used, attach brochure/info.</li> <li>✓ If applicable, include paving stones specifications e.g. make/distributor, size, and dimensions.</li> <li>✓ Specify precautions you intend to take to protect any existing drains, pipes or any other part of the house that may be affected by the changes.</li> <li>✓ Attach neighbours' written consent.</li> <li>✓ Provide name of the contractor who will be hired to complete the alteration.</li> </ul> |
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**6. Door & Window** (Addition, modification or replacement)

Doors and windows must match current community standards.

- **Window & sliding patio door** must be in vinyl, beige colour inside & outside. Starline Windows manufactured Sonoma Pines original doors.
  - **Exterior door opening onto deck or patio;** beige solid-core metal clad exterior. Built-in mini-blinds inside glass exterior door acceptable. Sonoma Pines' supplier was Kelowna Prehung Doors.
  - **Front door;** beige solid-core metal clad exterior doors with or without clear transoms, with or without sidelights. Sidelights can be in frosted (opaque) or specialty glass.
  - **Garage door;** 7 feet high, solid-core 4 panel steel clad R12 insulated door with twin-sealed clear windows. Doors are manufactured by Steel-Craft and the colour for Sonoma Pines is "Sandstone".
- For addition of exterior door or window, prior building engineer assessment may be required.
  - If you are adding an exterior door or window, a certified/licensed professional must do the installation.
  - If you are adding a door or a window, you must obtain written consent from neighbours who may be affected by the alteration.
  - If your request is to add a window to an existing door, window must be no bigger than the door upper panel.
  - For Phantom door screens, no approval is required, but screen frame must match existing door trim colour.

- ✓ Include brochure or info on window or door, hardware and exact specifications.
- ✓ Attach pictures of the door or window to be modified or replaced including a picture of your house from a distance, showing the door or window in question, with your neighbours' house on both sides.
- ✓ If adding a door or window, attach pictures where the opening will be, including pictures showing the view from the opening.
- ✓ Where applicable, provide name of the company who will complete the installation.
- ✓ If applicable, attach neighbours' written consent.
- ✓ For window, garage or door replacement, please explain why it needs to be replaced, as cost may be SPMFA's responsibility.

### 7. Fence, Railing, Enclosure, Divider, Trellis, Gate

<ul style="list-style-type: none"> <li><input type="checkbox"/> Before applying, contact <b>BC One Call</b> at 1-800-474-6886 to established what underground utilities are buried in or near the future dig site.</li> <li><input type="checkbox"/> You may need to obtain neighbours' written consent.</li> <li><input type="checkbox"/> Material for fence, railing, enclosure or gate would have to be black aluminum and match current railings and/or made of stucco walls. Sonoma Pines standard railings were supplied by Duradek from Kelowna.</li> <li><input type="checkbox"/> Preferred material for dividers is cedar and would have to match current stain on pergola and wood trims.</li> <li><input type="checkbox"/> A certified/licensed contractor must be hired for stucco wall enclosure.</li> <li><input type="checkbox"/> Must be Acrylic Stucco and match your house colour. Sonoma Pines stucco is made by Dryvit and can be found at Winroc. Colours are: Cockatoo (gold), Sonoma Red (red), Northwest Trail Green (green), Treasure Chest (dark brown), Queensland Walnut (light brown).</li> <li><input type="checkbox"/> In case of railing replacement, adequate waterproofing of previous insertion points must be done i.e. meet BC building codes.</li> <li><input type="checkbox"/> No trellis or divider meant to hide mechanical or electrical units will be allowed, as these units must remain easily accessible at all time.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide plan or sketches showing proposed changes including dimensions.</li> <li>✓ Include brochure or info regarding the fixture in questions including specifications: colour, dimensions, etc...</li> <li>✓ Attach pictures of your house where fixture is to be installed, including a picture from a distance, showing neighbors' houses on both sides.</li> <li>✓ If applicable, attach neighbours' written consent.</li> <li>✓ If applicable, provide name of the contractor who will be hired to complete the alteration.</li> </ul>
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### 8. Golf Ball Netting

<ul style="list-style-type: none"> <li><input type="checkbox"/> Netting must be a protective netting designed for golf course fairway homes.</li> <li><input type="checkbox"/> Professionally installed.</li> <li><input type="checkbox"/> May require neighbours' written consent.</li> <li><input type="checkbox"/> Must be installed on Sonoma Pines property with no overlap on golf course property, legal survey maybe required.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attach brochure/pictures of netting to be purchased.</li> <li>✓ Attach pictures where netting is to be installed, including a picture of your house and netting proposed location from a distance, showing neighbors' houses on both sides.</li> <li>✓ Provide name of provider and installer.</li> <li>✓ If netting is to affect neighbours' view, attach neighbours' written consent.</li> </ul>
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### 9. Hot Tub

- Hot tubs on decks **are NOT allowed.**
- Hot tub should fit into your patio and not overwhelm it.
- No permit from WFN is required for hot tub installation at ground level.
- Hot tub at ground level must be set on a concrete or paving stone base.
- If 220 Volt is required and wiring is not already in place; electrical outlet will have to be installed by a licensed electrician.
- For gas operated hot tub, plumbing and installation will also have to be done by a licensed plumber/gas fitter (Class A).
- Hot tub must have a lockable cover.

- ✓ Attach brochure/pictures of hot tub and specifications i.e. dimensions, weight (dry and filled), water and occupant capacity, operating voltage and gas or electrical heating.
- ✓ Specify patio dimensions where hot tub will be located.
- ✓ Attach pictures where hot tub is to be installed, including a picture of your house from a distance, showing neighbors' houses on both sides.
- ✓ If concrete or paving stone base must be built, see section under "Driveway" and make sure to include tub manufacturer standards for base preparation.
- ✓ Electrician/company name that will do the wiring if applicable.
- ✓ For gas operated hot tub: company name who will do the gas fitting and installation.

### 10. Indoor Renovations

For those under the Sonoma Pines Multi-Family Association (SPMFA) approval from Council is required for the following indoor renovations:

- Part of the renovation is structural in nature. For example, knocking down of a wall, adding a window...etc
- Part of the renovation involves altering the exterior of the building, as would the addition of a solar tube, air vent, fireplace etc.

Please be reminded that renovations not requiring approval must be reported to SPMFA by email to: [sonomapines@associatedpm.ca](mailto:sonomapines@associatedpm.ca)

### 11. Landscaping & Irrigation

- Please refer to the "Landscape Guidelines" for more details.
- Changes to the irrigation system may require to be done by a landscaping/irrigation contractor.

- No approval is required to replace or switch around shrubs, perennials or plants as long as the replacement is on the Sonoma Pines recommended list.
- For all other landscape alterations, you will need to complete and "Application for Landscaping and Irrigation Alteration".
- ✓ When possible, provide sketches showing proposed changes including dimensions.
  - ✓ Attach pictures of the area to be modified and pictures from a distance with your house including neighbours' homes.
  - ✓ Indicate where sprinkler heads (if any) are located in the area in question.

## 12. Maintenance

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> All repainting requires use of original colour and product. General Paint has all Sonoma Pines paint codes and specs on file and offers a discount to Sonoma Pines owners as well.</li> <li><input type="checkbox"/> Repainting of stucco is to be done in a way that the overall appearance is maintained and uniform. Sonoma Pines stucco is made by Dryvit and can be found at Winroc. Colours are: Cockatoo (gold), Sonoma Red (red), Northwest Trail Green (green), Treasure Chest (dark brown), Queensland Walnut (light brown).</li> <li><input type="checkbox"/> Weathered <i>fascia</i> can be replaced with black aluminum and must be done professionally. OR stacked fascia can be sanded down then repainted with Primed black and Cloverdale WeatherOne "Covercoat" in black.</li> <li><input type="checkbox"/> Repair of cracks in driveway and concrete pad may require inspection before approval so please contact SPHOA before engaging in any concrete repairs.</li> <li><input type="checkbox"/> <i>Roofing</i> repairs are to be completed with Asphalt shingle roofing – IKO "Cambridge" series in colour "Dual Black".</li> <li><input type="checkbox"/> Repairs or replacement of <i>soffits &amp; gutters</i> must meet current standards: Fascia gutters are 5" (colour: black). Down pipe are 4" (colour: sandstone) and vented aluminum soffit around eaves and under decks (colour: sandstone).</li> <li><input type="checkbox"/> Re-staining of cedar accents above garages &amp; windows and on pergolas &amp; arbors must be done with Mesmer's UV Plus stain in "Natural Redwood" and a cleaner and brightener must be applied and rinsed before re-staining, at least for now. The Maintenance Committee is looking into other products that will eliminate the prep time. We will keep you posted.</li> </ul> | <ul style="list-style-type: none"> <li>• Single-Family homeowners are responsible for the maintenance on their property, at their own expense and subject to the same standards set for Sonoma Pines. No approval required <u>except</u> for concrete maintenance.</li> <li>• Single <u>and</u> Multi-Family homeowners, will need to submit an Application for Alteration before commencing concrete repairs or replace concrete. Concrete issues are more complex and solutions may vary. It is important that SPHOA be notified via the Application so they can provide homeowners with the best possible solution.</li> <li>• For Multi-Family homeowners, items requiring attention will be identified by the Maintenance Committee and placed on a priority list. Repair work and expenses will be looked after by SPMFA, unless of course, the item is as a result of an alteration. In that case, the Multi-Family homeowner is responsible for its upkeep same as a single-family homeowner. For example: if a pergola was built by the builder and included in the <u>original</u> buyer's purchase price, then SPMFA is responsible to maintain it. If the pergola was added later on, the Multi-Family homeowner is then responsible.</li> <li>• Multi-family homeowners are required to submit an Application for Alteration regarding roofing, fascias or stucco maintenance since those items are likely to affect more than one residence.</li> <li>• For all other general maintenance, homeowners do not need approval. However, homeowners will be expected to use the original colour, type of material and the final result will have to match the overall appearance of the community. If standards are not met, you may be required to redo the work or even have to pay for a contractor to re-do the work.</li> </ul> |
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**13. Ornamental**

- Except for hummingbird feeders, seed bird feeders and birdhouses **are NOT allowed.**
- Wind chimes **are NOT allowed.**
- House numbers cannot be altered or changed.
- Installation of a water feature on any outside walls or any part of the outside structure such as wall mounted water fountain, flower box...etc, **is NOT allowed.**
- Stand-alone fountains (non permanent) are permitted but must be set far enough that splashing water cannot reach any stucco, metal or wood structures.
- House or garden ornaments must be tasteful and not overwhelm the space. Best practice would be to ask your neighbours for their feedback. Please keep in mind that damages caused to the structure like discoloration or holes in the acrylic stucco will be the homeowners' responsibility to repair.
- Flagpoles (stand alone or hanging off a balcony at an angle) **are NOT allowed.**

- ✓ You do not need to submit an Application for Alteration, however, if guidelines are not followed, you may be asked to remove the items in question and to return the site to its original state at your own expense.
- ✓ When in doubt, please feel free to submit an Application for Alteration.

**14. Miscellaneous items**

- Requirements may vary.

- ✓ Include brochure or info on proposed changes.
- ✓ Attach pictures and other pertinent information that can assist in decision-making.

## Application for Alteration

Sonoma Pines Homeowners Association (SPHOA) and Multi Family Association (SPMFA)

For landscaping or irrigation alteration, please use the "Application for Landscaping & Irrigation Alteration". Before completing this form, refer to the "Alterations Reference Table" and make sure to attach the required information specific to your alteration(s). Missing information may delay review process. Most applications will be reviewed within 10 business days from the date received. However, some alterations may require Sonoma Pines Council approval. Council members meet once a month so be sure to submit your application at least 2 weeks prior to the next council meeting. FORWARD your application:

By Email: [sonomapines@associatedpm.ca](mailto:sonomapines@associatedpm.ca)

OR Mail or drop off: Associated Property Management (2001) Ltd. Attention: Greg Bickert, R.C.M.  
#1 – 1441 St.Paul Street, Kelowna, BC V1Y-2E4

DATE OF APPLICATION: \_\_\_\_\_  Single family home  Multiple family home

HOME OWNER'S NAME (S): \_\_\_\_\_

SONOMA PINES CIVIC ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SELECT TYPE OF ALTERATION(S) – the number beside each item correspond to the number on the AR Reference Table

- |  |  |   |   |   |
|--|--|---|---|---|
| <input type="checkbox"/> Arbor (1)           | <input type="checkbox"/> Door Window (6) | <input type="checkbox"/> Hot tub (9)      | <input type="checkbox"/> Patio (5)        | <input type="checkbox"/> Walkway (4)            |
| <input type="checkbox"/> Awning (2)          | <input type="checkbox"/> Driveway (4)    | <input type="checkbox"/> Indoor Reno 10   | <input type="checkbox"/> Pergola (1)      | <input type="checkbox"/> Window (6)             |
| <input type="checkbox"/> Concrete (4)        | <input type="checkbox"/> Enclosure (7)   | <input type="checkbox"/> Netting (Golf) 8 | <input type="checkbox"/> Railing (7)      | <input type="checkbox"/> Device-specify 3 _____ |
| <input type="checkbox"/> Deck (5)            | <input type="checkbox"/> Fascia (12)     | <input type="checkbox"/> Maintenance 12   | <input type="checkbox"/> Retaining Wall 4 |   |
| <input type="checkbox"/> Divider/Trellis (7) | <input type="checkbox"/> Fence (7)       | <input type="checkbox"/> Ornamental (13)  | <input type="checkbox"/> Satellite Dish 3 | <input type="checkbox"/> Other-specify 14 _____ |
| <input type="checkbox"/> Door (6)            | <input type="checkbox"/> Gate (7)        |   | <input type="checkbox"/> Screen/Shade 2   | _____   |

DESCRIBE ALTERATION(S) \_\_\_\_\_

1. I acknowledge that if I am granted approval to alter my lot pursuant to this application that I am responsible for compliance with the current edition of the BC Building Code, Westbank First Nation Building law and any other applicable enactment, code, regulation or standard relating to the work required to complete an approved alteration, whether or not the work is undertaken by me or by those whom I may employ to design, build or install any or all part of the alteration.
2. I acknowledge that the Sonoma Pines Homeowners Management Ltd., SPHOA and SPMFA is further absolved from all costs, maintenance, repair and any and all legal and insurance costs that may arise from an approved alteration to the Strata Property, Limited Common Property and Common Property of the Strata.
  - a) As this may be a modification to the existing property the current owners and any future owners will be responsible for the maintenance and structure of the alteration.
  - b) Any damage to the modification or existing property now or in the future due to this alteration will be the responsibility of the owner.
  - c) All damages that may be caused to Sonoma Pines property during the execution of the alteration must be put back into their existing state after the alteration is completed.
3. I acknowledge that a certified/licensed professional will complete part or all approved alteration when required by SPOHA and at my own expense.
4. I acknowledge that I, or a licensed contractor will obtain all necessary permits or licenses at my expense prior to commencing an approved alteration.
5. I acknowledge that the facts and information contained in this application and supporting documents are true.
6. I hereby apply for approval to alter my lot in accordance with the submitted documents and this application.

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Application for Landscaping & Irrigation Alteration

Sonoma Pines Homeowners Association (SPHOA) and Multi Family Association (SPMFA)

Before completing this form, you may refer to the "Landscaping Guidelines" and the lists of recommended trees, scrubs, perennials and plants for Sonoma Pines at [www.sonomapines.info](http://www.sonomapines.info). Most applications will be reviewed within 10 business days from the date received. However, some alterations may require Sonoma Pines Council approval. Council members meet once a month so be sure to submit your application at least 2 weeks prior to the next council meeting.

FORWARD your application:

By Email: [sonomapines@associatedpm.ca](mailto:sonomapines@associatedpm.ca)

OR Mail or Drop off: Associated Property Management (2001) Ltd. Attention: Greg Bickert, R.C.M.  
#1 – 1441 St.Paul Street, Kelowna, BC V1Y-2E4

DATE OF APPLICATION: \_\_\_\_\_  Single family home  Multiple family home

HOME OWNER'S NAME (S): \_\_\_\_\_

SONOMA PINES CIVIC ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SELECT TYPE OF ALTERATION (S)

## LANDSCAPING

## IRRIGATION

- Replacement of shrubs, perennials or plants with species that do not fall under the Sonoma Pines approved list.
- Addition or replacement of trees
- Addition of shrubs, perennials or plants
- Expansion of lawn area or removal of lawn
- Other - specify

- Addition of *dripper or sprinkler head* needed
- Relocation of *dripper or sprinkle head* needed
- Removal of *dripper or sprinkler head* needed
- Other - specify

DESCRIBE ALTERATION(S) \_\_\_\_\_

1. I acknowledge that if I am granted approval to alter my property pursuant to this application that I am responsible for the care and maintenance of the approved item(s), to the exception of the lawn and that the approve item(s) will be maintained to reflect Sonoma Pines landscape community standards and overall appearance.
2. I acknowledge that the Sonoma Pines Homeowners Management Ltd., SPHOA and SPMFA is further absolved from all costs, maintenance, repair and any and all legal and insurance costs that may arise from an approved alteration to the Strata Property, Limited Common Property and Common Property of the Strata.
  - a) As this may be a modification to the existing property the current owners and any future owners will be responsible for the maintenance and structure of the alteration.
  - b) Any damage to the modification or existing property now or in the future due to this alteration will be the responsibility of the owner.
  - c) All damages that may be caused to Sonoma Pines property during the execution of the alteration must be put back into their existing state after the alteration is completed.
3. I acknowledge that a landscape or irrigation specialist will complete part or all approved alteration when required by SPOHA and at my own expense.
4. I acknowledge that the facts and information contained in this application and supporting documents are true.
5. I hereby apply for approval to alter my lot in accordance with the submitted documents and this application.

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# Neighbours' Consent Form

If your alteration requires neighbours' written consent (see Alteration Table for details) have your neighbours sign the following and submit with your application.

NEIGHBOUR'S NAME (S): \_\_\_\_\_

SONOMA PINES CIVIC ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

- I am the applicant's NEIGHBOUR and OWNER of the property noted above.
- I acknowledge that I have been given details of the proposed alteration(s) to which I am giving written approval.
- Further, I understand that at any time before the determination of the application, I may give notice in writing to Council that this approval is withdrawn.

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NEIGHBOUR'S NAME (S): \_\_\_\_\_

SONOMA PINES CIVIC ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

- I am the applicant's NEIGHBOUR and OWNER of the property noted above.
- I acknowledge that I have been given details of the proposed alteration(s) to which I am giving written approval.
- Further, I understand that at any time before the determination of the application, I may give notice in writing to Council that this approval is withdrawn.

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NEIGHBOUR'S NAME (S): \_\_\_\_\_

SONOMA PINES CIVIC ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

- I am the applicant's NEIGHBOUR and OWNER of the property noted above.
- I acknowledge that I have been given details of the proposed alteration(s) to which I am giving written approval.
- Further, I understand that at any time before the determination of the application, I may give notice in writing to Council that this approval is withdrawn.

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# Sonoma Pines Homeowners Association & Sonoma Pines Multi-Family Association Council Meeting Minutes

July 9, 2015

Location: Clubhouse, 3999 Sonoma Pines Drive, Westbank, B.C.

## Call to Order

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

## Attendance

### On behalf of Sonoma Pines Homeowners Association:

Rob Taylor (President), Charlie Milazzo (Vice President), Bryon Dickie (Treasurer),  
Jo Luchka (Secretary Treasurer), John Scott (Councillor), Sandy Bellamy (Councillor),  
Tom McEwen (Councillor)

### On behalf of Rykon:

N/A

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

Greg Bickert, *R.C.M.*

## Approve the Agenda

It was noted that the chairperson previously abstained from voting at meetings. However, APM advised that the chair was permitted to vote at meetings. It was affirmed that the chair would participate in voting on a go forward basis.

**MOTION:** moved by C. Milazzo; seconded by B. Dickie: that the agenda shall be approved.

Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

## Approve Minutes

The minutes excluded an action item discussed at the meeting with respect to dead trees on Peters Road, opposite.

**MOTION:** moved by J. Scott; seconded by C. Milazzo: that the June 11, 2015 council meeting minutes shall be approved.

Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

## WFN Advisory Council Update

**Report from Advisory Council** – Gordon Couch was not present at the meeting.

## Receive Committee Reports

**Clubhouse Facility Management** – Charlie Milazzo reported that the TV and internet for the clubhouse was being switched to Telus.

There was discussion about removal of the lights on the exterior of the clubhouse. [Deferred to the committee].

**Communication Committee** – John Scott reported about the coming revisions to [www.sonomapines.info](http://www.sonomapines.info). Sponsors for the newsletter renewed their support.

As a reminder, it was noted that if there is any matter that an owner wishes to have covered in the report, a suggestion may be made to the communications committee.

**Finance Committee** – Bryon Dickie reported that the draft financial statements were presented to finance committee.

The committee discussed the operating budget. APM was working with the committee to update the budget to spread the seasonal expenses over the season in which the expenses were expected to be accrued.

Council asked APM to forward advanced copies of the monthly financial statements to the council in addition to the copies being sent to the finance committee.

The committee planned to table revised terms of reference at the August meeting.

**Irrigation Committee** – Charlie Milazzo reported that the irrigation bids were requested. The committee was finding it difficult to get real-time data to the committee about complaints and the status of repairs.

The committee was asked to develop a budget for the expenses that were going to be spent from the contingency reserve fund as approved at the annual general meeting.

**MOTION:** moved by C. Milazzo; seconded by J. Luchka: that the proposal from Evergreen Irrigation Ltd for mapping the irrigation system and providing recommendations for improvements.

Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

**Landscape Committee** – Charlie Milazzo reported that the committee drafted new terms of reference which were distributed to council prior to the meeting.

**MOTION:** moved by C. Milazzo; seconded by J. Luchka: that the terms of reference will be approved.

Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

Bids were requested for landscape maintenance for the coming year.

**Maintenance Committee** – John Scott reported that the committee was developing a database of the homes and the types of construction components as well as a task list of items to be repaired.

The committee was investigating costs and methods for maintaining wood components, pergolas, etc. APM was asked for additional contacts to be inquired from for input on what should be done on wood decorations.

A core sample was ordered on the concrete to determine the best course of action for repairing the sidewalks.

The reference table from the original alteration request process was updated from the original process tabled at the previous meeting.

**MOTION:** moved by J. Scott; seconded by C. Milazzo: that the alteration request process be approved.

Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

It was noted that the new alteration request reference table and application forms were published at [www.sonomapines.info](http://www.sonomapines.info).

**Safety & Security** – Rob Taylor submitted a report from the Safety & Security Committee. A copy of the report is attached to these minutes.

**Social Committee** – Sandy Bellamy reported that the committee's terms of reference were being revised. The committee had questions about spending authority for the committee. [Deferred to the next management meeting].

**Volunteers and Welcoming Committee** – Jo Luchka reported that terms of reference for the committee were developed.

**MOTION:** moved by J. Luchka; seconded by C. Milazzo: that the terms of reference will be approved.

Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

The committee developed budgets for a welcome package. The committee estimated the initial cost for these packages. It was noted that some of the promotional items, such as pens, required that 500 items be ordered at a minimum. Thus, the initial cost was expected to be higher than the ongoing running costs of providing welcome packages to new owners.

APM was asked to provide the committee with the new home sales versus re-sales so that the committee could develop a more precise budget over time.

**MOTION:** moved by J. Luchka; seconded by C. Milazzo: that the budget of \$1,250 for 2015 welcome packages will be approved.

Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

The committee developed a budget for a dinner and dance to express the homeowners' appreciation for the various volunteers in the community.

There was discussion about what should be included with the budget for the dinner. It was affirmed that volunteer participation in the organization, serving, and cleaning related to this event should be limited.

**MOTION:** moved by J. Luchka; seconded by C. Milazzo: that the budget of \$4,000 for a volunteer appreciation dinner and dance will be approved.

Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

## Operational Update

**Financial Highlights** – APM prepared a highlights memo and financial statements. The finance committee was working with APM to revise and finalize the April and May financial statements.

**Landscape Hot List** – The hot list is active and live and actively shared with the council in real time.

**Maintenance** – APM was asked to provide an update on projects. APM reported that there were stucco walls which may need to be painted. APM was asked to provide the details to the committee.

**General Operations** – APM informed council that a number of owners expressed their frustration about the delay in completion of the landscaping by the developer. It was reiterated that the homeowners association did not have control over the development and completion of the landscaping.

**Project Status Report** - At the previous meeting, 11 action items were on the meeting agenda. Subsequently, an update was not given. APM was asked to provide an update on these action items.

**Gutters** – The council expected that the gutter cleaning was going to begin shortly. APM asked for information on which 100 homes should be completed first.

**Depreciation Report** - APM was asked to follow up with the report providers for their proposals. APM was asked to confirm that the proposals would be ready for the next meeting.

**Rock Wall Quotes** - A copy of the rock wall repair quote was provided to council.

**Rat Orkin** - APM was asked to confirm with Orkin that the rat control program has begun.

**Fence Painting** - The fence painting was scheduled to be repainted in September. APM was asked to forward a copy of the quote to council.

**Lower PRV** - Mearles Mechanical was asked to retrofit the Lower PRV. The scope of work was unclear because committee members had spoken with the contractor and different options were discussed. APM was asked to arrange for Mearles Mechanical to meet with the maintenance and irrigation committee.

**Risk Assessment** - APM was asked to follow up with BFL Canada for a date for the free risk assessment.

**Survey of Lots** - APM reported that a surveyor was not yet arranged to mark the location of the boundary of the lots at 2200 to 2244 Terrero Place.

**Signing Authority** - APM was asked to ensure that the signing authority was updated at the Bank of Montreal for all accounts held in trust with APM.

**Reimbursement Form** - APM was asked to provide council with a revised copy of the form for council members to request reimbursements. There was discussion about the process for approving reimbursements. It was agreed that reimbursements should be pre-approved by a council member (a second council member if the reimbursement is for a council member) before being provided to APM.

**Insurance** - The insurance was placed with BFL Canada.

## Correspondence

**3871 Sonoma Pines Drives** – The owner of 3871 Sonoma Pines Drive reported a deficiency in the firewall in the attic which was identified by a home inspector.

## Alteration Agreements

### 2081 Candalera - Extend Patio & Build Lattice and Pergola

**MOTION:** Moved by M. Milazzo; seconded by J. Luchka; that the alteration will be approved, on the condition that the pergola does not protrude over the curb.

Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

### **2095 Candalera Place - Ornamental Trees**

**MOTION:** Moved by C. Milazzo; seconded by J. Luchka; that the alteration will be approved.  
Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

### **2161 Alvarado Trail - Privacy Glass on Front Door**

**MOTION:** Moved by J. Luchka; seconded by C. Milazzo; that the alteration will be approved, subject to half glass only.  
Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

### **2162 Serrento Lane - Electrical Upgrade**

**MOTION:** Moved by J. Luchka; seconded by J. Scott; that the alteration will be approved.  
Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

### **2163 Alvarado Trail - Privacy Glass on Front Door**

**MOTION:** Moved by S. Bellamy; seconded by C. Milazzo; that the alteration will be approved, subject to half glass only.  
Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

### **2191 Alvarado Trail - SolaTube Light**

**MOTION:** Moved by S. Bellamy; seconded by C. Milazzo; that the alteration will be approved subject to the guidelines, and that the flashing to be completed by Madge Contracting.  
Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

### **3861 Sonoma Pines Drive - Balcony Extension**

**MOTION:** Moved by J. Luchka; seconded by C. Milazzo; that the alteration will be approved.  
Upon vote the motion **CARRIED** with 6 in favour, none opposed, 1 abstained (J. Scott).

### **3889 Sonoma Pines Drive - Awning**

**MOTION:** Moved by B. Dickie; seconded by T. McEwen; that the alteration will be approved.  
Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

## **Rykon Update**

The representative from Rykon was not present at the meeting for personal reasons.

APM was asked to follow up with Rykon about an email from the owner at 2137 Talavera Place with respect to the completion of landscaping.

## **Old Business**

**Lighting** - A number of residents had reported that lights were not being replaced and fixtures were not being repaired in a timely manner. APM was working with Krueger Electric to ensure that the light standard maintenance was being completed as per the original arrangements with Krueger Electric.

There was discussion about completing the lighting standard labelling for the new areas of the development.

**WFN Letter Re Intersection at Carrington** - Tabled to the next meeting.

## **New Business**

**Property Taxes** - There was discussion about inquiring with WFN about receiving reduced property tax because properties within Sonoma Pines Homeowners Association paid for services that were included in the property taxes.

**Irrigation System Security** – Deferred until the irrigation mapping and recommendations are received.

**Phase 3 Gate** - The electrical meter for the gate at Phase 3 also included lighting and other non-related electrical devices. To separate the cost of the gate use versus the non-related expenses the gate needed to be on a

separate meter or sub-meter. It was noted that the cost for a sub-meter was substantially less costly than adding a separate meter and account. A proposal was asked from Krueger Electric for the installation of a sub-meter. There was discussion about charging the cost of electrical to Phase 3 owners on an estimation basis. APM was asked to review the oldest invoice for the lower gate (before lights were added) to determine the approximate running costs of a single gate. Further discussion was tabled until the next meeting.

#### **Backflow Prevention Devices -**

**MOTION:** Moved by C. Milazzo; seconded by J. Scott; that the backflow valves will be tested, at an approximate cost of \$1,000.

Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

**WFN Water Restrictions** - It was affirmed that the homeowners association would soon be following the WFN water restrictions (i.e. watering even addresses on even days, odd addresses on odd days, etc.).

It was asserted that owners should not watering during the day.

A copy of the watering restrictions is attached to these minutes.

**Bylaw Review** - There were funds allocated in the budget for reviewing the bylaws. John Scott compiled a list of bylaws that required review.

#### **In Camera**

The meeting adorned to discuss bylaw complaints in camera at 11:50 a.m.

#### **Termination**

The meeting was terminated at 12:38 p.m.

#### **Next Meeting**

Next council meeting was scheduled to be held on August 6, 2015 at 9:00 a.m.



## Sonoma Pines Homeowners Association & Sonoma Pines Multi-Family Association Council Meeting Minutes

**August 6, 2015**

NAME	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL
Rob Taylor	Chairman	▪ Safety & Security	250-768-8926	robt.strata@gmail.com
Charlie Milazzo	Vice Chairman	▪ Landscaping ▪ Irrigation	778-754-1000	charliem.strata@gmail.com
Bryon Dickie	Treasurer	▪ Finance	250-864-1040	bryondickie@shaw.ca
John Scott	Secretary	▪ Maintenance ▪ Communications	250-681-5681	jdscott650@gmail.com
Tom McEwen	Councillor	▪ Clubhouse	250-878-7565	tommc.strata@gmail.com
Sandi Bellamy	Councillor	▪ Social	250-878-4799	sbellamy@shaw.ca
Jo-Anne Luchka	Councillor	▪ Welcome/Volunteer/Election	250-300-6504	joluchka@gmail.com
Kimberly Burns	Project Mgr.	▪ Rykon	250-768-4269	kburns@rykon.ca

NAME	PORTFOLIO	PHONE	EMERGENCY	EMAIL
Greg Bickert	Strata Manager	250-869-8828	250-808-3837	sonomapines@associatedpm.ca

**Location: Clubhouse, 3999 Sonoma Pines Drive, Westbank, B.C.**

### Call to Order

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

### Attendance

**On behalf of Sonoma Pines Homeowners Association:**

Rob Taylor, Charlie Milazzo, Bryon Dickie, Jo Luchka, John Scott, Sandy Bellamy, Tom McEwen

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

Kimberly Burns, Rykon Construction

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

Greg Bickert, *R.C.M.*

### Approve the Agenda

**MOTION:** moved by T. McEwen; seconded by C. Milazzo: that the agenda shall be approved.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

### Approve Minutes

**MOTION:** moved by C. Milazzo; seconded by S. Bellamy: that the July 9, 2015 council meeting minutes shall be approved.

**AMENDMENT:** moved by C. Milazzo; seconded by S. Bellamy: the budget presented for the volunteer appreciation dinner and dance for \$4,000 was tabled, but not approved.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

## WFN Advisory Council Update

**Report from Advisory Council** – Gordon Couch provided a report from WFN Advisory Council. A copy of the report is attached to these minutes.

**Reminder about the Elections** – There was discussion about the upcoming federal election. It was reiterated that the Canada Elections Act prohibits strata corporations, condominiums, property managers, etc. from preventing candidates from canvassing within the community between 9:00 am and 9:00 pm.

**Intersections at Elk/Carrington and Butt/Carrington** - Traffic counts were being conducted with respect to safety and potential improvements to the intersections at the entrances and exits to Sonoma Pines.

Council expressed that the intersection improvements were high priority to Sonoma Pines Homeowners Association. The council asked if the Chief of West Bank First Nation would attend a future meeting to hear from the owners at Sonoma Pines at a council meeting or town hall. G. Couch agreed to bring forward this proposal to the Chief.

## Correspondence

**Presentation by Ed Dorosz** – Ed Dorosz requested council's approval to organize a meeting to present to owners about financial matters. A financial advisor was already asked to present at the meeting. Ed was advised by council that in order to be consistent with council's past decisions disallowing solicitation/endorsements, such a presentation would need to be hosted by himself, and not advertised as a "branded" presentation from any particular company/brand/professional.

**Reimbursement (2156 Talavera Place)** – An owner requested reimbursement for the cost to clear blockage in the common sanitary line.

**MOTION:** moved by C. Milazzo; seconded by S. Bellamy: that the owner will be reimbursed.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

## Receive Committee Reports

**Clubhouse Facility Management** – Tom McEwen reported about clubhouse activities. A copy of the report is attached to these minutes.

Revised insurance requirements for the clubhouse rentals were tabled for this meeting.

Minor changes were made to the clubhouse rental agreement to clarify responsibilities of tenants in Sonoma Pines who rent the clubhouse.

**MOTION:** moved by J. Scott; seconded by C. Milazzo: that the revised documents will be approved.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

**Communication Committee** – John Scott reported from the communications committee. A copy of the report is attached to these minutes.

**Finance Committee** – Bryon Dickie reported from the finance committee. A copy of the notes from the most recent finance committee meeting are attached to these minutes.

Minor wording changes were made to the finance committee's terms of reference and investment policies.

**MOTION:** moved by B. Dickie; seconded by J. Scott: that the revised terms of reference will be approved as amended.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

**MOTION:** moved by T. McEwen; seconded by C. Milazzo: that the revised investment policy will be approved.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

**Irrigation Committee** – Charlie Milazzo reported from irrigation committee. The irrigation mapping by Evergreen Irrigation was underway.

**Landscape Committee** – Correspondence was received from United Landscape that some residents were hiding household refuse in the yard waste.



APM was asked to disseminate a reminder to homeowners to not include household refuse in yard waste and that yard waste must be contained in transparent white or blue bags. Yard waste bags containing household refuse will be left behind to be disposed of by the homeowner at own expense.

**Maintenance Committee** – John Scott reported about maintenance.

A revised quote was received from Pituello Professional Painters for fence painting.

Concern was expressed about yard waste or debris propped up or in contact with the outside of the perimeter fence. Tabled to the maintenance committee.

Homeowners planted trees or bushes along the fence line which prevented access to the fence at certain locations. The painting was scheduled to begin on September 1, 2015. The committee recommended that a letter be sent to the owners between 3811 and 3899 Sonoma Pines Drive to ask owners to prune back shrubs to allow access to the fence and to apply for an alteration agreement to move shrubs that are located too close to the fence that access will not be achieved even after pruning.

The alteration request process was revised. The rules and regulations were updated as per recommendation from the landscaping committee.

**MOTION:** moved by J. Scott; seconded by C. Milazzo: that the attached revisions to Sonoma Pines Rules and Regulations be approved by Council and added to current Rules and Regulations and that the attached version of the Alterations Reference Table be adopted by Council as Sonoma Pines regulations to be followed by homeowners when applying for and completing home renovations.

Upon vote the motion **CARRIED** with 7 in favour, none opposed, 1 abstained (K. Burns).

It was noted that the new alteration request reference table and application forms were published at [www.sonomapines.info](http://www.sonomapines.info).

The revised table and alteration application form are attached to these minutes.

There was discussion about the alteration request decision form. K. Burns asked and Council agreed that the requirement for owners to obtain approval from Rykon Construction be deleted.

The maintenance committee agreed to discontinue labeling the location of light standards because the location of a unit or broken standard could almost always be related to the closest civic address.

There was discussion about gutter cleaning. The committee compiled a list of addresses to have gutters cleaned this year. APM submitted a request for proposals to four companies. The contractors were asked to provide per unit pricing for cleaning gutters for single family homes so that such owners could benefit from scale of economy savings by cleaning their gutters at the same time as the multi-family owners.

Information was received from Global Roadway Maintenance about core tests that were completed to the concrete and tests that were completed to top coat the concrete as opposed to replacement.

There was discussion about the proposed upgrade at the lower pressure reducing valve station. The committee met with Greg Anderson at Mearl's Machine. The maintenance committee recommended that the July 23, 2015 quote be approved.

**MOTION:** moved by J. Scott; seconded by J. Luchka: that Council approve the July 23 quote from Northwest Valve Systems for the upgrade of the lower PRV valve for the amount of \$10,248, and ask that annual maintenance of the upper PRV take place while they are on site completing work on the lower valve.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

There was discussion about having the water pressure tested on a monthly or ongoing basis. Tabled to the maintenance committee.

Greg Anderson recommended that the isolation valves in the community should be "exercised" once per year. The committee recommended that this cost be considered in next year's budget.

A closed space hazard assessment needed to be completed for the PRV Station to comply with the current WorkSafe BC requirements.

**Safety & Security** – Rob Taylor submitted a report from the Safety & Security Committee. A copy of the report is attached to these minutes.

A vehicle was recently broken into. Fortunately, nothing was stolen. However, it was reiterated that even if nothing is stolen, residents need to report break-ins to the RCMP.

**Social Committee** – Sandy Bellamy reported about the social committee. The committee's terms of reference were revised.

**MOTION:** moved by S. Bellamy; seconded by T. McEwen: that the social committee's revised terms of reference be approved.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

**Volunteers, Welcoming and Elections Committee** – Jo Luchka reported about the volunteers and welcoming committee.

**MOTION:** moved by J. Luchka; seconded by C. Milazzo: that the proposed budget for \$3,530.70 for the volunteer dinner and dance will be approved.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

There was discussion about which forms or documents should be included with the welcome package from the homeowners association.

There was discussion about the bylaws being included with the welcome package. APM noted that the current version of the maintenance manual provided to owner by Rykon Construction was missing the Standard Bylaws which formed part of the Homeowners Association's operating documents pursuant to the sublease. APM was asked to forward a copy to the Standard Bylaws to council.

## Operational Update

**Depreciation Report** – Two proposals were received to update the depreciation report.

**MOTION:** moved by J. Scott; seconded by B. Dickie: that the proposal from Kent McPherson shall be approved.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

APM was asked to arrange a meeting between Kent McPherson and the council.

**Catch Basins** – There was discussion about requesting a proposal to clean the catch basins and a recommendation for frequency of ongoing maintenance. APM was asked to request the work to be done on Sonoma Pines Drive. If the work more can be completed within the budget of \$7,500, then as many other basins should be cleaned as possible within that budget.

**Orkin Pest Control** – The rat control program was initiated. However, Orkin Pest Control advised that the program needed to run for a minimum of 12 months.

**MOTION:** moved by J. Luchka; seconded by S. Bellamy: that the trial period for the rat control program be extended from 6 months to 12 months.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

**Firewall Deficiency** – APM was in contact with the owner who report a deficiency in their firewall. A restoration company was asked to reinstate the fire break between the attics of the affected units.

## Alteration Agreements

### 2219 Terrero Place – Gate

**MOTION:** Moved by J. Scott; seconded by J. Luchka: that the decision to approve the alteration will be ratified.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

### 2221 Terrero Place – Shade Screen

**MOTION:** Moved by J. Scott; seconded by J. Luchka: that the alteration will be **rejected**:

The owner will be asked to reapply with the name of the supplier, more information about the type of screen and confirmation that the screen will be installed on a tracking system.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

### 2165 Talavera Place – Shade Screen

**MOTION:** Moved by J. Scott; seconded by J. Luchka: that the alteration will be approved.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, 1 abstained (K. Burns).

## 2171 Talavera Place – Awning

**MOTION:** Moved by J. Scott; seconded by J. Luchka: that the alteration will be approved.  
Upon vote the motion **CARRIED** with 8 in favour, none opposed, 1 abstained (K. Burns).

## 2208 Terrero Place – Awning

**MOTION:** Moved by J. Scott; seconded by J. Luchka; that the alteration will be approved.  
Upon vote the motion **CARRIED** with 8 in favour, none opposed, 1 abstained (K. Burns).

## Rykon Update

Kimberly Burns provided a verbal report about the ongoing development of the community, highlighting that 366 residents braved rain showers and attended the annual Rykon BBQ! Kimberly reiterated to council, the need to avoid overlapping the activities of the Landscape and Irrigation committees with areas still under Rykon's warranty, and commended APM on their improved procedures for monthly invoicing of Carrington Road Holdings for maintenance fees on undeveloped lots and those under construction

## Old Business

**WFN Letter Re Intersection at Carrington** - Tabled to the next meeting.

## New Business

### Signing Authority –

**MOTION:** moved by B. Dickie; seconded by J. Scott: that Rob Taylor, Charlie Milazzo, Bryon Dickie, and John Scott will be elected as signing officers for the homeowners association. All cheques from accounts held in trust for the homeowners association will require **two** signatures by any **one** of the signing officers along with any **one** of the signers appointed by Associated Property Management.  
Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

**Reconciliation of Social and Clubhouse Accounts** - Tabled to the finance committee.

*[Kimberly Burns departed the meeting at 1:00 p.m.]*

**Bylaw Review** – There was discussion about obtaining an estimate from the Kelly Cairns to revise the bylaws, rules, and regulations. Council was asked to provide John Scott with feedback about particular concerns.

**SolaTubes** – Concern was expressed about light exiting homes with SolaTube Lights when an electrical light fixture was installed within the SolaTube.

**MOTION:** Moved by C. Milazzo; seconded by S. Bellamy: that the alteration agreement table be amended to prohibit electrical lights within SolaTube lights.  
Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

**Landscape Equipment Storage** – There was discussion about building a storage area for landscape equipment to be stored. Tabled to the landscape committee.

**Priorities** – Council asked for feedback about priorities for the current year.

**Request for Proposal** – APM was asked to provide the committees with copies of requests for proposals that are sent to contractors on a go forward basis.

## In Camera

The council adjourned to discuss private matters in-camera.

## Termination

The meeting was terminated at 1:25 p.m.

## Next Meeting

Next council meeting was scheduled to be held on September, 2015 at 9:00 a.m.



**Sonoma Pines Homeowners Association &  
Sonoma Pines Multi-Family Association  
Council Meeting Minutes  
September 3, 2015**

NAME	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL
Rob Taylor	Chairman	▪ Safety & Security	250-768-8926	robt.strata@gmail.com
Charlie Milazzo	Vice Chairman	▪ Landscaping ▪ Irrigation	778-754-1000	charliem.strata@gmail.com
Bryon Dickie	Treasurer	▪ Finance	250-864-1040	bryondickie@shaw.ca
John Scott	Secretary	▪ Maintenance ▪ Communications	250-681-5681	jdscott650@gmail.com
Tom McEwen	Councillor	▪ Clubhouse	250-878-7565	tommc.strata@gmail.com
Sandi Bellamy	Councillor	▪ Social	250-878-4799	sbellamy@shaw.ca
Jo-Anne Luchka	Councillor	▪ Welcome/Volunteer/Election	250-300-6504	joluchka@gmail.com
Barbara McPhee	Project Manager	▪ Rykon	250-768-4269	bmcphoe@rykon.ca

NAME	PORTFOLIO	PHONE	EMERGENCY	EMAIL
Greg Bickert	Strata Manager	250-869-8828	250-808-3837	sonomapines@associatedpm.ca

**Location: Clubhouse, 3999 Sonoma Pines Drive, Westbank, B.C.**

### Call to Order

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

### Attendance

**On behalf of Sonoma Pines Homeowners Association:**

Rob Taylor, Charlie Milazzo, Bryon Dickie, Jo Luchka, John Scott, Sandy Bellamy, Tom McEwen

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

Kimberly Burns, Barbara McPhee

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

Greg Bickert, *R.C.M.*

### Approve the Agenda

**MOTION:** moved by J. Scott; seconded by J. Luchka: that the agenda shall be approved.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

### Approve Minutes

**MOTION:** moved by S. Bellamy; seconded by T. McEwen: that the August 10, 2015 council meeting minutes shall be approved.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

### WFN Advisory Council Update

**Report from Advisory Council** – Gordon Couch provided a verbal report from WFN Advisory Council.

**WFN Budget Preparation 2015/2016** – WFN council asked that the various boards and committees within Westbank First Nation provide feedback about matters that are considered to be a priority by the communities. It was affirmed that the Sonoma Pines Council would provide feedback to Gordon Couch as a group.

**Town Hall** – Chief Louie confirmed that he would attend a town hall with the owners of Sonoma Pines.

**Strata Property Act** – It was understood that Westbank First Nation was planning to adopt the Strata Property Act of BC. Council asked that Gordon Couch inquire with WFN about the status of this process.

**Fire Interface & Weed Control** – Council asked to set up a meeting with the Advisory Council about fire interface zones and weed control on properties neighboring Sonoma Pines.

## Landscaping

Karen Dickie and Janice Prodeahl presented to council on behalf of the landscaping committee.

**Landscape Maintenance Contract** – A request for proposal was sent out to four suppliers, including the existing contractor. The committee reviewed the proposals considered costs based on services provided and length of service, checked references, and considered past history with the incumbent and previous contractors. The proposals were narrowed down to Canada Landscape and Asahi. The committee considered the two quotes to be comparable to each other. It was noted that all proposals required an increase in the total cost of landscape maintenance.

The finance committee compared the costs of the proposals to the current landscape contract. The committee anticipated that a minimal increase to fees may be required next year after the cost is spread out over 12 months.

The Landscape Committee recommended that the contract be awarded to **Asahi Contracting Ltd.** The Finance Committee concurred.

**MOTION:** Moved by C. Milazzo; seconded by J. Luchka: that council accept the recommendation of the landscape committee and finance committee to award the contract with Asahi Contracting Ltd. Asahi Contracting Ltd. will be informed about this decision following this meeting. United Landscapes will be informed that the contract will not be renewed as soon as possible.

UPON VOTE THE MOTION **CARRIED** with 8 in favour, none opposed.

It was expected that the the new contract would require a strata fee increase of approximately \$10 per month per unit in the next fiscal year.

**Notice to Owners** – The landscape committee planned to prepare a notice to owners to be sent in the spring. The notice will outline the responsibilities of the landscape contractor so that owners will know what service levels are to be expected.

The council asked the landscape committee to put forward a list or map of locations that homeowners are responsible to repair and maintain.

**Irrigation** – Concern was expressed about the irrigation blow out by United Landscape last year. The irrigation committee affirmed that they intended to monitor the process closely this fall.

**Trees** – Bartlett Tree Experts completed a survey and report with recommendations for pruning, maintenance, and removal of trees. The landscape committee reviewed the recommendations and inspected the trees identified in the report. The report identified a list of priorities from 1 to 5.

There were a minimum of trees that were recommended to be removed. Most required pruning. However, removal of trees in preparation for replacement was more expensive than the required pruning.

The cost was estimated at \$9,000 for priority 1 tree removals.

There was discussion about removal of the dead trees on the single family homes. The committee requested clarification about the responsibility for removal of trees originally planted by the developer. The committee also requested feedback about the strategy for collecting the cost from owners. There was discussion about sending a letter to the single family homeowners to ask for permission to remove the trees at the same time as the work on common property so that the owners will be able to receive the benefit of the reduced price.

**MOTION:** Moved by C. Milazzo; seconded by S. Bellamy: that the recommendations of the landscape committee be accepted as presented.

UPON VOTE THE MOTION **CARRIED** with 8 in favour, none opposed.

**MOTION:** Moved by C. Milazzo.; seconded by T. McEwen: that the four owners of single family homes be notified about the trees identified in the report that need to be removed. These owners will be asked if they will provide permission to have the trees removed by Bartlett Tree Experts. If the owner does not provide permission, the owner will be asked to have the trees removed by their own contractor by October 15, 2015.

UPON VOTE THE MOTION **CARRIED** with 8 in favour, none opposed.

## Correspondence

**Mission to Haiti** – Correspondence was received about a bottle drive for “Mission to Haiti”. Information about the drive was disseminated in the newsletter. There was discussion about allowing the participating residents to solicit owners for bottles. It was affirmed that if owners who wished to support this cause should put out their bottles or cans at the end of their driveway in the manner described in the recent newsletter.

**RV Lot** – An owner requested permission to sublet an RV stall to another resident when the primary occupant left the country for the winter. The Safety & Security committee reviewed the request and discussed it at length. The committee recommended against the request.

**MOTION:** Moved by C. Milazzo; seconded by T. McEwen: that the council support the Safety & Security Committee's recommendation.

UPON VOTE THE MOTION **CARRIED** with 8 in favour; none opposed.

**Efflorescence** – Correspondence was received from a homeowner about continued efflorescence from the foundation of the home. Rykon affirmed that efflorescence was not covered under the new home warranty. However, Rykon continued to work with owners to address the efflorescence issues. Rykon surveyed and treated the efflorescence on an annual basis.

Rykon affirmed that a concrete supplier was brought in to review the efflorescence issues and to test 4 locations for recommendations for treatment and remediation. Affected homeowners would continue to be contacted directly by Rykon Construction about this process.

**Doggy Doo** – A complaint was received about residents habitually taking their dogs to do their business at a location adjacent to their home.

Council affirmed that the bylaws did not permit or deny owners to take their dogs to any particular common property location. All common property was permitted to be used in this manner.

**MOTION:** moved by C. Milazzo; seconded by J. Luchka: that all doggy doo stations be removed from common areas.

UPON VOTE THE MOTION **FAILED** with 2 in favour, (J. Luchka and S. Bellamy), and 6 opposed (R. Taylor, C. Milazzo, B. Dickie, J. Scott, T. McEwen, K. Burns)

Concern was expressed about the effect of removing the stations will increase doggy doo on common property. It was suggested that a dog committee could be formed to address dog matters, including the location of doggy stations. Further discussion about forming such a committee was tabled to the next meeting.

**Full Glass Inserts** – An owner asked council to reconsider the council's decision to only permit “half glass” inserts on front doors.

**MOTION:** moved by J. Scott; seconded by C. Milazzo: that the owner be responded to in the following manner:

“Class and suitability is a matter of personal taste. Owners should consider that their personal taste may be different than others. Where council is not attempting to define “classy looks”, we are trying to ensure that we try to protect and retain the uniform and prestigious look that inspired us to buy her in the first place.”

UPON VOTE THE MOTION **CARRIED** with 8 in favour, none opposed.

**Landscape Storage** – Complaints were received from owners about the possible location of an equipment storage for the landscapers. It was confirmed that the landscape contract approved at this meeting did not require on-site storage for equipment. APM was asked to follow up and inform the owners about this information.

**Lights in Clubhouse** – The clubhouse committee asked to increase the lighting in the multi-purpose room. The clubhouse operations committee recommended that the lights be upgraded at a maximum cost of \$500.

**MOTION:** moved by T. McEwen; seconded by C. Milazzo: that the Clubhouse Operations Committee recommendations be approved.

UPON VOTE THE MOTION **CARRIED** with 8 in favour none opposed.

**ICBC** – A vehicle drove into the lower gate. Because the vehicle was stolen, ICBC affirmed that they would only cover the deductible portion of the claim. A claim was initiated with the homeowners association's insurance.

**Phase 3 Gate** – A quote was received to install a sub-meter for the gate that serviced phase 3. Compared to the estimated operating cost of the gate (a few dollars per month), it was expressed that the cost of the sub meter was not a reasonable option.

**MOTION:** moved by C. Milazzo; seconded by J. Luchka: that the homeowners association discontinue charging phase 3 owners for electrical costs associated with the gate because the exact cost is unknown and quite minimal in any event.

UPON VOTE THE MOTION **CARRIED** with 8 in favour, none opposed.

**MOTION:** moved by B. Dickie; seconded by C. Milazzo: that the homeowners association return all electrical costs charged to the phase 3 owners to the deferred revenue for phase 3 gate maintenance.

UPON VOTE THE MOTION **CARRIED** with 8 in favour, none opposed.

It was affirmed that this motion would not affect the current strata fees. But, may affect strata fees for phase 3 owners in next year's budget.

**Pamphlets and Solicitations for Business** – An owner requested that a notice be sent to homeowners to remind them that businesses are not permitted to solicit business or distribute pamphlets to homeowners. Council recommended that a reminder be added to the next newsletter.

## Receive Committee Reports

**Clubhouse Facility Management** – Tom McEwen reported about clubhouse activities. Revised clubhouse rules and regulations were circulated.

**MOTION:** moved by T. McEwen; seconded by C. Milazzo: that the revised clubhouse rules and regulations be adopted.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

New exterior lights were expected to be installed shortly. Council asked that the committee review the length of time lights remained on as a result of the motion sensors.

**Communication Committee** – John Scott reported from the communications committee. A copy of the report from the most recent Communications Committee meeting are attached to these minutes.

**Finance Committee** – Bryon Dickie reported from the finance committee. A copy of the notes from the most recent finance committee meeting are attached to these minutes.

Further to the notes, the finance committee was working with APM to introduce additional controls for approval of expenses.

APM recommended that each of the sub-committees consider creating major categories for their budgets to provide greater detail and transparency for each committee's operating costs in the next annual budget.

**Irrigation Committee** – Charlie Milazzo reported from irrigation committee. The irrigation mapping by Evergreen Irrigation was underway. The irrigation committee was reviewing necessary upgrades to timers and other system components. The committee expected to provide recommendations to the Rykon Construction for future irrigation installations.

**Maintenance Committee** – John Scott reported about maintenance. The committee spent time with Global Roadway Maintenance to review their proposal to recoat the concrete as oppose to replacing the spalled concrete.

**MOTION:** moved by J. Scott; seconded by J. Luchka: that the quote and proposal from Global Roadway Maintenance shall be approved.

UPON VOTE THE MOTION **CARRIED** with 8 in favour none opposed.

Quotes were requested for gutter cleaning. The best quote was received from the current supplier. The supplier also provided a price to clean the eaves troughs for single family homes as requested by single family home owners.

**MOTION**: moved by J. Scott; seconded by T. McEwen: that the proposal be approved from Kelowna Gutter Cleaning. The contractor will be asked to ensure that the materials removed from the gutters be taken away from the community and that the gutter cleaning at single family homes be completed at the same time as the selected multi-family units. The contractor will be asked to provide a report about required maintenance.

UPON VOTE THE MOTION **CARRIED** with 8 in favour. None opposed.

The committee recommended that a reminder be disseminate to remind to residents about not affixing plants, feeders, etc. to fences or pergolas. J. Scott agreed to draft the notice.

The committee met with three painters to discuss recommendations for maintenance of the wood accents. The maintenance committee was considering a solid stain to significantly reduce the maintenance requirements for the wood accents. It was noted that some houses were already painted with a solid stain. Rykon Construction requested that the maintenance not start until construction of the new homes was completed.

The committee was investigating energy and maintenance costs of the lights in the community. APM advised that certain electricians and lighting wholesalers provided a free service to provide an energy audit and recommendations to upgrade lights, including the potential savings.

**Rykon Construction** – Rykon Construction was working with their Engineers to provide as built construction plans, including the location of utility services, to the homeowners association. Council asked that the original digital documents be provided.

*Barb McPhee* was introduced to council as the replacement representative for Rykon Construction for when Kimberly Burns's begins maternity leave later in September.

The Civil Engineer was scheduled to complete the infrastructure walk through for phases 10, 11 and 12 on Tuesday September 8, 2015 at 9:00 a.m.

Council affirmed that the landscaping on multi-family homes were common property. As such, the council should participate in the process of walking through the new phases with the developer beforehand off of the new phases. The landscape walk through would be completed at a future date.

Rykon Construction provided verbal permission for the homeowners association to use the Sonoma Pines logo and slogan. Written permission was forthcoming.

Council asked that the concrete for new fence posts be installed slightly above grade to reduce degradation and rot of the posts from water pooling in direct contact with the wood.

**Safety & Security** – Rob Taylor reported about the Safety & Security Committee. The Safety and Security Committee requested APM to provide information about witnesses to vandalism on common property so that the information could be provided to the RCMP.

The committee reviewed parking issues. The committee recommended that the Commissionaires not be engaged this year to patrol for parking violations.

*[Kimberly Burns and Barb McPhee departed the meeting at 11:56 a.m.]*

**Social Committee** – Sandy Bellamy reported about the social committee.

A group of owners inquired about creating a pickle ball group. The owners were connected with the communications committee to set up an inquiry for interest to be included with the next newsletter.

**Welcoming, Volunteers and Elections Committee** – Jo Luchka reported about the volunteers and welcoming committee.

## Operational Update

**Depreciation Report** – Kent Macpherson was engaged to update the depreciation report.

**Risk Assessment** – A risk assessment survey scheduled to be completed on September 4, 2015 through BFL Canada.

**Orkin Pest Control** – Orkin pest control set 50 rat bait station. The rat stations have been in place since July and it will take time for the program to be effective. There was heavy feeding in the majority of the stations which was expected to knock the population down. Rat sighting should be reported to property management to forward to Orkin Canada. Orkin will use this information to adjust the position of the stations – placing more units in the areas of higher activity.

**Catch Basins** – D&L was expected to clean the catch basins in October. As requested at the previous meeting, the catch basins along Sonoma Pines Drive would be cleaned first, then as many other basins as the budget permitted, starting with the oldest streets in the community.



**Firewall Deficiency** – The deficiency in the firewall between two duplex units was arranged to be repaired.

**Fence Painting** – The fence painter began painting on September 3, 2015. However, the contractor started work on an area that was on the final revised proposal, but not on the work confirmed by the committee to be completed.

**MOTION:** moved by J. Scott; seconded by C. Milazzo: that the council approve to pay Pituello Professional Painters an additional \$2015 for fence painting that was meant to be deferred until 2016.

UPON VOTE THE MOTION **CARRIED** with 8 in favour and none opposed.

**Eaves Troughs** – APM asked council to permit APM to us an online request form for owners of the single family homes to sign up to have their eaves troughs cleaned.

**MOTION:** moved by C. Milazzo; seconded by B. Dickie: than an online form be used to collect owner signups for eaves trough cleaning.

UPON VOTE THE MOTION **CARRIED** with 6 in favour, 1 abstained (J. Scott).

**Financial Statement** – The July financial statements and highlights memo were distributed.

**MOTION:** by B. Dickie; seconded by C. Milazzo: that financial statements for the 4 months ending July 2015 shall be approved.

UPON VOTE THE MOTION **CARRIED** with 8 in favour and none opposed.

**Service Levels** – Service levels from APM were discussed. Council continued to experience shortcomings in the service levels received from APM.

## Alteration Agreements

Requests were received from owners to make alterations to their lots or the common property. The following is a summary of council's decisions:

**Wall Art (3822 Siringo Lane) – Approved** with 5 in favour, 2 opposed (S. Bellamy and J. Luchka).

**SolaTubes (2181 Alvarado Trail) – Approved** with 7 in favour, none opposed.

**Phantom Screen (2158 Alvarado Trail) – Approved** with 7 in favour, none opposed.

**Divider/Trellis (2102 Candalera Place) – Approved** with 7 in favour, none opposed.

**Privacy Fence and Trellis (2108 Del Mar Court) – Approved** with 7 in favour, none opposed.

**Crushed Rock (3690 Sonoma Pines Drive) – Approved** with 7 in favour, none opposed.

**Lattice Fence (3690 Sonoma Pines Drive) – Denied** with none in favour, 7 opposed.

**Hooks on Decorative Wood (2127 Talavera Place) – Denied** with none in favour, 7 opposed.

**Concrete (2407 Mesa Vista Court) - Approved** with 7 in favour, none opposed.

**Privacy Arbour (2119 Talavera Place) – Denied** with none in favour, 7 opposed. More information needed before approval may be given.

**Pergola (2114 Verona Lane) - Approved** with 7 in favour, none opposed.

## New Business

**Insurance Premium** – The finance committee previously approved to borrow money from the contingency to the operating fund in order to pay the annual insurance premium.

**MOTION:** moved by B. Dickie; seconded by J. Scott: the decision to transfer funds from the contingency reserve fund to operating fund as a short term loan to pay the insurance premium shall be ratified. The loan will be repaid in monthly installments until the end of the fiscal year.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

**Golf Balls** – There was discussion about stray golf balls hitting buildings from the golf course. Council was gathering information about the preventative measures to reduce damage from golf balls.

It was affirmed that homeowners should report any stray golf balls on common property or golf balls that strike homes to property management.

**Sunken Sewer Cleanout** – An owner reported a sunken sewer cleanout. APM was asked to arrange to have the cleanout raised to grade level.

## **In Camera & Bylaw Complaints**

The meeting adjourned to discuss complaints about alleged bylaw, rule or regulation contraventions. Any remaining guests were asked to depart the meeting.

## **Termination**

The meeting was terminated at 1:59 p.m.

## **Next Meeting**

Next council meeting was scheduled to be held on October 1, 2015 at 9:00 a.m.



**Sonoma Pines Homeowners Association &  
Sonoma Pines Multi-Family Association  
Council Meeting Minutes  
October 1, 2015**

NAME	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL
Rob Taylor	Chairman	▪ Safety & Security	250-768-8926	robt.strata@gmail.com
Charlie Milazzo	Vice Chairman	▪ Landscaping ▪ Irrigation	778-754-1000	charliem.strata@gmail.com
Bryon Dickie	Treasurer	▪ Finance	250-864-1040	bryondickie@shaw.ca
John Scott	Secretary	▪ Maintenance ▪ Communications	250-681-5681	jdscott650@gmail.com
Tom McEwen	Councillor	▪ Clubhouse	250-878-7565	tommc.strata@gmail.com
Sandi Bellamy	Councillor	▪ Social	250-878-4799	sbellamy@shaw.ca
Jo-Anne Luchka	Councillor	▪ Welcome/Volunteer/Election	250-300-6504	joluchka@gmail.com
Barbara McPhee	Project Manager	▪ Rykon	250-768-4269	bmcphee@rykon.ca

NAME	PORTFOLIO	PHONE	EMERGENCY	EMAIL
Greg Bickert	Strata Manager	250-869-8828	250-808-3837	sonomapines@associatedpm.ca

**Location: Clubhouse, 3999 Sonoma Pines Drive, Westbank, B.C.**

### Call to Order

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

### Attendance

**On behalf of Sonoma Pines Homeowners Association:**

Rob Taylor, Charlie Milazzo, Bryon Dickie, Jo Luchka, John Scott, Sandy Bellamy, Tom McEwen

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

Barbara McPhee, Ken Pennington, Ryan Siemens

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

Greg Bickert, *R.C.M.*

### Approve the Agenda

**MOTION:** moved by B. Dickie; seconded by T. McEwen: that the agenda shall be approved.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

### Approve Minutes

**MOTION:** moved by C. Milazzo; seconded by J. Luchka: that the September 3, 2015 council meeting minutes shall be approved.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

## WFN Advisory Council Update

**Report from Advisory Council** – Gordon Couch provided a verbal report from WFN Advisory Council.

**Meeting with Chief Louie** – The chief met with Sonoma Pines owners at a town hall meeting. The Chief expressed his gratitude for the meeting.

**Carrington Road and Butt Road Intersection** – G. Couch continued to assert to the Ministry of Highways and other related parties about the importance of addressing the intersection at Carrington Road and Butt Road.

**Adoption of Strata Property Act** – Chief Louie confirmed that the *Strata Property Act* was not going to be adopted by Westbank First Nation and there was no plan to do so at any point in time.

## Rykon Construction Update

**Sales** – Only one home was left to be sold by the developer.

**Lower Gates** – Council inquired when the construction would be completed. Council hoped to close the lower gates upon completion of construction. Rykon expected that construction would complete in the summer of 2016.

**Structural Cracks in Clubhouse** – The council inquired about the status of structural crack repairs in the clubhouse. Rykon agreed to review the progress and report back at a later date.

**Landscaping of Common Areas** – Two homeowners on Candalera Place inquired about having an area landscaped with shrubs, etc. The particular area was planned to be hydroseeded with natural vegetation only. Rykon stated that the purchasers were shown plans that included the hydroseeded areas in the common property by their residences. There was no plan to irrigate the “natural” areas. Rykon affirmed that if an owner wished to apply to have the area changed, they would need to make an application to the Sonoma Pines council by submitting an alteration request.

**Operations Manual** – The operations manual provided to council was missing the sign-offs for landscaping and irrigation for phases 7 and later. Copies were requested.

**Infrastructure Walk Through** – The infrastructure walk through was completed. But a copy of the report was not provided to the council.

**Landscaping Maintenance** – The council affirmed that the landscaping maintenance contract was awarded to Asahi Contracting Ltd starting in the spring of 2016. Concern was expressed about the maintenance of the landscaping that was still covered under warranty by United Landscapes. It was expressed that if the landscaping is completed in phases, multiple homes at a time, that it would be much more clear what each contractor is responsible. Rykon agreed to review the process.

**Landscape Grading** – Concern was expressed that the landscaping in the newest phase was not graded properly. Council asked that Rykon address as soon as possible.

## Correspondence

**Doggy Doo** – More correspondence was received with complaints about doggy doo on common property, including doo not being cleaned up by pet owners.

Council previously expressed that a dog committee should be formed.

## Receive Committee Reports

**Clubhouse Facility Management** – Tom McEwen reported about clubhouse activities.

The committee was investigating costs for fire safety inspections.

Due to recent suspicious events at the clubhouse, the mechanical keys were changed for the locks to the clubhouse. It was reiterated that the cameras at the clubhouse were not currently in use due to privacy concerns. However, the clubhouse committee felt that surveillance could have been used to possibly identify the person or persons who may have entered the clubhouse illegally.

**MOTION**: moved by T. McEwen; seconded by C. Milazzo: that the council put forward a process for implementing a privacy policy and implement the security surveillance system already purchased by the association.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

It was noted that the Safety & Security committee was reviewing information about security and privacy concerns. The Safety & Security committee confirmed that they would provide feedback to the Clubhouse Facility committee after they completed their review.

It was noted that the next step after a basic privacy policy was developed would require a lawyer to draft the formal written policy for future adoption by the homeowners.

**Communication Committee** – John Scott reported from the communications committee. A copy of the notes from the most recent Communications Committee meeting are attached to these minutes.

The committee, in coordination with the Safety and Security committee, plan to do an annual home safety day at the clubhouse in May 2016. They will review safety issues with owners about such things as smoke alarms, fire extinguishers, outdoor lighting etc.

Winners of the first Sonoma Pines photo contest were selected by the Sonoma Pines Camera Club. The winning photo plus the second and third place entries can be viewed at [www.sonomapines.info](http://www.sonomapines.info). The winning photographer was George Forshaw whose summer fun was to record a stunning mountain/lake scene. The second place image was by Tina Herrmann's. Heather Warwick's image was in third place.

It was noted that copies of the monthly newsletters are available in the clubhouse library.

**Finance Committee** – Bryon Dickie reported from the finance committee. A copy of the notes from the most recent finance committee meeting are attached to these minutes.

The finance committee requested the council's feedback about requesting that the highlights memo be condensed to one page. The council agreed by consensus.

It was noted that the association was in a better position than budgeted year to date.

The committee recommended that as funds are built up in the contingency reserve fund that the finance committee be permitted to transfer funds from the Bank of Montreal to Valley First Credit Union to be invested in laddered GICs.

**MOTION**: moved by B. Dickie; seconded by J. Luchka: that the finance committee be permitted to transfer funds from the Bank of Montreal to Valley First Credit Union to be invested. Such investments will take into consideration operating cash flow requirements.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

It was recommended that an Ad Hoc committee be formed to decide on the waste removal contract which was coming up for renewal in February 2016.

**MOTION**: moved by B. Dickie; seconded by J. Scott: the August 31, 2015 financial statement will be approved.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

The committee began discussions about revising the unit entitlement model. It was affirmed that the intention was to hold town hall meetings with the owners before any changes were implemented.

**Irrigation Committee** – Charlie Milazzo reported from irrigation committee. The irrigation mapping was completed by Evergreen Irrigation.

**Landscaping Committee** - Charlie Milazzo reported from landscaping committee. The committee was scheduled to meet shortly.

Bartlett Tree Experts began tree maintenance. At the previous meeting, \$9,000 were approved to be spent on items identified in phase 1 of the Bartlett report. The committee planned to work through to phase 3 of the Bartlett report

to establish a baseline for landscape maintenance. It was expected that this project would require an additional \$22,000.

**MOTION:** moved by C. Milazzo; seconded by J. Luchka: the landscaping committee be authorized to spend up to \$22,000 on tree pruning and maintenance.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

**Maintenance Committee** – John Scott reported about maintenance.

The committee met with Interior Snow and Ice Control about snow removal standards and will update this winters contract to reflect the standards discussed in the risk assessment report from BFL Canada which recommended that procedures be established for regular snow clearing around the clubhouse.

The committee recommended that Council go ahead with a closed space hazard assessment of the pressure reducing stations in 2016. The cost will be included in next year's budget.

The committee reviewed the light replacement procedure. Volunteers stepped forward to patrol the community once per month to identify lights requiring maintenance. The list of lights will be forwarded to APM who will forward the list to Krueger Electric along with any others brought forward by individual homeowners.

The committee reviewed maintenance processes with painters for the wood accents on homes. The committee recommended that Certa Pro Painters be engaged to do a trial of solid stain on a sample of 4 homes. This will allow the committee to better budget based on the time it takes to complete the process on different homes and wood structures and recommend an annual procedure for maintenance of wood accents on homes and cedar structures throughout the community.

**MOTION:** moved by J. Scott; seconded by C. Milazzo: the up to \$4,000 be approved to be spent on a stain trial using Certa Pro Painters on four homes.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, xxx abstained.

Global Roadway Maintenance was hired to top coat the concrete sidewalks from the Clubhouse to Alvarado Trail on Sonoma Pines Dr. APM was asked to confirm the date that the work was scheduled to be completed.

**Safety & Security** – A report was received from the Safety & Security committee.

The committee discussed things owners could do to increase security in the community. It was expected that information would be provided to the Communications Committee to include in a future newsletter.

The committee recommended that signs be purchased for the visitor only parking spaces.

**MOTION:** moved by C. Milazzo; seconded by S. Bellamy: the up to \$900 be spent to purchase and install visitor parking and handicap signs.

Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.

The committee was investigating the cost and possibility of borrowing a speed board from ICBC or the RCMP to remind drivers when they are driving over the speed limit.

**Social Committee** – Sandy Bellamy reported about the social committee. A copy of the report is attached to these minutes.

**Welcoming, Volunteers and Elections Committee** – Jo Luchka reported about the welcoming, volunteers and elections committee. A copy of the report is attached to these minutes.

## Operational Update

**Sewer Caps and Inspection Chambers** – United Landscapes reported that that there were a number of sewer inspection chambers which were above grade and were damaged by the landscapers when mowing the lawns. Inspection covers for sewer lines. The maintenance committee planned look into this and make a recommendation

regarding, servicing or replacing the covers where they have become exposed to mowers. In the meantime APM will continue to assist homeowners who report issues.

**Depreciation Report** – Kent Macpherson was engaged to update the depreciation report. Council affirmed that they wished to meet with the contractor before the written report was developed or the on site inspections were completed.

**Risk Assessment** – A risk assessment survey was received from BFL Canada. Further discussion was tabled to the next management committee meeting.

**Orkin Pest Control** – It was affirmed that owners should report rat sightings to APM so that the number and location of bait stations can be adjusted. Orkin confirmed that they will use this information to adjust the position of the stations - placing more units in the areas of higher activity.

Council wish to remind owners that bird feeders are not allowed in the community.

**Catch Basins** – D&L surveyed the catch basins in September so that a plan would be in place before they started work in the coming weeks.

**Firewall Deficiency** – The deficiency in the firewall between two duplex units was arranged to be repaired.

**Gutters** – APM reported that 44 single family home owners signed up to have their gutters cleaned by the contractor hired to clean the gutters attached to multi-family homes.

**Site Survey** – APM followed up with D.A. Goddard Land Surveying Inc. about the survey requested to be completed by the council. It was expected that the survey would be completed shortly.

**Maintenance Fees** – Several floor plans were incorrect recorded in the data given to APM from Rykon. APM noted that some of the changes were as a result of change requests made by owners before the home began construction. Rykon affirmed that this would no longer occur as all floor plans were determined prior to this meeting.

APM asked Rykon to name the floor plan which nearest matched the custom home under construction so that an interim maintenance fee could be determined until an appraisal of the home was completed.

*[Tom McEwen departed the meeting at 11:05 a.m.]*

**Drainage (2189 Alvarado Trail)** – APM reported that the original contractor requested to investigate a drainage, irrigation, or grading issue at 2189 Alvarado Trail had unexpectedly decided not to go forward with the requested work. Alternative contractors were requested to review the area. APM affirmed that this investigation was a high priority issue.

## Alteration Agreements

Requests were received from owners to make alterations to their lots or the common property. The following is a summary of council's decisions:

**Wall Art (2072 Candalera Place) – Denied.** A photo of the proposed wall wart was required before council would approve.

**Tree Removal (4126 Solana Place) – Approved.**

**Patio and Fence (3690 Sonoma Pines Drive) – Partial approval only.**

Installation of patio stones was approved. Installation of a lattice fence at the front of the home was denied.

It was noted that the council may permit a stucco wall or a steel fence and gate, conforming with community standards for the front of homes.

**Cedar Arbors (2125 Talavera Place) – Approved.**

Considering the decision at this meeting to try new staining technique, the council suggested that the owner may wish to delay staining the new arbors until the results of that test were determined.

**Arbor (2119 Talavera Place) – Approved.** The arbor must be consistent in height and appearance as the arbor installed at 2125 Talavera Place.

**Solatubes (2219 Terrero Place) – Approved.**

Prior to this meeting, the council considered and made decisions about requests for alterations to lots or common property. The following is a summary of the council's decisions made prior to this meeting:

**Hooks (2127 Talavera Place) – Approved.** This decision was ratified with 7 in favour, none, opposed, 1 abstained.

## Old Business

**Golf Course Update** – Council continued to communicate with Two Eagles Golf Course and Rykon Construction about maintenance of the landscaping, irrigation, and fences boarding on the golf course and the area of common property behind the single family homes on Mesa Vista Court that Rykon intended to sell to Two Eagles Golf Course.

A memorandum of understanding was signed by Two Eagles Golf Course and the council representatives with respect to cost sharing and cost responsibilities.

The current buffer zone was planned to be modified somewhat and the fence line re-located at Two Eagles' expense.

*[Ken Pennington and Ryan Siemens – Rykon Construction – departed the meeting at 11:50 a.m.]*

B. Dickie was asked to provide a written update about the changes to be made on the golf course so that this information may be disseminated to the home owners adjacent to the affected areas.

**MOTION**: moved by B. Dickie; seconded by C. Milazzo: that the memorandum of understanding be approved by council.

Upon vote the motion **CARRIED** with 7 in favour, none opposed, none abstained.

*[Barb McPhee –Rykon Construction – departed the meeting at 12:01 p.m.]*

## New Business

### Updates to Rules and Regulations –

**MOTION**: moved by J. Scott; seconded by J. Luchka: that Thomas Butler LLP be engaged to review the 10 proposed revisions to the rules and regulations and incorporate the changes into the rules and regulations.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, none abstained.

**MOTION**: moved by C. Milazzo; seconded by B. Dickie: the changes to the Sonoma Pines Homeowners Association rules and regulations passed at the August council meeting will be mirrored into the Sonoma Pines Multi-Family Rules and Regulations.

Upon vote the motion **CARRIED** with 5 in favour, 1 opposed (C. Milazzo), none abstained.

**Operations Manager Job Description** – A job description was developed by council for the proposed operations manager position.

**MOTION**: moved by J. Scott; seconded by J. Luchka: that the job posting for an operations manager will be posted on Castanet.net starting November 1, 2015.

Upon vote the motion **CARRIED** with 6 in favour, none opposed, none abstained.

**Annual General Meeting** – The annual general meeting was scheduled to be held on May 26, 2015 at 4:30 p.m.

To allow time for the notice to be mailed after council to makes its final decisions about the agenda for the AGM, the May council meeting was moved forward to April 28, 2015 at 9:00 a.m.



**Non Compliant Stairs** – The risk basement report from BFL Canada highlighted concerns about stairs which owners had built which did not comply with the building code (i.e. did not meet rise and run requirements or have safety railings). There was discussion about sending out the report to homeowners who installed stairs on their lots without permission from the council. In particular, there are a number of these stairs on Alvarado Trail.

It was agreed that the HOA would be addressing these individually. Alteration requests may be required from some owners.

Council asks that owners please look at their stairs to identify if there is no railing, the steps are too short, etc. If you have such a set of stairs, please address the problem and apply to council with a plan of action. If you do not have permission for the stairs, please apply using the alteration process published at [sonomapines.info](http://www.sonomapines.info):

<http://www.sonomapines.info/alterations-request-process/>

## **In Camera & Bylaw Complaints**

The meeting adjourned to discuss complaints about alleged bylaw, rule or regulation contraventions. Any remaining guests were asked to depart the meeting.

## **Termination**

The meeting was terminated at 1:19 p.m.

## **Next Meeting**

Council meetings are held on the first Thursday of every month, at 9:00 a.m. Owners are welcome to attend these meetings as observers.

Next council meeting was scheduled to be held on November 5, 2015 at 9:00 a.m.

## **Communications Sept 21, 2016**

**Present:** Lyle and Karen Larrigan , Ed Dorosz, , Rob Taylor, John Scott

**Regrets:** Mary Trueman, Dan Nedelec

### **Newsletter October Issue**

George and Gail PCTrail

Golf Course update

Golf Tourney Pics

Photo Contest Winner

Gutter cleaning for SF and MF homes

Update on Fire interface

Thanks from the Liegmans (bottle drive)

Safety and Security

Reminder re: distribution of pamphlets

### **November Issue**

Octoberfest pics

Volunteer dinner pics

Street lights reminder

Dan and Marnie road trip

*Deadlines for articles to be included in the newsletter is the 20<sup>th</sup> of each month.*

### **Discussion**

Working on revisions to TORs

Will do an application for copyright on SP logo and tagline

Community Safety Checkup - May 2016

Communications team and Safety and Security will work together to put on a community safety expo one Saturday in May.

Topics/displays

Smoke alarms

Fire extinguishers

Insurance

Prv valves

Outdoor led's and timers – lighting for safety

Crime prevention

Bylaw enforcement

Red Cross/CPR

We will advertise in the newsletter that we are looking for a volunteer to help us out with production of a weekly community email update.

The purpose of the weekly update is to provide a structured, weekly communication to homeowners.

Next meeting tentatively scheduled for date October 20 at 1:00 pm

# Finance Committee Meeting Notes

September 29, 2015

*In Attendance: Don Clark, Lisa Murray, Bryon Dickie, Norm Asselstine, Greg Bickert. Council Members – Jo Luchka, John Scott Charlie Milazzo*

The Committee reviewed the August financial statements and recommended they be presented to Council for approval.

A number of points were raised during our discussions on the financial statements:

- Asahi and United may have a potential overlap in the new phases due to Rykon contract and maintenance of lawns. **Action: Charlie to address**
- Recommended that we transfer current and future cash from the BMO contingency account into a Valley First GIC. **Action: Bryon to get Council approval and follow up.**
- Designated funds (\$162,100) to be adjusted in the September statements. **Action: Greg to make change on September statements**
- Belgian Alliance Funds – **Action: John Scott to follow-up with Belgian to ensure that SPHOA receive a cheque at the end of the investment term.**
- Recommended that all interest income be consolidated throughout the year and then allocated between Common and Multi-Family at the end of the fiscal. **Action: Greg**
- Recommended that the Social Club Revenue be now shown as deferred revenue as they have their own bank account. **Action: Don Clark to contact Jean Scheidl to provide guidance on the proper accounting of revenues and expenses.**
- Noted that the Garbage contract expires on February 1, 2016. **Action: Greg to reconcile Waste Management invoices and check on extending the contract.**
- Recommended that the Landscaping and irrigation charges are to be reconciled and properly allocated this fall. **Action: Greg**

The committee had a lengthy discussion on the unit entitlement model and Greg will prepare a discussion paper for the next Finance Committee meeting

Next Meeting – October 26 – 10:15AM - Clubhouse

From: **Darrell Bellamy** <[dwbellamy@shaw.ca](mailto:dwbellamy@shaw.ca)>

Date: Tue, Sep 29, 2015 at 11:52 AM

Subject: Minutes from Safety and Security Meeting - Sept. 28th, 2015

To: Rob Taylor <[robt.strata@gmail.com](mailto:robt.strata@gmail.com)>, Charlie Milazzo <[charliem.strata@gmail.com](mailto:charliem.strata@gmail.com)>, John Scott <[jdsconfig650@gmail.com](mailto:jdsconfig650@gmail.com)>, Paul Kaiser <[kaiser801@shaw.ca](mailto:kaiser801@shaw.ca)>, George Leggett <[gecleggett@shaw.ca](mailto:gecleggett@shaw.ca)>, [nicars@telus.net](mailto:nicars@telus.net), Jo Luchka <[joluchka@gmail.com](mailto:joluchka@gmail.com)>

Attendees: Charlie Milazzo, Paul Kaiser, George Leggett, Nick Schmitt, Johnny Luchka, Darrell Bellamy

Regrets: Rob Taylor

Guests: John Scott, Leslie Asselstine

John Scott attended our committee meeting to discuss a home safety communications program. The communications program would be set up in a town hall meeting style, and would address safety concerns such as: Smoke detectors, Fire Extinguishers, CPR and Home Water pressure settings. Committee members felt that this was a good idea and should take place in May of next year, when many home owners have returned from their winter vacations.

#### Suspicious Activity and Persons in our Community

Leslie Asselstine, 2163 Serrento Ln. attended our meeting to relate occurrences that she and her husband have observed in our community. Leslie reported her incident to the R.C.M.P.

Through our monthly newsletter, residents have been encouraged to call the R.C.M.P. when they witness any suspicious activity or persons.

Charlie mentioned the Community Policing Program: ``Light Up Your Community`` having outside lights illuminated thru out the night, or at least part of the night. The cost to home owners would be minimal, if they were to switch to LED lights. Darrell to contact Duane McTavish, West Kelowna R.C.M.P. to obtain further information on this program.

#### Lower Gate Repair

The lower gate has now been repaired - cost and insurance claim being handled by council. Paul and Charlie and going to obtain reflectors for the gate in an effort to prevent any further legitimate accidents from taking place.

#### Visitor Parking Only Signs

Johnny Luchka to obtain the cost for eight (8) visitor parking only signs, two (2) handicap parking only signs and eight(8) support post. Johnny to obtain this info for the council meeting on Thursday Oct. 1st.

#### Speed Board for Sonoma Pines Dr.

Darrell to contact Duane McTavish, West Kelowna R.C.M.P. to obtain the use of their Speed Board and

Community Police volunteers, to assist with the ongoing speeders that we are witnessing on Sonoma Pines Dr. If the R.C.M.P. speed board is not available, John Scott to be notified, as he has a contact with I.C.B.C. that could provide us with a speed board and instruction.

#### Access for Emergency Vehicles

John Scott to obtain clarification for emergency vehicles access to our community when our security gates are closed.

#### Plastic Sewer Covers

Ongoing problem throughout our community - John Scott and Charlie Milazzo will be attending the Maintenance Committee meeting Tuesday Sept 29th to discuss this situation, as it is felt that this problem may be a joint Safety and Security - Maintenance Committee project.

#### R.V. Parking Regulations

All committee members felt that the only change to the R.V. Rental Agreement would be number 11 (eleven) to read: - There will be no subleases - Darrell to contact Greg Bickart, A.P.M. to advise of this change.

I have forwarded information received from John Scott, pertaining to the Provincial Privacy Act - we will discuss this Act at our next meeting.

Gents: If I have missed something or screwed something up - please let me know.

Next meeting T.B.A.

Social Committee Report September 2015

Happy Hours continue to be very successful, with 50-60 homeowners attending. We expect this to drop off at the end of October as our snowbirds head south.

GOLF TOURNAMENT

Our 2<sup>nd</sup> annual Golf Tournament was held on Sep 20<sup>th</sup> and was a great success. This was due to the hard work of Ed Dorosz and his committee who put in many many hours to make this event happen. Sponsors from local business were approached and came through for us donating golf holes and prizes. The monies raised will be put to good use throughout the clubhouse and clubhouse grounds. The SC put together a list of items by priority that we would like the CMC to approve. The list has been given to Tom McEwen.

OKTOBERFEST

Oktoberfest is Saturday October 3<sup>rd</sup>. Ticket sales for this our 3<sup>rd</sup> Oktoberfest are selling out rapidly. We should be at capacity by Saturday. Our committee is bbq'ing Brats and serving typical German salads and desserts.

HAPPY HOUR

Our next Happy Hour is October 16th

Upcoming events:

Oktoberfest – October 3rd

Happy Hour October 16th

Halloween Happy Hour – October 30th

Happy Hour – November 13th

Grey Cup Potluck Dinner – November 29<sup>th</sup>

## **WELCOME COMMITTEE REPORT OCTOBER 1, 2015**

The Welcome Committee has met with 4 couples and presented them with the Welcome Package. These packages have been well received. We have received requests from other home owners, The Welcome Package has been forwarded to the Communication Committee so that it can be put online.

## **VOLUNTEER APPRECIATION DINNER OCTOBER 7**

We have had an excellent response to the invitation to this dinner. We have 75 people confirmed. 14 people have declined the invitation; most due to other commitments.

**Sonoma Pines Homeowners Association &  
Sonoma Pines Multi-Family Association  
Council Meeting Minutes  
November 5, 2015**



NAME	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL
Rob Taylor	Chairman	▪ Safety & Security	250-768-8926	robt.strata@gmail.com
Charlie Milazzo	Vice Chairman	▪ Landscaping ▪ Irrigation	778-754-1000	charliem.strata@gmail.com
Bryon Dickie	Treasurer	▪ Finance	250-864-1040	bryondickie@shaw.ca
John Scott	Secretary	▪ Maintenance ▪ Communications	250-681-5681	jdscott650@gmail.com
Tom McEwen	Councillor	▪ Clubhouse	250-878-7565	tommc.strata@gmail.com
Sandi Bellamy	Councillor	▪ Social	250-878-4799	sbellamy@shaw.ca
Jo-Anne Luchka	Councillor	▪ Welcome/Volunteer/Election	250-300-6504	joluchka@gmail.com
Barbara McPhee	Project Manager	▪ Rykon	250-768-4269	bmcphee@rykon.ca

NAME	PORTFOLIO	PHONE	EMERGENCY	EMAIL
Greg Bickert	Strata Manager	250-869-8828	250-808-3837	sonomapines@associatedpm.ca

**Location: Clubhouse, 3999 Sonoma Pines Drive, West Kelowna, B.C.**

### Call to Order

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

### Attendance

**On behalf of Sonoma Pines Homeowners Association:**

**Present:** Rob Taylor, Charlie Milazzo, Jo Luchka, John Scott, Sandy Bellamy, Tom McEwen

**Absent:** Bryon Dickie

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

Barbara McPhee, Ryan Siemens

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

Greg Bickert, R.C.M.

### Approve the Agenda

**MOTION:** moved by J. Luchka; seconded by S. Bellamy: that the agenda shall be approved.  
Upon vote the motion **CARRIED** with 8 in favour, none opposed, none abstained.



## Approve Minutes

The final version of the minutes excluded changes requested to be made by council. The following is an omission from the October 1<sup>st</sup> minutes:

**Non Compliant Stairs** – The risk assessment report from BFL Canada highlighted concerns about stairs which owners had built which did not comply with the building code. The Sonoma Pines Council asks that homeowners who have stairs on the common property adjoining their homes please ensure that the stairs are in compliance with the BC Building Code. If the stairs are not in compliance then they either need to be brought into compliance or removed. To ensure that the risk assessment report is properly remediated, Council will be asking homeowners for a copy of their building permit, or a copy of the approved alteration request indicating a plan to bring the stairs up to code.

**MOTION**: moved by R. Taylor; seconded by T. McEwen: that the October 1, 2015 council meeting minutes shall be approved as amended. **CARRIED** with 7 in favour, none opposed, none abstained.

## WFN Advisory Council Update

**Report from Advisory Council** – Gordon Couch advised that recent Break & Entry in Westbank resulted in a general focus on security. Anyone that experiences anything suspicious needs to call 911. A report along with local security providers will be forwarded to the Safety & Security committee for consideration.

The next Advisory Council meeting was scheduled to be held on November 10, 2015.

## Rykon Construction Update

**Sales** – Only one home was left to be sold by the developer.

**Construction Vehicles** – Rykon asked for residents' patience as construction continues regarding parking of trailers and construction vehicles.

**Cracks in Clubhouse Walls** – Rykon confirmed that they would return to repair cracks in the drywall.

**Infrastructure Walk Through Sign-Off Sheet** – Council asked for copies of the infrastructure walk through sign off forms for Phase 7-9.

**As Built Plans** – Council asked for copies of the as built plans for phases 7-9 since construction of these homes was completed some time ago.

**Landscaping** – Rykon affirmed that United Landscapes would be required to maintain their warranty and maintenance will be done by Asahi. The Landscaping Committee and APM will manage any escalation of warranty related issues and work with Rykon to resolve.

**Emergency Access to Del Mar Lane** – The emergency access gate will be a 16' chain link gate with a landscaped driveway would lead up to the gate.

**Drainage Along Candalera Place** – The storm drains behind the lower Candalera Place home does exit into the creek.

*[the Rykon representatives departed the meeting at 9:34 a.m.]*

## Correspondence

**Hydro Seeding** – Correspondence was received from owners about the unsatisfactory hydro seeding results behind Candalera Place. The landscape design by Rykon was to install natural vegetation that did not require irrigation or landscaping management. This has been their strategy for most of the later phases.

Council is not involved with any landscaping design. Should there be a need to change any of these areas after the warranty period then consideration of options, installation and ongoing management costs need to be approved. APM was directed to forward a copy of any recent emails to council for their input before anything is issued to homeowners.

**Full Glass versus Half Glass Doors** – An owner advised council that new homes were being built with front doors which were not compatible with half glass door inserts (which was the current standard). The owner suggested that the council should consider permitting full glass doors.

It was agreed that this matter should be deferred to the maintenance committee.

## Committee Reports

A concern was expressed by committee chairs that council members not on the committee were attending and unduly engaging a committee's agenda. Any councilor can attend any committee meeting as observers and can contribute at the discretion of the chair or by asking to be included on the agenda in advance.

### Finance Committee –

**MOTION:** moved by R. Taylor; seconded by C. Milazzo: The financial statements for September be approved. **CARRIED:** 6 in favour.

The finance committee noted that there is a potential deficit in our operating expenses and as a result all discretionary expenditures are on hold. Further all expenditure proposals will have a defined budget account.

**MOTION:** moved by R. Taylor; seconded by C. Milazzo: That expenses proposed at council meetings include the budget account from which the expense will be paid. **CARRIED:** 6 in favour.

**Landscaping** – The landscape chair, Janice Prodeahl, provided an update and a “Notice of Motion” that the new Landscape Regulations and Species list will be tabled at the next council meeting for consideration.

Council asked that any community beautification initiatives be coordinated through the landscape committee and any associated funding requirements be included in their budget projections for next year.

Council commended the efforts of Janice and the landscape committee on a very successful & busy year.

**Irrigation Committee** – Charlie Milazzo advised council there are no concerns from the irrigation committee.

**Clubhouse Facility Management** – Tom McEwen advised of the committee recommendation to complete mandatory fire safety inspections and correct a number of incidental deficiencies in the clubhouse, including such things as testing the lights and placement of fire extinguishers.

**MOTION:** moved by T. McEwen; seconded by C. Milazzo: that Pacific Western Fire Protection be hired to complete the mandatory annual fire inspection and that the council authorize the purchase a fire extinguisher. The cost of up to \$250.00 will be paid from the miscellaneous budget. **CARRIED:** 6 in favour, none opposed, none abstained.

It was noted that West Kelowna Fire Rescue would need to re-inspect the clubhouse after the testing to ensure that all of the deficiencies are remedied.

The committee prepared a list of clubhouse amendments they would like council approval. The costs of these amendments would be totally from the social committee.

**MOTION:** moved by T. McEwen; seconded by C. Milazzo: that the council adopt the recommendations from the clubhouse management committee to install an automatic external defibrillator, kitchen shutter, used shuffleboard table, custom built cover for the shuffleboard table, LED lighting, additional gym equipment, laminator, automatic programmable thermostats, light timer for gym entrance, wall art, three sets of replacement darts, and to redecorate the games room. The cost of up to \$6,980 is to be paid by the social committee. **CARRIED:** 6 in favour, none opposed, none abstained.

**Communication Committee** – John Scott provided an update – with a review of newsletter contents for the upcoming month of November

**Maintenance Committee** – John Scott provided an update - see the attached report.

The committee will meet with Rykon to review which plans we have and what documents are outstanding.

The committee is finalizing the solid stain recommendation that will set the stage for all the wood trim refinishing in Sonoma Pines now and into the future.

**Safety & Security** – The Safety & Security committee was scheduled to meet again shortly.

APM was directed to forward a letter to Student 1<sup>st</sup> Chocolates to affirm that door to door solicitation is prohibited in Sonoma Pines.

It was affirmed that the Telus re-seller that was going door to door to sell Telus services was not authorized to do so. If owners see such a reseller, they should obtain a business card form the individual and inform APM to follow up with the reseller regarding our no solicitation policy.

**Social Committee** – Sandy Bellamy addressed that council about recent social committee activities. A copy of the report is attached to these minutes.

**Welcoming, Volunteers and Elections Committee** – Jo Luchka addressed the council about recent activities of the welcoming, volunteers and elections committee. A copy of the report is attached to these minutes.

## **APM Operational Update**

**Sewer Caps and Inspection Chambers** – Locking sewer caps were purchased through West Kelowna Plumbing. Charlie agreed to pick up.

**Orkin Pest Control** – It was affirmed that owners should report rat sightings to APM so that the number and location of bait stations can be adjusted. Orkin confirmed that they will use this information to adjust the position of the stations - placing more units in the areas of higher activity.

**Firewall Deficiency** – The deficiency in the firewall between two duplex units was arranged to be repaired.

**Gutters** – The multi-family gutters were cleaned. Repair of the single family issues were deferred.

**ALT 2189 – Command Construction.** Moved by C. Milazzo, seconded by J. Scott. That the quote from common construction be approved.

**Catch Basins** – An update was asked from APM about the catch basins.

**Service Levels** – The service levels from APM have seriously deteriorated over the past 4 months. The following was the agreed with APM as a reasonable set of expectations:

1. Response times to homeowners email and voice calls will be 48 Hours.
2. Response time to council or committee chairs email or voice calls will be 24 hours.
3. Delivery time for monthly financial statements as per agreement (20th of each month).

4. Contract Management - monthly update on the status of all ongoing contracts.
5. Council Meeting minutes to be delivered within 48 business hours of the council meeting. After allowing two days for council vetting, issue minutes to the homeowners by day 5. Agenda are to be issued at least 1 week prior to council meeting.
6. All action items decided and approved at council will be initiated with 5 business days
7. Hot Sheets maintained for all actions/issues from Sonoma Pines and tabled at our council meetings.
8. Homeowners will be notified when any hot list items they raise are closed.
9. All submitter's of Alteration Requests will be notified within 24 hours of the council decision by phone (with written correspondence within 48 hours), or email that becomes the written correspondence

Rob Taylor Departed the meeting at 11:15.

Charlie Milazzo took on the role of chair

## Alteration Agreements

Requests were received from owners to make alterations to their lots or the common property. The following is a summary of council's decisions:

ACL 3839 – Sat Dish. J. Scott Moved. S. Bellamy. Carried with 5

ALT 2175 – Half Glass door lite. – Moved; j. Scott. S. Bellamy. Carried.

SEL 2163 - Half Glass Door lite - Moved; j. Scott. S. Bellamy. Carried.

SOP 4118 – Removal of Tree – J. Luchka; seconded by J Scott. Carried.

SOP 4107 – Removal of tree. Move by J. Scott; seconded by J. Luchka. The owner will be permitted to replace the trees with trees or plants which comply with the regulations at the time.

SOP 4109 – Removal of tree. Move by J. Scott; seconded by J. Luchka. The owner will be permitted to replace the trees with trees or plants which comply with the regulations at the time.

## Old Business

**Golf Course Update** – There was discussion about golf ball damage. It was noted that there was coverage on the common policy. However, with a \$5,000 deductible, most claims would not qualify for coverage.

**Operations Manager Job Description** – The job description for the operations manager was developed for the job posting. A volunteer in the community was a Human Resources professional and agreed to also review the description and provide feedback.

## New Business

**Condominium Homeowners Association** – Two council members attended a seminar by the Condominium Homeowners Association. Part of the seminar covered how to turn the depreciation report into an operations plan to manage ongoing operations.

## In Camera & Bylaw Complaints

The meeting adjourned to discuss complaints about alleged bylaw, rule or regulation contraventions. Any remaining guests were asked to depart the meeting.

**PVP 2291 (SF)** – Tree Removal. Council agrees to not penalize you for this contravention of planting the tree without permission by the previous owner. However, it is a willow and will grow to a size that will become a problem. The view obstruction restriction maintenance requirements will still apply. Because of the location of this tree, it could infringe on the neighbor's property. For your information, if this were a multi-family home, the HOA

would be concerned about the damage that will be caused to the driveway from this tree. As a single family lot, it is your responsibility for the sidewalk. However, we felt that you should be aware of this concern. As such, we recommend that it be removed.

**PVP 2311** – Parking – Thank you for addressing this. Please be warned that this may be escalated.

**SPD 3809** – Thank you for removing the partition. We look forward to your application for an application for a more permanent solution.

**\*\*\* SPD 3807** – Residents have a reasonable expectation for privacy. Council only has jurisdiction over its bylaws. Chimes are not permitted in the committee. Please removed.

**SPD 3833** – The tree was moved. Planted by the previous owner. But, there is a root stump. Council will arrange for the root to be removed.

**TAP 2115** – Addressed.

**TEP 2203** – The owner replied and said that they weren't aware, but would make sure that the bylaws would followed.

**TEP 2215** – **Greg to follow up about what is going on. We need a response. We noticed it was still there and we didn't get an update.**

SOP 4148 – Thank you for addressing. Please be sure to keep it below 3 meters so that we don't have to deal with complaints about it after it grows above 3 meters. Specifically, if you only trim the trees to 3 meters in height, they will be in breach very soon thereafter as they continue to grow as those trees do.

## **Termination**

The meeting was terminated at 12:48 p.m.

## **Next Meeting**

Council meetings are held on the first Thursday of every month, at 9:00 a.m. Owners can address council by asking any council

lor to be on the agenda and as always are welcome to attend these meetings as observers.

Next council meeting was scheduled to be held on December 3, 2015 at 9:00 a.m.



**Sonoma Pines Homeowners Association &  
Sonoma Pines Multi-Family Association  
Council Meeting Minutes  
3 December, 2015**

NAME	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL
Rob Taylor	Chairman	▪ Safety & Security	250-768-8926	robt.strata@gmail.com
Charlie Milazzo	Vice Chairman	▪ Landscaping ▪ Irrigation	778-754-1000	charliem.strata@gmail.com
Bryon Dickie	Treasurer	▪ Finance	250-864-1040	bryondickie@shaw.ca
John Scott	Secretary	▪ Maintenance ▪ Communications	250-681-5681	jds cott650@gmail.com
Tom McEwen	Councillor	▪ Clubhouse	250-878-7565	tommc.strata@gmail.com
Sandi Bellamy	Councillor	▪ Social	250-878-4799	bellamysandi49@gmail.com
Jo-Anne Luchka	Councillor	▪ Welcome/Volunteer/Election	250-300-6504	joluchka@gmail.com
Barbara McPhee	Project Manager	▪ Rykon	250-768-4269	bmcph ee@rykon.ca

NAME	PORTFOLIO	PHONE	EMERGENCY	EMAIL
Kevin Jersey	Strata Manager	250-869-8828	250-808-3837	sonomapines@associatedpm.ca

**Location: Clubhouse, 3999 Sonoma Pines Drive, West Kelowna, B.C.**

**Call to Order**

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

**Attendance**

**On behalf of Sonoma Pines Homeowners Association:**

**Present:** Rob Taylor, Charlie Milazzo, Jo Luchka, John Scott, Tom McEwen, Bryon Dickie

**Absent:** Sandy Bellamy,

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

Barbara McPhee,

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

Kevin Jersey

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

- a) Landscaping – landscaping plan
- b) Social Club - resolution
- c) Maintenance – revision to alterations table
- d) APM- follow-up questions for APM

Moved by: C. Milazzo	Seconded by: T. McEwen that;
The agenda be approved as amended	
For: 7	Against: 0      Abstained: 0
<b>CARRIED</b>	

2) Previous Minutes -

Moved by: J. Scott	Seconded by: B. Dickie that;
That the minutes from 5 November 2015 be amended as follows;	
- Motion for amendments for previous minutes should be 7 in favor with 0 opposed	
- Alteration Agreements should all be shown that a vote was taken with all approved with a clear majority	
For: 6	Against: 0      Abstained: 1
<b>CARRIED</b>	

Moved by: J. Scott	Seconded by: B. Dickie that;
That the minutes from 5 November 2015 be approved as amended.	
For: 6	Against: 0      Abstained: 1
<b>CARRIED</b>	

3) **WFN Advisory Council Update** – WFN was not represented and no report was presented.

4) **Rykon Construction Update** - Barbara McPhee presented a verbal report, the highlights of which are noted below;

- Request to have Rykon added to the distribution list for minutes and notices
- 1 unit left for sale
- Phases 10, 11, 12 are under construction
- Proposed that the banners be taken down, with SPHOA deciding what to replace
- Entrance marketing signage is to be removed
- Small marketing signage to be removed next week
- Security key fob codes are to be provided to SPHOA
- As-built drawings are available in both hard copy and digital form
- Phase 1 – 7 as-built drawings have previously been provided to SPHOA
- Remaining work schedule for the last phases has not yet been made available to SPHOA
- Question – Are there any changes to the recent hydroseeding – Barb McPhee will look into the issue.

*(The Rykon representative left the meeting at 9:29 a.m.)*

5) **Correspondence**

a) **2162 Serrento Lane** – The owner reported drywall cracks in the basement. Council directed APM to initiate a New Home Warranty claim pertaining to the foundation.

Moved by: T. McEwen	Seconded by: J. Scott that;
APM send a letter to Traveler's Insurance the New Home Warranty carrier, regarding a possible claim pertaining to the foundation, which is covered for a 10 year period.	
For: 6	Against: 0      Abstained: 0
<b>CARRIED</b>	

b) **2399 Mesa Vista Crt.** - The owner requested that SPHOA cover the cost of replacement trees that protect the property from golf ball damage. Council discussed the fact that the unit is single family, the owner is responsible for the landscaping expense. Council directed APM to send a letter to the owner advising that the SPHOA will not cover the expense of replacement trees.

6) **Committee Reports**

a) **Finance Committee** - A report was submitted which is attached to these minutes. The chair reported the following;

- The committees are reviewing their expenses and are preparing budgets for the fiscal period starting the 1<sup>st</sup> of April 2016 and submitting same to the Finance Committee.
- The Social Committee currently has a separate bank account which deals with social functions only, such as an owner golf tournament, and does not have anything to do with strata fees. The committee requested that it be removed from the balance sheet. The clubhouse rental will remain on the balance sheet.

Moved by: B. Dickie	Seconded by: T. McEwen that;
The financial statements for October 2015 be accepted.	
For: 6	Against: 0      Abstained: 0
<b>CARRIED</b>	

Moved by: B. Dickie	Seconded by: C. Milazzo that;
The Social Club CASH line 1130 be removed from the SPHOA balance sheet, and that their independent financial statements will be reviewed by the Finance Committee on a quarterly basis.	
For: 6	Against: 0      Abstained: 0
<b>CARRIED</b>	

- The Council discussed the process of approving invoices for payment, which in the past has resulted in errors in coding. In a meeting with APM it was decided that all invoices would be scanned and forwarded to the Finance Committee, and a cheque would not be issued until written approval was

received from the Finance Committee by return e-mail. It was further decided that to maintain continuity, all invoices would be forwarded to the head of the specific committee that the expense related to, to receive their authorization.

Moved by: B. Dickie	Seconded by: C. Milazzo that;
Any proposed expenditure from the Operating or Contingency Reserve accounts shall be approved by the respective committee and the finance committee prior to any invoices being paid.	
For: 6	Against: 0      Abstained: 0
<b>CARRIED</b>	

**b) Landscaping** – A report was submitted and is attached to these minutes.

- The tree pruning/trimming expense was discussed, in particular the recent pruning done by Bartlett Tree Service as to whether it should be an operating expense or a Contingency Reserve expense. APM provided the generic definition of operating expenses being those that are incurred every year and CRF expenses being those that are incurred less than annually. It is conceivable that pruning could be part of the annual operating budget, but in the case at hand, the pruning was done as one time expense to catch up on the tree maintenance that had not been performed over the past several years.

Moved by: C. Milazzo	Seconded by: J. Scott that;
The Bartlett Tree Service invoice for pruning in the amount of \$33,000.00 as per the quote provided, be paid from the Contingency Reserve Fund Allocation for Landscaping and Irrigation Improvements as approved by the owners at the AGM.	
For: 6	Against: 0      Abstained: 0
<b>CARRIED</b>	

- The committee presented an amended landscaping regulations, which are attached.

Moved by: C. Milazzo	Seconded by: J. Scott that;
The landscaping regulation amendments be approved.	
For: 6	Against: 0      Abstained: 0
<b>CARRIED</b>	

- The landscaping committee presented a list of projects that may be undertaken in the future if funding was available in either the operating budget or the contingency reserve allocation. It was decided that the Finance Committee should be consulted once an estimate of the cost of each project was determined. To obtain meaningful quotes for the projects, APM suggested that a standard Request For Quote (RFQ) be created, that could include details of the project and anticipated action dates which would be completed by the respective committees. APM could then assist in sending out the RFQs, but the committee would provide a contact person to liaise with the contractor at the site.
- The council discussed the outstanding invoice from United Irrigation and Landscaping Inc. that has been the subject of a hold-back directed by the Council. It was decided that the invoice should be paid minus the amount that the contractor owes the SPOHA for damage to common property.

Moved by: C. Milazzo	Seconded by: J Luchka that;
The outstanding United Landscaping and Irrigation Inc. invoice be paid minus the amount owed to the association for damage to common property.	
For: 6	Against: 0      Abstained: 0
<b>CARRIED</b>	

**c) Irrigation** - No report was submitted.

**d) Clubhouse Facility Management** – A report was submitted which is attached to these minutes.

**e) Communications** – A report was submitted which is attached to these minutes.

**f) Maintenance** – A report was submitted which is attached to these minutes.

- The maintenance committee requested that all maintenance requests be submitted to the committee prior to any contractor being engaged.
- The maintenance committee advised that they have updated the alterations table which includes such things as paint codes etc.

Moved by: J. Scott	Seconded by: T. McEwen that;
The updated alterations table be accepted.	
For: 5	Against: 0      Abstained: 1
<b>CARRIED</b>	

- The maintenance committee submitted a contract for Snow Removal the details and content of which was discussed.

Moved by: J. Scott	Seconded by: T. McEwen that;
The Interior Snow & Ice Control Ltd. be engaged by contract, for the removal of snow on the common roadways as per the quote provided, the cost to be paid from the operating budget, and that APM sign the contract on behalf of SPOHA.	
For: 6	Against: 0      Abstained: 0
<b>CARRIED</b>	



- g) **Safety & Security** – A report was submitted which is attached to these minutes
- h) **Social** – A report was submitted which is attached to these minutes.
- i) **Welcoming, Volunteers and Elections** - No report was submitted

Moved by: J. Luchka	Seconded by: C. Milazzo that;	
The welcoming volunteers and election committee be allocated an additional funding of \$150.00 to be expensed from the Miscellaneous line item (7500)		
For: 6	Against: 0	<b>CARRIED</b>

**7) APM Operation Update** – No report was presented.

- Owners should note that Greg Bickert is no longer with Associated Property Management and that the new strata manager responsible for Sonoma Pines is Kevin Jersey. Kevin is a senior strata manager who recently joined APM having moved from Okanagan Strata Management, where he specialized in the management of large and complicated stratas. Kevin can be reached at [kevin@associatedpm.ca](mailto:kevin@associatedpm.ca).
- As the departure of Greg Bickert from APM was sudden, there was no formal hand over. Consequently there is no written report submitted as has been done in the past.
- APM is committed to a high level of service which includes the returning of phone calls within 24 business hours, and e-mails within 48 business hours. Council meeting minutes will be available for distribution to the owners within 5 business days from the date of the meeting. Action items resulting from a council meeting will be addressed within 5 business days from the date of the meeting.
- APM has suggested a number of operational procedural changes which allow for the timely tracking of maintenance issues and other time sensitive activities.
- APM reported that the gutter cleaning that was conducted by EverClear was not completed due to the change in the weather. The following Solana Place addresses have been rescheduled for the Spring of 2016; 4110, 4117, 4112, 4130, 4102, 4111, 4139, 4144, 4106, 4103. The units that had the gutters inspected and cleaned, are being charged \$40 if they only required an inspection, \$60 if a light cleaning was required, and \$80 for a full cleaning (plus the applicable taxes). Those who have paid by auto-debit will have a small credit where applicable.
- Tree #99 was removed by Bartlett Tree Service but the stump remains.

Moved by: C. Milazzo	Seconded by: J. Scott that;	
The tree stump for Tree #99 be ground at SPHOA expense, to be paid from budget line item 6500 Landscaping .		
For: 6	Against: 0	<b>CARRIED</b>

**8) Alteration Agreements**

- a) **2125 Madera Crt** – Request to install frosted glass railing panels around the deck.

Moved by: B. Dickie	Seconded by: T. McEwen Scott that;	
The modification request to install frosted glass railing panels be approved.		
For: 6	Against: 0	<b>CARRIED</b>

- b) **2094 Candalera Place** – Request to install a ground level hot tub. The request was not approved. Council requested that the owner provide additional information including a diagram indicating where the hot tub would be located.
- c) **4101 Solana Place** – Request was received to move a common fence 18" with the cost to be paid by SPHOA.

Moved by: C. Milazzo	Seconded by: B. Dickie that;	
The modification request to move a common fence 18" be approved and that the cost be the responsibility of SPHOA with the work to be done in the Spring of 2016		
For: 6	Against: 0	<b>CARRIED</b>

- d) **2068 Candalera Place** – Request to install a hot tub.

Moved by: T. McEwen	Seconded by: J. Scott that;	
The modification request to move install a hot tub be approved.		
For: 6	Against: 0	<b>CARRIED</b>

**9) Previous Business**

- a) **Operations Manager Position** – Council discussed the intention of creating the position some time in the new year and that a HR professional is reviewing the job description for possible posting.
- b) **Lower Gate Damage Insurance Claim** – APM advised that BFL Insurance has been dealing with ICBC and it is hoped that the deductible portion of the Association insurance claim will be refunded by ICBC. APM was asked to confirm that the deductible portion of the claim was paid from the Contingency Reserve Fund, as permitted under the Strata Property Act.

**10) New Business**

a) **Town Hall Meeting** – Council discussed the meeting held 21 November 2015.

b) **Garbage Removal Contract** – Council discussed the quotes that were received from Waste Management and Progressive Waste Solutions for the garbage and recycling collection. The current contract with Waste Management expires at the end of February 2016. Written notice by registered mail is required on the part of the Association to avoid the contract being automatically renewed for a 36 month period. The decision to terminate the existing contract will be decided at the January Council meeting.

**11) In Camera Session** – It is standard procedure for the meeting to enter an in camera session to discuss sensitive issues such as but not limited to bylaw and rule contraventions. APM advised the Council that Strata Property Act case law suggests that the deliberations relating to bylaw contraventions are to be conducted in camera, but that the direction to the strata manager to either send a Notice of Bylaw Contravention (NBC) or to direct that the owner be assessed a fine relating to a contravention, are to be minuted indicating the offending strata lot or unit.

Moved by: J. Scott	Seconded by: C. Milazzo that;		
The Strata Property Act format and procedures be followed by SPHOA with respect to bylaw and rule contraventions.			
For: 1	Against: 4	Abstained: 1	<b>DEFEATED</b>

Moved by: C. Milazzo	Seconded by: T. McEwen that;		
The meeting commence an in camera session at 12:05 p.m. to discuss matters that are of a sensitive nature and may be subject to privacy legislation.			
For: 6	Against: 0	Abstained: 0	<b>CARRIED</b>

Moved by: C. Milazzo	Seconded by: T. McEwen that;		
The meeting conclude the in camera session at 12:24 p.m.			
For: 6	Against: 0	Abstained: 0	<b>CARRIED</b>

**12) Next Meeting** - Council meetings are held on the first Thursday of every month, at 9:00 a.m.. Owners are welcome to attend these meetings as observers. Due to the holiday season, it was proposed that the next meeting be held on the 14<sup>th</sup> of January 2016.

Moved by: C. Milazzo	Seconded by: T. McEwen that;		
The next Council meeting be held on the 14 <sup>th</sup> of January 2016 in the Clubhouse starting at 9:00 a.m.			
For: 6	Against: 0	Abstained: 0	<b>CARRIED</b>

**13) Termination** - The meeting was terminated at 12:32 p.m.

## Finance Committee Meeting Notes

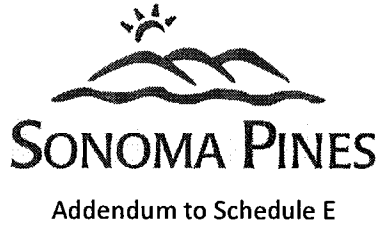
December 2, 2015

In Attendance: Don Clark, Lisa Murray, Bryon Dickie, Norm Asselstine, Kevin Jersey (APM).

The Committee reviewed the October financial statements and recommended they be presented to Council for approval.

The Finance Committee has been very busy over the last six weeks with the following:

1. As a result of the cash flow issues raised earlier the Finance Committee developed a year-end projection for this fiscal. With discretionary spending curtailed we should be able to come in on budget or possibly a small surplus.
2. Budget preparation templates for the 2016-2017 fiscal have been sent out to the Council members for their review with their respective committees.
3. A budget planning timetable has been developed.
4. Don Clark has met with the Social Club to develop an accounting for revenues and expenses that would meet Finance Committee's expectations. Social Club revenue should now be removed from our income statement going forward. Additionally Council needs to confirm what expenses for the clubhouse are to be paid by the Social Committee and what items come out of the Club Operations budget. The Clubhouse Management Committee may already have this detailed.
5. A decision needs to be made how Rental revenue for the Clubhouse should be captured. It is the opinion of the Finance Committee this should be shown in SPHOA general revenue.
6. We sought and received clarification on the \$162,000 from our CRF, which was approved at the AGM to be spent on Landscaping and Irrigation. While the Finance Committee believes these expenses should be included in the operating budget it is the opinion of both Kent MacPherson and CHOA that any initial pruning or one time only charges may be charged to CRF. Further, Council earlier had passed a motion approving the Bartlett charges to be paid for from the CRF. Going forward all tree pruning will be captured in an annual operating budget.
7. The Finance Committee developed an Internal Controls protocol. This document has been forwarded to APM for their comment and how we may move forward to implement better internal controls for SPHOA.



## Landscape Regulations (formally Landscape Guidelines)

December 2015

Sonoma Pines is one of the most desirable communities in West Kelowna. The consistency in the Community and the spectacular views are inherent to the value of our homes. We have developed these regulations for landscaping standards and best practices to provide consistency in our open landscaping concept. Our goal is to accent the beautiful views of the mountains, lake, golf course and surrounding areas, allow for individuality, and minimize maintenance cost.

### **1) Landscaping General Maintenance**

- a) Our landscaping contractor currently provides grass cutting on lawn areas plus most pruning requirements except for trees. The contractor is responsible to weed all common areas only. (Parks, Pathways, Parking Lots, Boulevard, etc.). The contractor has not been contracted to weed Single Family residences or the common area adjacent to Multi Family residences.

### **2) Trees/Conifers**

- a) No Willow Trees or Fruit trees allowed to be planted
- b) Tree growth will not be allowed to exceed a height or width that will interfere with views, grow over driveways, roads, across walkways, block vision to roads (at intersections), interfere with infrastructure , reach the roof height and/or touch a building.
- c) Trees along the boulevard on Sonoma Pines Drive are excluded from the above
- d) New Trees can no longer be planted by homeowners unless one dies and needs to be replaced. An approved Application for Landscaping & Irrigation

Alteration is required. A list of approved trees is available. This will allow for the documented history and inventory of community trees.

- e) Cedars, Junipers, and Yews maximum height is 8 feet. Any cedars below 8 ft. will still be trimmed to consistency. All are pruned in the fall

### **3) Shrubs/Perennials/Ornamental Grasses**

- a) Most shrubs will be pruned to a maximum of 5ft. Any shrub under 5 feet will be pruned according to the species. If you are replacing a shrub or perennial with one that is on the approved list no application is required. If it is not on the approved list or you are adding additional shrubs etc. an application for landscaping & irrigation alteration request is required. Referrer to the Sonoma Pines approved shrubs and perennials documents and alteration documents for information.
- b) Perennials, Shrubs and ornamental grasses etc. in common areas (Parks, Pathways, Parking Lots, Boulevard, etc.) are the responsibility of the Sonoma Pines HOA.
- c) Cutting and pruning of ornamental grasses in the fall of each season will be completed by landscape contractor.

### **4) Rock Walls**

To protect our rock walls there will be no planting or irrigation lines in or around the rock walls. This includes annuals, perennials, shrubs, trees and vegetation of any kind.

### **5) Weeding**

- a) The landscape contractor will be responsible for weed control in common areas only and lawns. (Parks, Pathways, Parking Lots, Boulevard etc.) A map of the weeded common areas will be posted on Sonoma Pines website at start of landscape season.
- b) Homeowners are asked to try and keep our community as weed free as possible. If you are not able to do the weeding our current Landscape contractor Asahi Contracting Ltd. may be hired on a pre-booked

arrangement for the full 8 months. Please arrange with our Property Manager before March. Alternatively you may hire a landscape contractor of your choice.

#### **6) Lawns & Mowing**

- a) SPHOA has contracted lawn mowing and maintenance for ALL areas in our community and homeowners are strongly encouraged to participate in landscaping contractor mowing services. It is not recommended but if a homeowner mows their own lawn on occasion, or on a regular basis be advised that the landscaping contractor may at his own discretion, mow the lawn if deemed necessary without the homeowner's approval.
- b) We ask homeowners to remove hoses, lawn ornaments and lawn furniture from their lawns on designated mowing days, so as to allow landscapers to complete their mowing requirements.
- c) All Dog feces are to be removed immediately by dog owner. Otherwise your lawn will not be mowed.

#### **7) Aerating of Lawns**

- a) Aerating of lawns is prohibited as it will damage the irrigation system.

#### **8) Irrigation**

- a) Homeowners are not to tamper with any part of the irrigation system including controllers in the Multi-Family area. Assistance is available from our Contractor through our property manager or from the Irrigation Committee
- b) Single family homeowners are encouraged to follow the programming suggestions from our Landscape Contractor or the Irrigation Committee to control saturation of lower grade areas
- c) Sonoma Pines may adjust the irrigation to adhere to local water restriction within the ability of the system

#### **9) Fertilizing**

- a) Fertilizing will be the responsibility of the landscaping contractor. Our property manager will advise of dates when fertilization begins.
- b) Signs will be posted when any spray application of weed control is being planned and/or in progress.

**10) Enforcement of Landscaping Regulations Schedule E**

- a) Not following the regulations may have consequences. If council is made aware of any infraction, the homeowner will be contacted and given a chance to respond. Depending on the type and severity of the infraction, the homeowner may receive a simple warning, a fine and/or be required to pay any damage that may have resulted. These regulations will need to be reviewed from time to time, however they are essential to protect and maintain our standards and to facilitate fairness in managing our community. The beautiful open landscaping concept that Sonoma Pines is known for is the result of the time and care the people of this community have invested over the years and we are committed to keeping it that way.

**11) Approved Shrubs, Perennials, & Trees**

- a) Approved types can be found on Sonoma Pines website ([sonomapines.info](http://sonomapines.info))

**12) Application for Landscape & Irrigation**

- a) Alteration request can also be found on the website. ([sonomapines.info](http://sonomapines.info))

The committee reports the following:

- 1) AED is purchased and installed on main floor. Training for Social Committee members to take place at later date
- 2) AED monthly checklists are installed in AED cabinets.
- 3) Painting and decorating of Games Room will commence January 2016
- 4) Shuffleboard and custom cover purchase and installed.
- 5) All lights changed out to low power consumption LED type Bulbs
- 6) All carpets cleaned, kitchen cabinets emptied and cleaned.
- 7) Vendor cleaning cycle of clubhouse reduced to ½ from once every week to every second week.
- 8) Cleaning supplies are inventoried and managed to limit over consumption and to reduce costs.
- 9) Entrance lights to gym are now on photocell which come on at dusk and off at dawn.
- 10) Installation of donated high value Pre-cor AMT100i Commercial elliptical trainer
- 11) Gym Vacuum Cleaner hose connection was repaired at minimal cost and returned to working order.
- 12) Clubhouse was inspected by Pacific Western Fire Protection. Emergency lights and smoke detectors passed the test. 1 fire extinguisher failed (low charge) Extinguisher repaired and returned to service.
- 13) Waiting for West Side Fire Rescue to schedule re inspection of building
- 14) 2016/17 draft clubhouse budget submitted to Finance Committee for consideration.

Tom McEwen

Chairperson

SPCCMC



## **Communications November 23, 2015**

### **Newsletter December Issue**

THE BUZZ

Council Update

Changes in APM

Town Hall Nov 21

Street lights update/reminder

The Tonns

Ellen Doty

Suds Update

Snowshoe update

Calendar Changes

Happy Hour/Food Bank

### **Discussion**

Facebook Update

Working on revisions to and ideas on TORs

John will do an application for copyright on SP logo and tagline

Budget 2016/17- we will maintain our advertising at 2 spots per issue for the year and try to keep each newsletter to 4 pages.

Community Safety Checkup - May 2016 - John will follow up with Safety and Security in the new year.

### **February 2016 Issue**

Street lights update/reminder

Question to residents- do we want to include an announcement section (births/milestone birthdays and passings) in the Newsletter?

Telemark Nordic School program

Next meeting tentatively scheduled for Jan 20, 2016 at 1:00 pm

## SONOMA PINES MAINTENANCE COMMITTEE

Summary of November 24<sup>th</sup>, 2015

Attendees: Vern Sarver, Nick Schritt, Vern Valan, John Scott, Ken Smith, and Suzanne Larouche

Via Skype: Glen Heming - we were unable to connect; Glen could not take part in the meeting.

Regrets: Bob Nichol

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### **Review Asset Management worksheet and discuss next step to be taken.**

- More research is required in order to complete the Asset Management worksheet. Suzanne will make a list of items requiring further investigation and prepare a set of instructions/template that members can follow. Each member will then choose an item to work on and return their findings to Suzanne by December 12, so the table can be updated for discussion at next meeting.
- Suzanne will work on the Budget figures for 2016/2017 and present at next meeting.
- Suzanne will arrange a meeting with APM new Manager, Kevin Jersey to go over what the committee has done in the past and to discuss our plans for upcoming months and years.

### **Resident's Maintenance Requests - General Approach**



- In the future, the committee agrees that non-emergency residents' requests on items that may require repairs or replacement, should first be reviewed and assessed by an onsite Manager before professional trades are hired by APM.
- Until Onsite Manager is on board, the Maintenance Committee recommends that these type of requests be forwarded to the Chair of the Maintenance Committee. Each request will be reviewed by the committee and an onsite visit arranged. The committee will email results back to APM along with recommendations.

### **Wood Accents - review dollar figures and samples.**

- We went over the comparative costs of restaining wood accents, pergolas, facias and stucco walls that John had prepared. The first time around will be more costly as wood will require one coat of primer and two coats of stain, then only one coat of stain every 6 years or so. Cost will be entered into the Asset Management worksheet and reviewed again once the table is complete.
- Colour samples are done (8 total). John will see if the samples can be placed inside the bulletin board in front of the Club House. John is finishing two articles on the topic that will be available to homeowners in December.
- John will work with APM to survey homeowners' preferences on trim and pergola colour. Results will help deciding final choice.

### **AutoCad Maps - update on missing maps, compatibility & accessibility**

- Vern V. is still missing some information to be able to complete the mapping. The plans/files received were in "Read-Only" mode which means that the information can be viewed but not easily transferred. John will see if he can locate the missing files and get a copy of all files in "Edit" mode.
- Vern is using TurboCad, which is compatible with Autocad and other mapping programs. The maps can be copied into PDF format and should be available to us in the future. Updates and changes will however need to be done in TurboCad or other compatible programs.
- The mapping of Sonoma Pines trees that was recently done could be added, but it would have to be inserted manually.

### **Loss Control Report**

- Next action on the issue with stairs/steps not meeting BC Building Codes, mentioned in the Loss Control Report will be discussed at next Council meeting.
- John to update us at next meeting on "Develop documented water damage emergency plan" requirements, mentioned in the report.

### **Plastic Drain Covers – review assessment**



- 18 sewer drain covers were identified as either being too high and could potentially be dislodged by a mower or were missing lids. The Committee recommends that the drain be fixed next spring (too cold now). The expense is estimated at \$500 and should come out of the 2015/2016 budget under "General Repairs and Maintenance" for Common Area.
- About 24 eavestrough drains located beside curbs are without pop-up covers. The absence of cover allows dirt and debris to enter which could cause blockage and water damage over time. Cost will be reviewed and expense presented for the 2016/2017 budget.
- Sewer drain covers situated in rock areas will be assessed next year and an amount for a yearly maintenance on this issue will be added to the Asset Management worksheet.

### **Gutter Cleaning Contractor & Roof Anchor**

- John will ask APM to obtain three quotes from gutter cleaners that are in compliance with WCB for next year contract and possible ongoing contract.
- It is our understanding that ALL homes in Sonoma Pines have roof anchors. John and Vern S. will double check to be sure.

### **Access to Maintenance Info on Sonoma Pines Community Website**

- John will create a new tab call "Maintenance" on the Sonoma Pines community website. It will become a place where homeowners will be able refer to for home maintenance related topics.
- Members will email Suzanne maintenance info they have accumulated over the years. She will format the information, create a list and forward to John who will add to the Website.
- The Maintenance Committee will be responsible to review the information periodically and forward the updates to John.

### **Snow Removal Contract**

- Updates to the snow removal contract have been done. Suzanne will email final draft.

### **Streetlight Maintenance Update**

- Krueger Electrical changed 12 lamps on the streetlights listed in the October deficiency report as they were instructed. Five streetlights ended up having other issues, two were fixed later the other three have been added to the November report. Suzanne was told by Krueger that there was no way to know if a lamp was burnt, but she will ask again Krueger Electrical if lamps can be tested in some ways before they are replaced and thus without having to locate the photocell station and turning on all streetlights which is costly.
- Suzanne will request Krueger to advice us when service has been provided so we can check if all streetlights are in working conditions.
- John will remind APM to provide us with copies of Krueger invoices for cross-reference, follow-ups and record keeping.



Reading glasses means – a must read by Council.

Next Meeting: Tuesday, **December 15, 2015 @ 9:00 a.m. Clubhouse Boardroom**

## **Safety & Security Meeting Synopsis December 01**

1. Lower Gate concerns: A situation has been observed where young people are gathering at night outside our lower gate do who knows what! S&S committee will contact Duane McTavish (West Kelowna R.C.M.P.) for extra patrols of that area.

Also a recent intrusion by a female found sleeping on the front porch of a home located near the lower gate. The R.C.M.P. was called - with attendance being made several hours later. Although the subject is known to police, the S&S committee will follow up on this file in an effort to ascertain why it took police so long to attend this file, why it was not reported and what should be done in future.

2. Violations of Visitor Parking Areas : Residents are still parking in the designated Visitor Parking areas. It was reconfirmed that anyone observing such an infraction needs to contact Associated Property Management with the plate number and address to address. A member of the S&S committee will put a copy of our parking regulations on the windshield of the offending vehicle.

3. All Intersections safety: An S&S committee member completed a drive through our community and did not notice any intersection that was impeding the line of sight for vehicular traffic. Asahi has trimmed the tall grasses which seem to have solved the problem. A concern was raised about Pine Vista Place entering Sonoma Pines Drive that is on the landscaping agenda to be reviewed in the spring.

4. Lower Gate Entry Code: Further analysis on this will be done for next meeting.

5. Sonoma Pines Dr. & Solana Pl. Fence to be relocated to improve vivibility.

6. Parking on Sonoma Pines Dr. Outside of Upper R.V. Lot: Committee felt that Rec. Vehicles departing the R.V. parking lot should turn right onto Sonoma Pines Dr. - so not to block the curve area at the top of Sonoma Pines Dr. Committee will re-visit this matter at our next Safety & Security meeting.

## Social Committee Report November 2015

Happy Hours continue to be very successful with many new homeowners attending. This November has had the largest number of attendees for this time of the year since the clubhouse opened.

### **Clubhouse Decoration**

The clubhouse is now decked out in all its Christmas finery for all to enjoy. We have added a gorgeous extra large wreath and snowman to the outside thanks to the very generous donation of a resident who found themselves downsizing.

We also purchased coloured LED lights for the tree at the front entrance. Funds were used from the Grey Cup Party 50/50 draw of \$45.00 and from another generous donation of \$45.00 from the winner of the 50/50 draw giving us \$90.00 They will be installed this week.

### **2016 Calendar of Events**

The 2016 calendar has been done and is subject to approval. A copy was sent to John Scott for the online calendar. A few changes need to be made to dates, such as the golf tournament which will be changed to August. Once our dates are a little firmer it will be sent to APM for distribution to residents.

### **2016/17 Budget**

The Social Committee 2016/17 budget was finalized and submitted to Bryon Dickie.

### **Grey Cup Potluck**

Was a great success with approx 40 people attending

### **Christmas Happy Hour**

Our next Happy Hour is December 11<sup>th</sup>. We are asking for food bank donations. We will also be holding a Secret Santa Gift Exchange with a limit of \$10 per person

### **Food Bank/Toy Drive**

This is going well, with the first drop off to the food bank being made this week.

### **New Years Dance**

Tickets are now on sale for this event at \$7.50 per person.

### **Upcoming events:**

Xmas Happy Hour – December 11th

New Year's Dance – December 31st

**Balance Sheet (Accrual)**  
**Sonoma Pines Homeowners Association - (sonoma)**  
**October 2015**

Page 1  
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**ASSETS**

1110 Cash-Operating Account	6,999.33
1111 Designated Funds - Operating	47,687.57
1120 Due to CRF	-112,993.21
1124 Clubhouse - Petty Cash	57.00
1129 Landscape Committee Petty Cash	722.13
1130 Cash - Social Club	11,661.61
<b>Total Operating Cash</b>	<u>-45,865.57</u>
1150 Cash - BMO - Contingency account	4,314.08
1151 Designated Funds - Contingency (C)	199,101.82
1153 Due From Operating	112,993.21
1160 Cash - CRF Valley First	4,586.68
1165 GIC - Valley First	922,060.28
1170 GIC - Belgian Alliance	101,133.15
1175 Members' Share - Valley first	5.04
1180 Members' Share - Belgian Alliance	109.00
<b>Total Contingency Reserve Fund</b>	<u>1,344,303.26</u>
1300 Accounts Receivable	12,320.33
1450 Prepaid Insurance	78,698.90
<b>Capital Assets - ** Note 1</b>	
1500 Clubhouse	191,703.31
1550 Clubhouse - Accumulated Depreciation	-57,930.00
<b>Total Capital Assets</b>	<u>133,773.31</u>
<b>TOTAL ASSETS</b>	<u><u>1,523,230.23</u></u>

**LIABILITIES & EQUITY**

**LIABILITIES**

2200 Accounts Payable	39,434.82
2202 Receiver General Payable	1.97
2210 Prepaid Fees	1,071.86
2215 Key Deposits	800.00
2255 Accrued water & sewer	20,000.00
<b>TOTAL LIABILITIES</b>	<u>61,308.65</u>

**EQUITY**

**OPERATING FUND**

3400 Surplus - Common	55,326.44
3401 Transfer from Surplus - Common	-5,833.31
3402 Operating Expenditures - Common	-4,404.36
3405 Surplus - Multi-Family	21,960.19
3406 Transfer from Surplus - Multi-Family	-12,810.14
3407 Operating Expenditures - Multi-Family	-3,079.41
3418 Net Equity In Capital Assets	133,773.31
3450 Current Earnings	-77,951.62
<b>TOTAL OPERATING FUND</b>	<u>106,981.10</u>

**OTHER DESIGNATED FUNDS**

3505 Deferred Revenue - Social Club	1,205.38
3510 Deferred Revenue - Phase 3 Gate	12,830.19
3511 Expenses - Phase 3 Gate	-84.55
3512 Transfer to Operating - Phase 3 Gate	-3,313.80

**Balance Sheet (Accrual)**  
**Sonoma Pines Homeowners Association - (sonoma)**  
**October 2015**

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<b>TOTAL OTHER DESIGNATED FUNDS</b>	<u>10,637.22</u>
<b>CONTINGENCY RESERVE FUND</b>	
3700 CRF Surplus - Common	752,819.07
3725 CRF Surplus - Multi Family	397,137.76
3800 CRF Contributions - Common	125,046.25
3805 CRF Contributions - Multi-Family	88,554.20
3807 CRF Expenses - Common	-27,900.86
3840 CRF Bank Interest - Common	347.70
3841 GIC Interest - Common	5,388.13
3846 CRF Bank Interest - Multi-Family	162.56
3847 GIC Interest - Multi-Family	<u>2,748.45</u>
<b>TOTAL CRF - Common</b>	<u>855,700.29</u>
<b>TOTAL CRF - Multi-Family</b>	<u>488,602.97</u>
<b>TOTAL CONTINGENCY RESERVE FUND</b>	<u>1,344,303.26</u>
<b>TOTAL EQUITY</b>	<u>1,461,921.58</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,523,230.23</u></u>

## Budget Comparison Cash Flow (Accrual) Sonoma Pines Homeowners Association - (sonoma) October 2015

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
<b>REVENUE &amp; TRANSFERS IN</b>									
4500 Fees (C)	33,618.09	33,187.09	431.00	1.30	238,245.11	232,309.63	5,935.48	2.55	398,245.08
4501 Fees (MF)	89,298.95	89,041.68	257.27	0.29	597,613.78	604,628.64	-7,014.86	-1.16	1,063,168.11
4600 Trsf from Surplus (C)	833.33	833.33	0.00	0.00	5,833.31	5,833.31	0.00	0.00	10,000.00
4601 Trsf from Surplus (MF)	1,830.02	1,830.02	0.00	0.00	12,810.14	12,810.14	0.00	0.00	21,960.19
4602 Trsf from Surplus - P3 Gate (C)	473.40	473.40	0.00	0.00	3,313.80	3,313.80	0.00	0.00	5,680.74
4740 Social Club Revenue (C)	-4,125.58	0.00	-4,125.58	0	10,456.23	0.00	10,456.23	0	0.00
4830 Clubhouse Income (C)	0.00	833.33	-833.33	-100.0	48.00	5,833.31	-5,785.31	-99.18	10,000.00
4850 Parking (C)	2,022.00	1,800.00	222.00	12.33	13,336.50	12,600.00	736.50	5.85	21,600.00
4860 Newsletter Advertising (C)	0.00	0.00	0.00	0	1,500.00	0.00	1,500.00	0	0.00
<b>TOTAL REV &amp; TRANS IN (C)</b>	<b>32,821.24</b>	<b>37,127.15</b>	<b>-4,305.91</b>	<b>-11.60</b>	<b>272,732.95</b>	<b>259,890.05</b>	<b>12,842.90</b>	<b>4.94</b>	<b>445,525.82</b>
<b>TOTAL REV &amp; TRANS IN (MF)</b>	<b>91,128.97</b>	<b>90,871.70</b>	<b>257.27</b>	<b>0.28</b>	<b>610,423.92</b>	<b>617,438.78</b>	<b>-7,014.86</b>	<b>-1.14</b>	<b>1,085,128.30</b>
<b>EXPENSES &amp; TRANSFERS OUT</b>									
<b>Clubhouse</b>									
5900 Clubhouse Operations (C)	1,723.43	1,500.00	-223.43	-14.90	13,149.45	10,500.00	-2,649.45	-25.23	18,000.00
<b>Maintenance</b>									
6000 Repairs & Maintenance (C)	655.78	1,395.83	740.05	53.02	19,672.95	9,770.81	-9,902.14	-101.3	16,750.00
6002 Repairs & Maintenance (MF)	3,879.75	1,666.67	-2,213.08	-132.7	6,579.36	11,666.69	5,087.33	43.61	20,000.00
6003 Gutter Cleaning (MF)	4,536.00	0.00	-4,536.00	0	4,536.00	5,000.00	464.00	9.28	5,000.00
6004 Catch Basins (C)	0.00	0.00	0.00	0	0.00	7,500.00	7,500.00	100.00	7,500.00
6011 Street Lights (C)	198.24	666.67	468.43	70.26	1,529.64	4,666.69	3,137.05	67.22	8,000.00
6030 Fences (C)	86.44	2,142.84	2,056.40	95.97	17,377.74	15,000.00	-2,377.74	-15.85	15,000.00
6031 Hydrant Maintenance (C)	0.00	0.00	0.00	0	3,480.75	3,500.00	19.25	0.55	3,500.00
6045 Snow Clearing (C)	0.00	0.00	0.00	0	955.50	0.00	-955.50	0	35,000.00
6052 Signage (C)	0.00	166.67	166.67	100.00	851.20	1,166.69	315.49	27.04	2,000.00
6072 Gate - Phase 3 (C)	88.93	250.00	161.07	64.43	532.64	1,750.00	1,217.36	69.56	3,000.00
<b>Landscaping</b>									
6500 Landscaping (C)	2,231.86	11,074.00	8,842.14	79.85	14,699.91	77,500.00	62,800.09	81.03	77,500.00
6501 Landscaping (MF)	25,909.42	19,357.16	-6,552.26	-33.85	168,050.39	135,500.00	-32,550.39	-24.02	135,500.00
6503 Landscaping - Single Family (C)	20,162.44	15,571.42	-4,591.02	-29.48	140,291.79	109,000.00	-31,291.79	-28.71	109,000.00
6510 Landscaping Repairs (C)	0.00	714.26	714.26	100.00	135.55	5,000.00	4,864.45	97.29	5,000.00
6511 Landscaping Repairs (MF)	374.01	1,028.58	654.57	63.64	374.01	7,200.00	6,825.99	94.81	7,200.00
6520 Planting (C)	1,277.87	357.16	-920.71	-257.7	1,277.87	2,500.00	1,222.13	48.89	2,500.00
6525 Trees (C)	0.00	1,428.58	1,428.58	100.00	383.04	10,000.00	9,616.96	96.17	10,000.00
<b>Irrigation</b>									
6600 Irrigation Repairs (C)	1,320.72	1,142.84	-177.88	-15.56	20,258.78	8,000.00	-12,258.78	-153.2	8,000.00
6601 Irrigation Repairs (MF)	0.00	1,142.84	1,142.84	100.00	41.84	8,000.00	7,958.16	99.48	8,000.00



**Budget Comparison Cash Flow (Accrual)  
Sonoma Pines Homeowners Association - (sonoma)  
October 2015**

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
<b>Utilities</b>									
6700 Electricity (C)	1,025.81	666.67	-359.14	-53.87	4,912.63	4,666.69	-245.94	-5.27	8,000.00
6705 Water & Sewer (C)	20,000.00	23,166.67	3,166.67	13.67	143,526.41	162,166.69	18,640.28	11.49	278,000.00
6710 Garbage & Recycling (C)	0.00	4,583.33	4,583.33	100.00	29,471.19	32,083.31	2,612.12	8.14	55,000.00
<b>Administration</b>									
7000 Admin/Bank Charges (C)	15.00	100.00	85.00	85.00	105.00	700.00	595.00	85.00	1,200.00
7005 Misc Admin/Copies/Postage (C)	-895.49	416.67	1,312.16	314.92	6,363.19	2,916.69	-3,446.50	-118.1	5,000.00
7010 Website/Information Technolog	1,102.50	500.00	-602.50	-120.5	1,102.50	3,500.00	2,397.50	68.50	6,000.00
7015 Insurance (C)	651.14	208.33	-442.81	-212.5	6,190.63	1,458.31	-4,732.32	-324.5	2,500.00
7016 Insurance (MF)	10,591.56	11,119.07	527.51	4.74	72,515.95	72,833.60	317.65	0.44	132,000.00
7025 Strata Management (C)	5,644.80	6,003.33	358.53	5.97	44,930.58	42,023.31	-2,907.27	-6.92	72,040.00
7030 Consulting Services (C)	0.00	2,083.33	2,083.33	100.00	3,752.47	14,583.31	10,830.84	74.27	25,000.00
7031 Consulting Services (MF)	0.00	0.00	0.00	0	1,273.28	0.00	-1,273.28	0	0.00
7035 Security Service (C)	113.24	583.33	470.09	80.59	722.22	4,083.31	3,361.09	82.31	7,000.00
7040 Resident Manager/Admin (C)	0.00	3,125.00	3,125.00	100.00	145.92	9,375.00	9,229.08	98.44	25,000.00
7045 Depreciation (C)	2,023.00	2,041.67	18.67	0.91	14,161.00	14,291.69	130.69	0.91	24,500.00
<b>Miscellaneous</b>									
7500 Miscellaneous (C)	3,008.30	1,666.67	-1,341.63	-80.50	4,156.66	11,666.69	7,510.03	64.37	20,000.00
<b>INTERFUND TRANSFERS</b>									
8105 Transfer to CRF (C)	17,863.75	17,863.75	0.00	0.00	125,046.25	125,046.25	0.00	0.00	214,365.00
8110 Transfer to CRF (MF)	13,329.32	13,329.32	0.00	0.00	88,554.20	88,554.20	0.00	0.00	158,594.35
8120 Transfer from MF to Common (	45,950.40	45,950.40	0.00	0.00	321,652.80	321,652.80	0.00	0.00	551,404.80
8125 Transfer from MF to Common (	-45,950.40	-45,950.40	0.00	0.00	-321,652.80	-321,652.80	0.00	0.00	-551,404.80
<b>TOTAL EXP &amp; TRANSFERS OUT (C)</b>	<b>32,347.36</b>	<b>53,468.62</b>	<b>21,121.26</b>	<b>39.50</b>	<b>297,530.66</b>	<b>372,762.64</b>	<b>75,231.98</b>	<b>20.18</b>	<b>512,950.20</b>
<b>TOTAL EXP &amp; TRANSFERS OUT (MF)</b>	<b>104,570.46</b>	<b>93,594.04</b>	<b>-10,976.42</b>	<b>-11.73</b>	<b>663,577.83</b>	<b>650,407.29</b>	<b>-13,170.54</b>	<b>-2.02</b>	<b>1,017,699.15</b>
<b>NET REV, EXP &amp; TRANSFERS</b>									
Net Change - Common	473.88	-16,341.47	16,815.35	102.90	-24,797.71	-112,872.59	88,074.88	78.03	-67,424.38
Net Change - Multi-Family	-13,441.49	-2,722.34	-10,719.15	-393.7	-53,153.91	-32,968.51	-20,185.40	-61.23	67,429.15
<b>TOTAL CHANGE</b>	<b>-12,967.61</b>	<b>-19,063.81</b>	<b>6,096.20</b>	<b>31.98</b>	<b>-77,951.62</b>	<b>-145,841.10</b>	<b>67,889.48</b>	<b>46.55</b>	<b>4.77</b>
<b>CASH FLOW</b>									
Beginning Cash	56,620.97								
Ending Balance	6,999.33								