



**Sonoma Pines Homeowners Association &
Sonoma Pines Multi-Family Association
Council Meeting Minutes
7 April, 2016**

NAME	PORTFOLIO	REPORT TO COUNCIL/ OF	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	Councilor	▪ Clubhouse	250-878-7565	tommc.strata@gmail.com
Sandi Bellamy	Councilor	▪ Social	250-878-4799	bellamysandi49@gmail.com
Jo-Anne Luchka	Councilor	▪ 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
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, Jo Luchka, John Scott, Sandy Bellamy, Tom McEwen, Bryon Dickie

Absent: Charlie Milazzo,

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) Correspondence – 2191 Alvarado Trail
- b) Correspondence – 2114 Verona Lane
- c) Notice of Motion – Wood Accent
- d) Maintenance – Update on roadway maintenance

Moved by: Jo-Anne Luchka	Seconded by: Tom McEwen that;
The agenda be approved as amended.	
For: 6	Against: 0 Abstained: 0

CARRIED

2) Previous Minutes - It was noted that the 3 March 2016 minutes distributed did not include the date of the meeting.

Moved by: John Scott	Seconded by: Sandi Bellamy that;
That the minutes from 3 March, 2016 Council Meeting be amended to include the date of 3 March 2016.	
For: 6	Against: 0 Abstained: 0

CARRIED

Moved by: John Scott	Seconded by: Sandi Bellamy that;
That the minutes from 3 March, 2016 be approved as amended.	
For: 6	Against: 0 Abstained: 0

CARRIED

3) **WFN Advisory Council Update - Gord Couch (Report Attached)**

Q: Regarding empty space surrounding Sonoma land, are there developments planned? A: will provide information regarding any development permits that have been applied for

Q: Are there discussions regarding safe passage for cyclists along highway? A: will enquire

Q: Can Water flat rate calculation be amended to consider if owners are away as is done for garbage pickup Charges? A: will continue to enquire with administration.

4) **Rykon Construction Update (Report attached)**

Q: What are the Rykon /Carrington plans for landscaping completion for final phases? A: Notice was sent to the owners in Fall of 2015 and plans will be carried out? (notice to be provided to APM).

Q: When will 3790 Dal Mar Lane temporary rock wall to be addressed? A: Contractor advised the "temporary stabilization" of the rock had been attended to in the one year warranty with the homeowner.

5) **Home Owners' Presentation**

- a) **Candalera Place Homeowner Group** – Applications for alteration of common property landscaping were submitted by 6 homeowners. The individual applications were forwarded to the council, and the applications were to be considered with the other owner applications later in the meeting. Council directed that they be discussed in conjunction with the owners' presentation.

Q: Would Rykon consider contributing to the proposed modifications by the homeowners

A: Rykon has not anticipated any change from the proposed landscaping by the developer, which is yet to be completed. Rykon reminded the Council of the previous attempt in 2015 to change this area in question.

The developer advised at that time that the landscaping would proceed as planned. Hydroseeding was completed in the Fall of 2015 and a second application would be done in the Spring of 2016.

Moved by: Sandi Bellamy	Seconded by: Bryon Dickie that;		
The owners of 2068, 2072, 2074, 2076 and 2078 Candalera Place be granted permission to modify the common property landscaping as per the submitted application.			
For: 6	Against: 0	Abstained: 0	CARRIED

- b) **Hearing – 2185 and 2187 Alvarado Trail – Tabled until the 5th of May 2016 Council meeting.**

6) **Correspondence**

- a) 2179 Alvarado Trail (ALT2179) – Correspondence received regarding a landscaping issue. Council directed APM to advise the owner to submit a service request to Rykon.
- b) 2072 and 2074 Candalera Place (CAP2072 and 2074) Correspondence was received regarding a landscaping issue. The issue was dealt with as noted above under "Homeowner Presentations".
- c) 2068 Candalera Place (CAP2068) - Correspondence was received regarding a landscaping issue. The issue was dealt with as noted above under "Homeowner Presentations".
- d) 2149 Talavera Place (TAP2149) – Correspondence was received regarding a Landscaping issues. Council directed APM to send the owner a copy of the Fall 2015 Notice from the Developer.
- e) 2127 Talavera Place (TAP2127) - Correspondence was received from the owner regarding an outside tap issue. The Rykon representative advised that they had already responded to the maintenance issue. Council directed APM to forward the issue to the Community Services Coordinator for follow up.
- f) 2143 Talavera Place (TAP2143) - Correspondence was received from the owner regarding a back yard issue. Rykon advised that they have had a meeting with the owner.
- g) 2159 Talavera Place (TAP2159) – Correspondence was received from the owner regarding their final landscaping. Rykon advised that they have dealt with the issue.
- h) 2156 Talavera Place (TAP2156) – Correspondence was received from the owner regarding cracked exterior stucco. Council directed APM to respond to the owner advising them to send a request for service directly to Rykon.
- i) 2163 Talavera Place (TAP2163) – Correspondence was received from the owner regarding a landscaping issues. Rykon advised that they had dealt with the issue.
- j) 2174 Alvarado Trail (ALT2174) – Correspondence was received from the owner regarding sidewalk issue. Council directed APM to refer the owner to the Sonoma Pines website where they could download a form to make a service request directly to Rykon.
- k) 4142 Solana Place (SOP4142) – Correspondence was received from the owner regarding a landscaping issues. Council directed APM to forward the correspondence to the landscaping committee for action.
- l) 4111 Solana Place (SOP4111) – Correspondence was received from the owner requesting that a number of trees be topped as they were interfering with their view of the lake. Council directed APM to forward the request to the Landscaping committee for a recommendation to result in the owner submitting an alteration request.
- m) 2125 Madera Court (MAC2125) – Correspondence was received from the owner regarding a weeding issue. Council directed APM to forward the correspondence to the landscaping committee.
- n) 4138 Solana Place (SOP4138) – Correspondence was received from the owner with a suggestion that the Oak Trees lining Sonoma Pines Drive be replaced with Spruce or Evergreen trees to eliminate the leaf collecting and other maintenance issues related to Oak Trees. Council determined that it was not a proposal that they would forward to the owners.
- o) 2135 Talavera Place (TAP2135) - Correspondence was received from the owner regarding landscaping issues. Council directed APM to forward the Fall 2015 notice to owners from the Developer.

- p) 2141 Talavera Place (TAP2141) – Correspondence was received from the owner regarding landscaping issues. Council directed APM to advise the owner that the correspondence was received.
- q) 2191 Alvarado Trail (ALT2191) - Correspondence was received from the owner regarding parking issues. Council directed APM to advise the owner that Council cannot take any action until a written complaint is received identifying the vehicle by description and license number, and the residence to which the offending vehicle is associated.
- r) 2114 Verona Lane (VEL2114) – Correspondence was received from the owner regarding the proposed operating budget and the cost of amenities located at Sonoma Pines. Council pointed out that APM had answered the correspondence and errantly indicated that owners who rent RV spaces pay between \$15 and \$20 per month. Council directed APM to send an e-mail to the owner indicating that the actual RV lot rate is between \$45 and \$60 per month, with a key deposit between \$15 and \$20.

7) Committee Reports

a) Administrative Advisory Committee (Report attached)

Moved by: Sandi Bellamy	Seconded by: Jo-Anne Luchka that;
That Wayne Briant be employed by the SPHOA as the Community Services Coordinator for Sonoma Pines, effective the 1 st of April 2016.	
For: 6	Against: 0 Abstained: Rykon Rep CARRIED

- b) **Clubhouse Facility Management (no report)** - The council discussed the ongoing issue of the building settling which has caused internal drywall damage. Rykon has attended to the repairs as they have been reported. Council will seek professional opinions regarding the settling issue and other issues pertaining to cement walkways that has been poured and are suffering from settling issues. The Clubhouse Committee will follow up.

c) Communications (Report attached)

d) Finance Committee (Report attached)

a) BFL Insurance Policy

Moved by: Bryon Dickie	Seconded by: Jo-Anne Luchka that;
BFL Canada be requested to prorate our insurance premium for 12 months beginning April 1, 2016 and that future premiums for Sonoma Pines be effective April 1 to March 31 each subsequent year.	
For: 6	Against: 0 Abstained: 0 CARRIED

b) February Financial Statements

Moved by: Bryon Dickie	Seconded by: Jo-Anne Luchka that;
The financial statements for February 2016 be accepted.	
For: 6	Against: 0 Abstained: 0 CARRIED

- c) **P-3 Gate** - Council reported that owners on Solana Place were charged the \$5.00 charge for the gate maintenance in April. Concern was expressed with the reported funds remaining in the operating account having come from the owner contributions. APM advised that the GLs relating to the collection and expenses for the P-3 Gate would be e-mailed to the Council. APM will enquire with the accounting department regarding the assessment of the gate fee for the month of April 2016, and if it was charged will have it reversed.

e) Irrigation (Report attached)

f) Landscaping

a) Bartlett Tree Service Quote

Moved by: John Scott	Seconded by: Bryon Dickie that;
The Bartlett Tree Service be engaged upgrade landscape shrubs to be paid from Contingency Reserve Fund, as per the quote provided, and that APM is to accept the quote on behalf of SPHOA.	
For: 6	Against: 0 Abstained: 0 CARRIED

g) Maintenance (report attached)

a) Roof Inspection -

Background

Recommendation from the committee:

That all multi family homes in Sonoma pines have a roof inspection prior to the expiration of their 10 year contractor warranty.

That Pacific Interior Roof Consulting and Inspection be contracted to do the work on a phase by phase basis.

That single family homeowners are made aware that a roof inspection prior to the expiration of their 10 year roof warranty is a good idea and that the maintenance committee suggests that Pacific Interior Roof Consulting and Inspection be considered to do the work.

Moved by: John Scott	Seconded by: no seconder that;		
The HOA engage the services of Pacific Interior Roof Consulting to inspect 57 multi-family roofs in Phases 4 and 5a. Costs and report as per the attached quote. Expense to roofing MF CRF account as allocated by the owners.			
For: 6	Against: 0	Abstained: 0	CARRIED

It was determined that it would not be possible to approve expenditures from the Contingency Reserve Fund (CRF) prior to the owners approving the allocation of the funds. The resolution will therefore be brought to Council following the AGM.

b) Depreciation Report Update

Moved by: John Scott	Seconded by: Tom McEwen that;		
Council accept the Depreciation Report from Kent MacPherson dated February 18, 2016			
For: 6	Against: 0	Abstained: 0	CARRIED

c) Wood Accent Maintenance Report (Report Attached)

A portion of the report is noted in the "Notice of Motion" section of these minutes and will be brought forward to the owners at the AGM.

d) Wood Accent Survey (Report Attached)

h) Safety & Security (Report Attached)

The town hall meeting on safety and security is delayed until Fall 2016.

i) Social (Report attached)

The Social committee advised that from funds generated from events were used to purchase of a second pool table for clubhouse.

j) Welcoming, Volunteers and Elections – (No Report)

7) APM Operation Update

a) Updated Database

APM advised that the upload of owner information to the new CRM Database is complete. E-mails are now sent as individual e-mails as opposed to batch e-mails, which was causing SPAM issues.

8) Previous Business

a) 2190 Alvarado Trail Tree Planting - Tabled

9) Alteration Agreements

a) 3825 Acacia Lane – Request to install a retractable privacy sunscreen.

Moved by: Sandi Bellamy	Seconded by: Jo-Anne Luchka that;		
The owner of 3825 Acacia Lane be granted permission to modify the unit as per the application.			
For: 6	Against: 0	Abstained: 0	CARRIED

b) 2180 Alvarado Trail – Request to install a glass storm door on front entrance.

Moved by: Jo-Anne Luchka	Seconded by: Tom McEwen that;		
The owner of 2180 Alvarado Trail be granted permission to modify the unit as per the application.			
For: 5	Against: 0	Abstained: 1	CARRIED

c) 2190 Alvarado Trail – Request to install an awning on the deck and front door for one with a window.

Moved by: Tom McEwen	Seconded by: Sandi Bellamy that;		
The owner of 2190 Alvarado Trail be granted permission to modify the unit as per the application.			
For: 6	Against: 0	Abstained: 0	CARRIED

d) 2164 Talavera Place – Request to extend patio.

Moved by: Jo-Anne Luchka	Seconded by: Sandi Bellamy that;		
The owner of 2164 Talavera Place be granted permission to modify the unit as per the application.			
For: 6	Against: 0	Abstained: 0	CARRIED

e) 2068 Candalera Place – See under Owner Presentation

- f) 2070 Candalera Place - See under Owner Presentation
- g) 2072 Candalera Place - See under Owner Presentation
- h) 2074 Candalera Place - See under Owner Presentation
- i) 2076 Candalera Place - See under Owner Presentation
- j) 2078 Candalera Place - See under Owner Presentation
- k) 2171 Alvarado Trail - Request to replace existing laminate and tile flooring, toilets, kitchen sink and taps.

Moved by: Jo-Anne Luchka	Seconded by: Sandi Bellamy that;
The owner of 2171 Alvarado Trail be granted permission to modify the unit as per the application.	
For: 6	Against: 0 Abstained: 0
CARRIED	

- l) 2171 Alvarado Trail - Request to modify common landscaping.

Moved by: John Scott	Seconded by: Tom McEwen that;
The owner of 2171 Alvarado Trail be granted permission to modify the unit as per the application.	
For: 0	Against: 6 Abstained: 0
DEFEATED	

APM was directed to advise the owner that additional information was required, and that the landscaping and or maintenance committee would attend to review the request.

- m) 3821 Acacia Lane - Request to install mounting hooks for hanging flower baskets.

Moved by: John Scott	Seconded by: Sandi Bellamy that;
The owner of 3821 Acacia Lane be granted permission to modify the unit as per the application.	
For: 5	Against: 1 Abstained: 0
CARRIED	

10) New Business

- a) **Operating Budget**
Council directed APM to prepare an operating budget for the Multi-Family residents and Single-Family residents using the same unit entitlement as for the 2015-2016 budget. APM advised that the unit entitlement would be different as it would no longer include the special strata fee that was assessed for the 64 unit owned by the developer at the time the budget was passed.
- b) **Resolutions for AGM** - Included in "Notice of Motion" section
APM advised that all information to be included in the Notice of AGM packages must be in their hands by a date that provides sufficient time to prepare the mail-out.
- c) **3691 Sonoma Pines Drive** - request to have dead tree removed - Tabled
- d) **3697 Sonoma Pines Drive** - request to have dead tree removed - Tabled

11) Notice of Motion

- a) **AGM Resolution**

Be it resolved that Council be given the authorization to engage in contract negotiations for property management services. This will include the approval to augment or replace the current services supplier as per the current contract obligations. The motion provides the authorization for council to determine both the time and decision around our property management requirements.
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- b) **AGM Resolution Maintenance Committee Resolution**

Wood Accent Maintenance

Introduction

One of the impressive Santa Fe design features in Sonoma Pines is the wood used to accent many areas of our homes such as the trim above garages, pergolas and privacy partitions. The Maintenance Committee's goal is to preserve that remarkable look while effectively managing maintenance costs to home owners. Due to the intense effects of our Okanagan sunshine the original semi-transparent stain used on our wood accents needs to be reapplied every 2-3 years. Conversely, an attractive solid stain need only be reapplied every 5-6 years. With less work and ~\$50,000 savings to our homeowner's association over that period, the maintenance committee has recommended the solid stain. A maintenance program has been established where wood accents on Multi Family

homes will be re-stained, throughout the community on a six-year cycle. Fascia boards will be done on the same cycle. The cycle may change based on performance of the stain. To maintain a consistent look throughout the community, when wood accents on single family homes are due for maintenance, they need to follow similar procedures.

Process

Staining

Pergolas will first be primed with an Alkyd cover stain followed by two coats of Sharkskin solid acrylic wood stain. Colour will be Sharkskin Cedar, code EX100.

The first application will include the primer and subsequent applications will not require the primer.

All owners that were in attendance as observers were requested to leave the meeting.

12) In Camera Session

Moved by: Bryon Dickie Seconded by: Tom McEwen that;
The meeting commence an in camera session at 12:07 pm to discuss matters that are of a sensitive nature and may be subject to Privacy Legislation.
For: 6 Against: 0 Abstained: 0 CARRIED

(The Rykon representative left the meeting at 12:09 p.m.)

Moved by: Rob Taylor Seconded by: Tom McEwen that;
The meeting conclude the In camera session at 12:18 p.m.
For: 6 Against: 0 Abstained: 0 CARRIED

13) Termination

The meeting was terminated at 12:18 p.m.

14) 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.

The next council meeting was scheduled to be held on the 5th of May, 2016 at 9:00 a.m.



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WESTBANK FIRST NATION

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**ADVISORY
COUNCIL
HIGHLIGHTS**
s?aslásq'ət,
siya?tən

March 8, 2016

1. Highway 97 Improvements

The Advisory Council met with a representative to discuss public engagement opportunities concerning proposed Highway 97 improvements undergoing review. Feedback can be provided to the Ministry of Transportation prior to March 20, 2016 concerning these improvements.

2. Review of 2016-2017 Provisional Property Tax and LGS Budgets

The Advisory Council met with representatives from Financial Services to review the proposed 2016-2017 Provisional Property Tax and Local Government Services Budgets. The Advisory Council, after consideration and discussion, recommended the budgets be provided to WFN Council for finalization on March 29, 2016.

3. Approval of Capital Expenditure Bylaw 16-TX-01

The Advisory Council reviewed and approved the passage of the Bylaw after discussion with WFN's Surveyor of Taxes.

4. Capital Works Projects

The Advisory Council met with the Director of Development Services and were provided an update on ongoing and future capital works projects. It was determined that items that were requested at the December, 2015 meeting with WFN Council were addressed in the upcoming fiscal budget.

5. Residents Annual General Meeting

The Advisory Council overviewed the presentation to be provided to residents at the April 20, 2016 Annual General Meeting.

6. District Reports

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

7. Next Meeting

The next Advisory Council meeting is scheduled to take place April 12, 2016 at 9:00 am in the Inter-Governmental Affairs Boardroom of the WFN Government Building.

April 7, 2016

SONOMA PINES HOA MEETING

RYKON Construction Update

- Remaining units under construction to be completed with final occupancy the end of May 2016
- Common area landscaping for lower end Phase 9, Phase 10, 11 and 12 are ongoing and will be completed as per the development plans with seeding, turf lawn, plantings and rock mulch. Completion date is estimated around mid-June 2016, as weather permits.

Equipment in the storage area in Phase 12 is to be relocated to another location in the development around the end of April. Final dispersal of equipment and storage units to be removed the middle of June.

- Signage has been removed at the Carrington Road entrance.
- Club house drywall repairs are booked for May 9 – 28th
- Efflorescence treatments continue to be monitored until May-June.
- Rykon sponsored BBQ July 1st to be confirmed. Rykon to provide catering for 350 guests. Proposal includes the assistance of HOA to set up and dismantle the venue and include the overnight storage of rental umbrellas, tables and chairs. HOA to provide beverages for the event.

Advisory Committee Meeting

Present: Rob Taylor, John Cole, Linda Metcalfe, Maggi Gilmore, Sandi Bellamy
Guest: John Scott

The meeting was called to determine what the Community services Coordinator, Wayne Briant's responsibilities will be.

A computer has been provided for him and for now will be set up in the Boardroom where he will sit until an office is built. He will set up a work log to record all issues/problems he will deal with as well as a time sheet to record his hours of work.

He will familiarize himself with all the rules and regulations, landscape guidelines, alteration requests and guidelines, etc.

The committee will meet again next Tuesday, April 12th at 2:00pm to discuss document retention as well as a procedure manual for the Service Coordinator. Further discussions of additional responsibilities for him will also be discussed.

Communications Meeting Notes

March 22, 2016 9:00 am at the clubhouse

Attendees:

Lyle and Karen Larrigan, Linda Metcalfe, Diane Murray, Terry Milazzo.
Rob Taylor, John Scott

Spring

- Announcement of the 2016 SP Photo Contest - Lyle and Karen
- Budget Preview 2016/17 along with references/links to Depreciation Report Summary and Depreciation Report Bryon Dickie
- Town Hall dates reminder John
- Landscaping announcement Charlie Milazzo
- Safety and Security Article - copper thieves and how facebook is serving as an early warning system for the community John
- CPR Course- reminder Done
- Clubhouse Closure Done
- Fence RFP John
- Marmot sightings and Pete the Marmot guy photo - John and Lyle
- Welcoming Committee update and link - Terry
- Community Services Coordinator Rob will try to have announcement by press time

Discussion

- Facebook we are up to 69 members
- Surveys - first survey completed and sent this week. Results will be compiled for Council

May 2016 Issue

- Canada Day Celebration
- Community Safety Check-up - May 2016 - John will follow up with Safety and Security including Lyles photos on patio door security.
- Opportunities and how to join Council - Diane and Jo Ann Luchka
- Gentle Reminders - Home Warranty - Linda
- Questions and Answers

Next meeting April 20th

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Finance Committee Meeting Notes

March 23, 2016

In Attendance: Lisa Murray, Norm Asselstine, John Scott (Council), Bryon Dickie (Chair)

The Committee reviewed the February financial statements and recommended they be presented to Council for approval.

Valley First Credit Union did a presentation on various options for managing our Contingency Reserve Funds. A copy of the investment policy for SP was provided in advance so they could understand our investment guidelines. The Finance Committee requested various strategies, options and ROI recommendations for our funds. Valley First will be providing recommendations within the next 10 days.

The Finance Committee has been involved in the following:

1. Reviewing the 2016-17 budget submissions.
2. Reviewing the Depreciation Report and the funding recommendations for the next three years.
3. Norm and Lisa will follow up with our insurance provider, BFL Canada, to help Multi-Family homeowners better understand the type of insurance coverage they should be carrying
4. Recommended that our insurance premium be restructured to coincide with the start of the fiscal. Bryon to contact BFL to discuss prorating the insurance for this coming fiscal and structuring future premium payments so as not to impede our monthly cash flow.
5. Insurance review by Kent MacPherson will be completed in or around April 4.

SPHOA Irrigation Committee
Minutes of Meeting of March 24, 2016

Attending: Judith Gregson, Charlie Milazzo (Council Liaison),
Ivars Dravinskis, Dennis Storer (Committee Chair)

Guest: Vern Valan (Sonoma Pines volunteer, mapping specialist)

Regrets: Dan Nedelec

- A. The meeting was called to order at the Clubhouse lower level Board Room at 2:15 pm.
- B. Vern Valan addressed the meeting with an update on his efforts to incorporate the Irrigation System components into detailed maps of our sub-division using TurboCAD software. He noted some outstanding issues with the locations of a few timers and valves. Charlie was able to help locate one shutoff valve near the Clubhouse. Vern was asked to forward a PDF version of his Irrigation map to the committee for reference. Further discrepancies will be dealt with as time permits.
- C. The Committee unanimously agreed that Vern's extensive efforts on our behalf be acknowledged at the next Volunteer Recognition event.
- D. Charlie advised that a person had been hired to fill the part-time Site Manager position, so he/she will serve as a coordinating point for communicating Irrigation System issues in the future. Also approval was received from Council to relocate controllers out of the upper RV lot and repair the Alvarado Trail timer clock. Charlie will pursue approvals for the remaining important fixes and repair projects.
- E. Dennis confirmed that the Irrigation system water had been turned on by Asahi staff, except for some identified repairs, and was ready for timers to be initiated when weather conditions were appropriate.
- F. General discussion
 - 1. Judith offered a useful idea to help with identifying future system faults by planting a uniquely coloured flag at the suspected fault site. There should be flags readily available from our service provider or Irrigation supply stores.
 - 2. Ivars and Dennis raised issues regarding drip line maintenance and utilization. In some areas drip lines have become exposed above the mulch or crushed rock cover. This exposure represents a potential for damage and leaking. Charlie advised that an affected homeowner should lodge a complaint to request remedial action or assistance.
 - 3. Ivars pointed out that there were some unauthorized instances of Multi-Family homeowners installing numerous plant pot watering lines tied into existing drip lines. This practice can impact the available water pressure for proper operation of drip lines.

4. Council Action Requested - The committee advises Council to notify Multi-Family homeowners that drip line additions require submitting an Alteration Application Agreement to Council for its consideration. Furthermore, there will be a limit to the number of approved drip line additions to maintain the efficacy of existing drip line operations.
5. Council Action Requested - The Committee also would ask Council to reiterate to all Multi-Family homeowners that tampering with or modifying timer operations and zone valves is strictly forbidden, with no exceptions. At its discretion, Council may impose fines upon offenders.
6. The reason for prohibiting tampering is that damage to Irrigation equipment may result or excessive water use could add to our already significant water consumption.
7. If any homeowners require adjustments to their watering pattern, they should make a request through the Site Manager communication channel.
- G. The next meeting was scheduled for Thursday April 28/16 pending confirmation from Committee members. In the meantime, we may meet *ad hoc* with the Irrigation service provider to discuss small project quotes.
- H. In light of his lack of communication and attendance, the Committee agreed to extend our thanks to Dan Nedelec and retire him from the committee.
- I. The meeting was adjourned at 4:15 pm.



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Client: 5112784

Printed on: 3/5/2016

Sonoma Pines Homeowners Management
Attn: Kevin Jersey./Jance (Landscape committee)
c/o Associated Property Management
#1, 1441 St. Paul Street
Kelowna, BC V1Y 2E4
E-Mail Address: artnjan@telus.net
Business: 250-869-8828 (Kevin Jersey)
Home Phone: 250-768-5877 (Janice)

Bartlett Tree Experts
Jeanette Merrick - Representative
P. O. Box 1077
Summerland, BC V0H 1Z0
E-Mail Address: jmerrick@bartlett.com
Fax Number: 250-494-0717
Business: 250-763-6336

Property Address: Sonoma Pines, West Kelowna, BC V4T 1J6

The following program is recommended for certain trees and shrubs on your property. In addition to a thorough plant health care program, Bartlett Tree Experts recommends having a qualified arborist inspect your property periodically to assist you in identifying potential risks or hazardous conditions relating to your trees or shrubs. THIS IS NOT AN INVOICE.

Spring

Landscape

Install the following plants at the 2199 Serrento Lane & 2123 Madera Court - exact location TBA:

- (1) TBA Size Japanese Maple (cultivar TBA)
- (1) TBA Size Hibiscus Tree or Pee Gee Hydrangea

according to the following specifications:

- No guarantee is supplied.

- - Pick-up, Delivery & Installation of listed plants.

****DOES NOT INCLUDE COST OF PLANT(S)**

2199 Serrento Lane a Japanese Maple Tree

2123 Madera Court a Hibiscus Tree or Pee Gee Hydrangea.

- Trees will be planted as per ISA Best Management Practices.

- Planting hole will be prepared with compost (stump/sod grindings) & Biochar (Bartlett supplied).

Total for 'Spring'

Amount: \$330.00

Tax: \$16.50

Total Amount: \$330.00

Total Tax: \$16.50

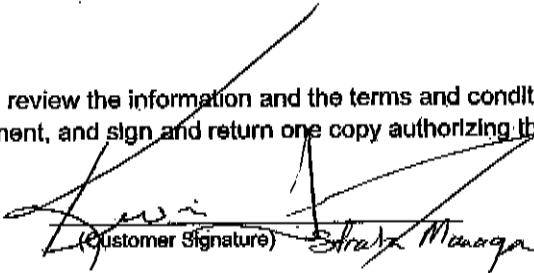
Total: \$346.50

21

Client: 5112784

Printed on: 3/5/2016

Please review the information and the terms and conditions attached, which become part of the agreement, and sign and return one copy authorizing the program.


(Customer Signature) *Strata Manager*

11 April 2016
(Date)

(Bartlett Representative - Jeanette Merrick)

(Date)

* Sales tax added where applicable. Prices are guaranteed if accepted within thirty days.
All accounts are net payable upon receipt of invoice.
GST Reg# 887944395 WSBC # 715179

A Job Site Safety Analysis was completed for your property, please contact your arborist for further details.

22

Maintenance Committee Meeting

Tuesday March 29, 2016

9:00 a.m. Club House Boardroom

Attendees: Vern Valan, Vern Sarver, Glen Heming, Bob Nichol, John Scott

Regrets: Nick Schridt, Ken Smith

- 2 guest contractors attended the meeting to discuss Roof Inspections Arden Knoll, Pacific Interior Roof Consulting and Lloyd Kenzie, C4U Inspections.
Key points of discussions:
Inspections should be made prior to the expiration of the 10 year contractors warranty.
Shingle warranties are for
Upon inspection, photos are made of any deficiencies which need to be addressed by roofing contractor.
Confirm with Arden WCB regulations allow inspectors up to 30 minutes on a roof as an inspector (not a worker)
We should ask contractor responsible for the repairs to provide photos of the repairs.
We may eventually be asked by our insurance company for roof inspection reports which may indicate duration of remaining roof life.
Arden indicated that on average life expectancy of shingles in the Okanagan to be in the 18 to 22 year range depending on the quality of construction.
Recommendation from the committee
That all multi family homes in Sonoma pines have a roof inspection prior to the expiration of their 10 year contractor warranty.
That Pacific Interior Roof Consulting and Inspection be contracted to do the work on a phase by phase basis.
That single family homeowners are made aware that a roof inspection prior to the expiration of their 10 year roof warranty is a good idea and that the maintenance committee suggests that Pacific Interior Roof Consulting and Inspection be considered to do the work.

- Roof anchors
Roof anchors are installed in the last half of building Phase 8 starting at Siringo Lane. Phase 9, 10, 11 and 12.
That leaves about 180 Multi Family homes without the anchors in place.
In discussions with roofing contractors, one expressed hesitancy in using previous installed anchors, as he was not sure of their long-term integrity.
It was agreed among members of the committee that for future work on roofs in Sonoma Pines that the rfp outlining the work to be carried out specifies that the contractor must be qualified in placing temporary, approved roof anchors if needed, for the duration of their work.

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- Depreciation and annual maintenance plan

Foundations

We await the release of the report from Rykon engineers on efflorescence and remedies being offered by Rykon prior to formulating any maintenance plan

Decks

We need to do an inventory of covered and non-covered decks. Suggest to inspect covered decks every three years and non-covered annually/\.

Driveways

We need to finalize some guidelines for driveway and sidewalk replacement and resurfacing.

- Maintenance Calendar + Inspections

For our next meeting we will have a former owner of Westlake Paving in to discuss annual maintenance of our roadways and recommend some companies to do the maintenance.

- Wood Accents Survey- Update. (John)

An update was given on the current survey concerning colours of wood accents in Sonoma Pines. Surveys were opened by 75% of homeowners and 195 voted online for a colour. More than half of the respondents voted for Cedar as their first choice of colour. About half of that amount voted for Copper and the remainder for Brown Bear.

- Updates on the "As built".

Vern Valan presented a copy of the fencing map he and Vern Sarver have completed. The map shows almost 6 kilometers of fencing in and around Sonoma Pines and is color-coded to indicate the types of fencing (attached)

- Streetlight Monthly report

Streetlight maintenance was completed in March at a cost of \$197. Vern and Ken will complete the report for April. Vern will send them a copy of the streetlight map and they will confirm locations.

- Door Glass Insert – feedback from Rob T. on discussions with Rykon and current inventory of full glass door inserts (next meeting)

- Topics for "Maintenance" section of SP website was discussed and more to come on this in the future. John will review the last newsletter article on home prv testing to see if it still is relevant for inclusion in the website.

- 2016 Fence painting rfp is live and on the website

- Budget 2016/17 was circulated and no questions at this time
- Next meetings
 - o April 5 to review roadway maintenance and fencing issues
 - o April 26 regular monthly meeting

QUOTE

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Sonoma Pines Multi-Famly Housing
 Sonoma Pines Drive
 West Kelowna, BC

21/2/2016

ATTENTION: **John Scott**
jdscott650@gmail.com

Re: Fee Schedule for Roof Inspection, Recommendations & Report

Project: Entire Project (Price is Per Unit)
 Sonoma Pines
 West Kelowna, BC

	Cost/Unit	Amount
1. Condition Report and Recommendations	\$	48.00
<i>Roof inspection reports to include but may not be limited to the following: Description of existing roof system, general roof & flashing condition, generally identify repairs required, recommendations, photo documentation. Reports will be grouped by Building.</i>		
2. Section 4 MF 31 units @ \$48.00 per unit Total \$1,488.00		
3. Section 5a MF 26 units @ \$48.00 per unit Total \$1,248.00		
4. Section 5b MF 28 units @ \$48.00 per unit Total \$1,344.00		
TOTAL	\$	48.00
GST	\$	2.40
TOTAL QUOTE	\$	50.40

If you have any questions regarding the information provided please feel free to contact our office.

Yours truly,

Arden Knoll

**APPROVED INSPECTION FIRM OF THE ROOFING CONTRACTORS ASSOCIATION OF B.C.
 MEMBER -- ROOFING INSPECTORS & CONSULTANTS ASSOCIATION OF B.C.**

Sonoma Pines Maintenance Standards

Wood Accent Maintenance

Introduction

One of the impressive Santa Fe design features in Sonoma Pines is the wood used to accent many areas of our homes such as the trim above garages, pergolas and privacy partitions. The Maintenance Committee's goal is to preserve that remarkable look while effectively managing maintenance costs to home owners.

Due to the intense effects of our Okanagan sunshine the original semi-transparent stain used on our wood accents needs to be reapplied every 2-3 years. Conversely, an attractive solid stain need only be reapplied every 5-6 years. With less work and ~\$50,000 savings to our homeowner's association over that period, the maintenance committee has recommended the solid stain. A maintenance program has been established where wood accents on Multi Family homes will be re-stained, throughout the community on a six-year cycle. Fascia boards will be done on the same cycle. The cycle may change based on performance of the stain.

To maintain a consistent look throughout the community, when wood accents on single family homes are due for maintenance, they need to follow similar procedures.

Process

Staining

Pergolas will first be primed with an Alkyd cover stain followed by two coats of Sharkskin solid acrylic wood stain. Colour will be Sharkskin Cedar, code EX100.

The first application will include the primer and subsequent applications will not require the primer.

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Sonoma Pines Wood Accent Colour Survey March 2016

Figure 1 Total Emails Sent

462 Emails sent to homeowners 349 opened

Track My Email Message

Wood Accent Colour Survey

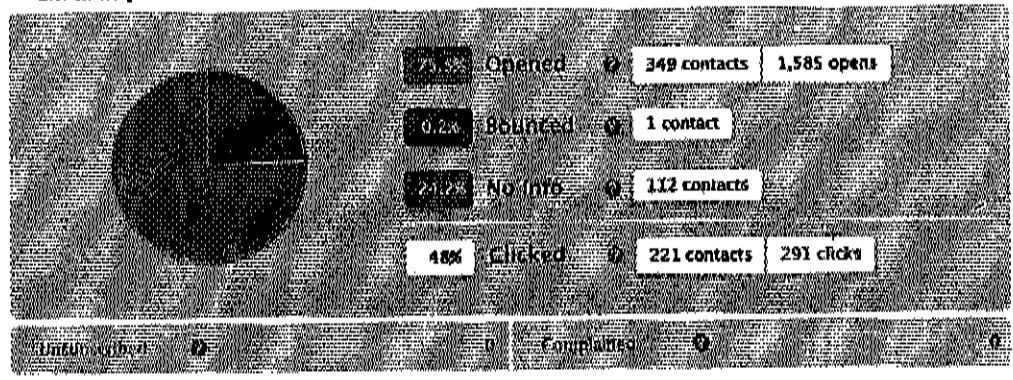
Subject: Wood Accent Colour Survey

March 21, 2016 2:19:07 PM (Completed In 1 minutes 25 seconds)

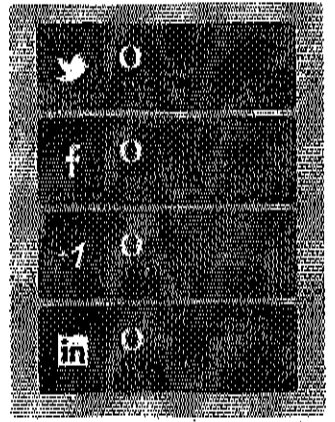
462 contacts sent to

export message data
create a segment

Email Impact



Social Impact



Lists and Segments

Sonoma Pines Survey	462 contacts
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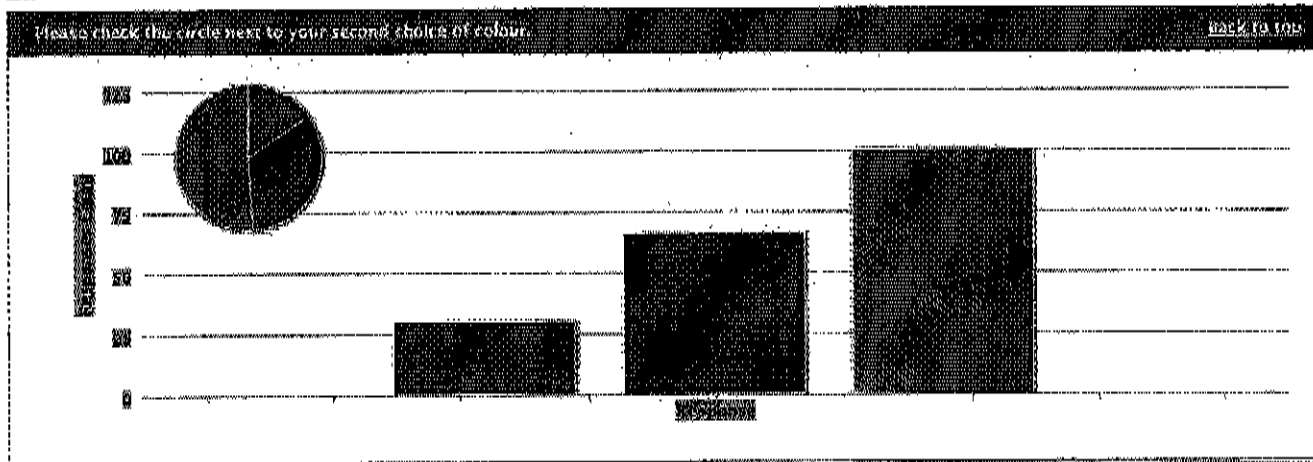
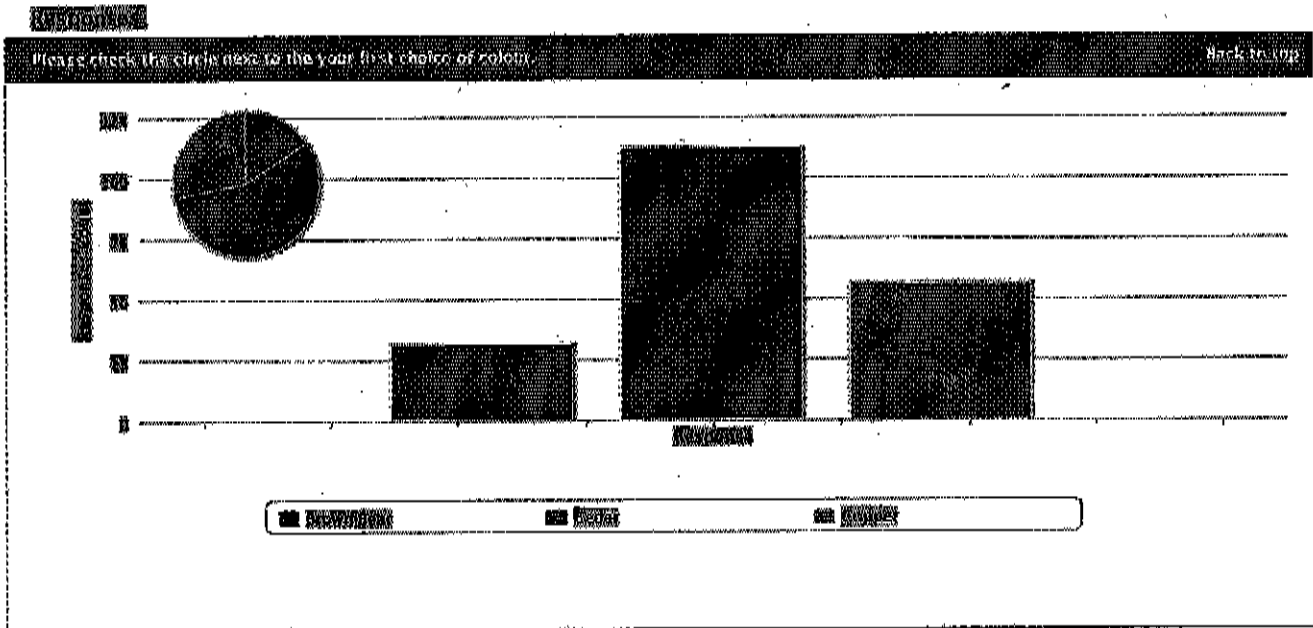
Figure 2 - Responses

First Choice of Colour

Brown Bear 31 votes - 16%
Cedar 112 votes - 56%
Copper 56 votes - 28%

Second Choice of Colour

Brown Bear 30 votes - 15%
Cedar 66 votes - 34%
Copper 100 votes - 51%



Social Committee Report March 2016

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Canada Day

Planning is underway for this year's Canada Day which will be held in conjunction with the Flag Raising Ceremony on July 1st.

St Patrick's Day St Patrick's Day was well attended with approx 55-60 people

Easter Eggstravaganza/PancakeBreakfast This event was again a great success with approx 123 adults and 52 children, plus many more children under 2 that were not counted. Many many thanks again go to Roger and Carrie Leigmann and their wonderful volunteers for making this another successful event for us. The kids had a great time and the weather co-operated.

Upcoming events:

Happy Hour -- April 8th

Spring Fling Potluck Dinner -- April 23rd

Ladies Shopping Night -- May 5th

Happy Hour -- May 6th

Sonoma Pines Garage Sale -- May 28th

Kevin Jersey

From: Rob Taylor <robt.strata@gmail.com>
Sent: Friday, April 08, 2016 11:22 AM
To: Kevin Jersey
Subject: Safety Security Itels

Kevinn - please include the following in teh Safety & Security committee section:

- The town hall presentation on security, fire protection & policing will be scheduled for the fall
- Work is being done to get costs for additional No Parking signs.

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Rob Taylor
250-768-8926