



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes

7 July, 2016

NAME	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL
John Scott	Chairman	▪ Maintenance	250-681-5681	jdscott650@gmail.com
Tom McEwen	Vice Chairman	▪ Clubhouse ▪ Social	250-878-7565	tommc.strata@gmail.com
Bryon Dickie	Treasurer	▪ Finance	250-864-1040	bryondickie@shaw.ca
Charlie Milazzo	Secretary	▪ Landscaping ▪ Irrigation	778-754-1000	charliem.strata@gmail.com
David Reid	Councilor	▪ Maintenance	250 826 3751	davidr.strata@gmail.com
John Cole	Councilor	▪ Communications	778-754-7265	elocconsult@klondiker.com
Jo-Anne Luchka	Councilor	▪ Welcome/Volunteer/Election	250-300-6504	joluchka@gmail.com

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 John Scott at 9:00 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

Present: Charlie Milazzo, Jo Luchka, John Scott, Bryon Dickie, John Cole, (joined at 9:45 a.m.), David Reid (joined at 9:50 a.m.)

Absent: Tom McEwen,

On behalf of Associated Property Management (2001) Ltd: Kevin Jersey

1) Approve Agenda – The following items were added to the agenda;

- a) New Business - Lower RV Parking
- b) New Business - Policy of Rules and Regulations
- c) New Business - Water Rebate
- d) Committee - Rykon Report
- e) Correspondence - 2166 Alvarado Trail
- f) Correspondence - 2140 Serrento Lane
- g) Correspondence - 3694 Sonoma Pines Drive
- h) Finance Committee - Signing Authority
- i) Previous Business - Fire Interphase
- j) Previous Business - Solano Drive report
- k) Previous Business - Alvarado Stairs Update
- l) Alteration Agreement - 2177 Talavera Place

MOTION: The agenda be approved as amended.
UPON VOTE the motion CARRIED with a clear majority

2) Previous Minutes – 2 June, 2016

MOTION: That the minutes from 2nd of June 2016 be approved.
UPON VOTE the motion CARRIED with a clear majority.

3) WFN Advisory Council Update - Gord Couch

- Concerns were expressed that the Board had approached the WFN Executive without doing so thru Gord.
- Weed growth and border around the complex - Gord advised that the owner had not yet been identified
- Gord advised that he represents all non WFN tax payers and will field any questions regarding WFN operations
- Gord outlined some of the high priority issues that are being taken to the WFN Council
- Q: WFN Budget - What roadways are WFN roadways that the residential taxes provide for the maintenance? A: Many roads are joint roads WFN and Provincial DOT but cannot specifically identify which roads Sonoma Owners taxes are being applied to.

4) Home Owners' Presentation

- a) 2180 Alvarado Trail - Rob Taylor advised that in the approval of the construction of a pergola, there was no approval to alter the landscaping, in particular a grassed area that cannot be reached by the large mowers and now must be cut with a small lawnmower. The irrigation system would also need adjusting to ensure that it is not damaging the pergola. The owner requested permission to take out the grassed area along with the irrigation and replace the grass with decorative rock, and further requested that the Corporation share the approximate \$500 cost for the work and supplies. No alteration request was presented at the time.

MOTION: That the permission be granted to modify the grassed area by removing same along with the irrigation system relating to the area, and replacing the grass with decorative stone, and that the Corporation contribute half of the cost of the alteration up to a maximum of \$250.00
 UPON VOTE the motion CARRIED with 3 in favor and 1 opposed

John Cole and David Reid joined the meeting.

5) Correspondence

- a) 2122 Del Mar Court - Correspondence was received from the owner regarding the common landscaping for phases 10,11,12. The Board will forward the issues to the Transition Committee. The final walk around and sign off has not yet taken place. It is tentatively to take place before 31 July 2016. Bryon Dickie as the head of the Transition Committee will follow up with Rykon.
- b) 3827 Acacia Lane - Correspondence was received from the owner advising that there were cracks in the curbing at the entrance to the driveway. The Board advised that curb repairs will be done later in the year from funding designated to be spent from the Contingency Reserve Fund.
- c) 3794 Del Mar Lane – Correspondence was received from the owner expressing concerns with the weeds growing on the Golf Course side of the Sonoma common fence. The Board will be meeting with the management team of the Golf Course to discuss this and other matters.
- d) Acacia Lane — Correspondence was received from a resident suggesting that there should be signage indicating that it was a “No Thru Road” to deter traffic that has to turn around in the restricted space at the end of the street. The Board forwarded the suggestion to the Safety and Security Committee for consideration.
- e) 2118 Verona Lane – Correspondence was received from the owner regarding the plantings being done by Rykon on the common property, suggesting that it was not consistent with other plantings on common property. The Board will review the plantings and if necessary discuss it with Rykon.
- f) 3889 Sonoma Pines Drive – Correspondence was received from the owner expressing concerns with the speed at which vehicles were travelling on Sonoma Pines Drive. The Board acknowledged the correspondence and advises that owners who witness people travelling at a excessive speeds on Sonoma Pines Road should immediately contact the RCMP and report the vehicle.
- g) 2293 Pine Vista Place – Correspondence was received from the owner advising that the landscaping had been damaged by the snow removal contractor. The Landscaping Committee had inspected the area and determined that the damage was not due to the snow removal contractor, but due to insufficient irrigation to the area. As irrigation in the single family section is the responsibility of the individual owner, the Board directed APM to contact the owner and advise of their findings.
- h) Accu-Sweep – A quote was received for center line painting on the Sonoma roads. The Board determined that there was no budget allocation for center line painting this fiscal period.
- i) Command Construction – A quote was received from Command Construction for the reparation of landscaping at three locations in the multi-family section in the amount of \$16,614.15.

MOTION: That Command Construction and Landscaping be engaged to repair the landscaping at 2150 Serrento Lane, 2177 Alvarado Trail and 2171 Alvarado Trail at a cost not to exceed \$16,614.15 to be paid from the Multi-Family Contingency Reserve Fund allocated for Landscaping Repairs by the owners at the Annual General Meeting.
 UPON VOTE the motion CARRIED with a clear majority.

- j) Travelers – At the request of the Board, APM contacted Travelers Insurance to determine if sinking sidewalks were covered under the New Home Warranty Program. Travelers advised that they were covered for a period of 12 months if within the strata lot, and 15 months if on common or limited common property. This warranty period would coincide with the standard warranty offered by the builder. APM advised that repair and maintenance of common sidewalks would be the responsibility of the Corporation, while sidewalks within the property line of the single family section would be the responsibility of the individual owner.

- k) APM – Correspondence was received from Associated Property Management requesting that the Agency Agreement of 2010 be re-negotiated. The Board advised that a written response will be made to APM within the next two days which would include a list of performance standards.
- l) 2307 Pine Vista Place – Correspondence was received from the owner regarding their request to replace a tree within the property line of their residence. The Board will arrange a meeting with the owner and Bartlett Tree Experts regarding the type of tree that is being proposed and the tree that is to be removed. It is hoped that the meeting can take place within the next two weeks.
- m) 2166 Alvarado Trail – Correspondence was received from the owner requesting that a “move list” for RV Storage be created. APM suggested that a policy included in the Rules and Regulations should be devised relating to the “waiting List” for an RV Storage Stall.
- n) 4115 Solana Place – Correspondence was received from the owner regarding the weeding that is to be done by the landscaping contractor. The Board advised that the contract for both the Multi-Family yards and the Single Family yards includes the weeding of the grassed area only, and does not include the weeding of the flower beds. The owners are expected to weed the flower beds. The schedule for weeding is set by the contractor.
- o) 2166 Alvarado – Correspondence was received from the owner regarding delayed repairs to the irrigation. The Board advised that United Landscaping who works for Rykon, has it on their schedule.
- p) 2166 Alvarado – Correspondence was received from the owner requesting that their vehicle be programmed to open the Lower Gate. The Board advised that cars are not being programmed due to a security issue when car is sold or owner leaves the community. Only fobs are being programmed which can be decommissioned if not returned when an owner sells their property.
- q) 2144 Serrento – Correspondence was received from the owner regarding Golf Course Property weeds. The Board is discussing the issue with the Golf Course Management.
- r) 3694 Sonoma Pines Drive – Correspondence was received from the owner expressing concerns with irrigation start up on single family homes being earlier this year than in the past. As the owner had not returned from their Winter residence in time to turn on the water, they were sent an invoice for an additional visit by the contractor to turn on the irrigation. The Board determined that the issue needed to be discussed at a management meeting and thus was tabled until the next council meeting.

6) Committee Reports

- a) **Administrative Advisory Committee** (No Report)
 - 1. The Committee has been compiling information regarding records management.
- b) **Clubhouse Facility Management** (Report attached)
- c) **Communications** (No Report)
 - 1. Committee Meeting to be held next week
- d) **Finance Committee**
 - 1. April Financial Statement – Draft combined financial statements had been presented to the Finance Committee, but APM suggested that as the financial statements were being reconfigured to separate the funds and expenses of Multi Family and Common, that the approval be deferred until the new statements were available.
 - 2. Finance Committee - Two new members have joined the committee, Brian Diemert and Bill Dartnell, both with extensive financial and accounting background.
 - 3. Income Tax Submission – The Finance Committee has been speaking to several Accounting Firms regarding preparation and submission of income tax forms for the Sonoma Pines corporations. A preferential rate had been negotiated with Grant Thornton by APM, and was offered to Sonoma Pines. Grant Thornton suggested that a full audit of the Corporation financials would be prohibitively expensive, and suggested that at most a “Review” would meet the requirements as per the Rules and Regulations and Companies Act. The Finance Committee will discuss further the idea of creating an Audit Committee, made up of qualified homeowners that would report directly to the Board versus the cost of an independent review or notice to reader audit engagement. The Finance Committee will report back at a future Board meeting on their recommendations.

MOTION: That Grant Thornton be engaged to prepare and submit income tax and 1044 forms to CRA for the two HOA operating companies for the full year ending 31 March 2016 and for the “stub period” of 1 April to May 31, the expense to be paid from the Common Consulting Services and Multi Family Professional Services budgets.
UPON VOTE the motion **CARRIED** with a clear majority.

- 4. The Finance Committee provided an update of the CRF investments held at Valley First Credit Union including a breakdown and recent transactions, and GICs that have matured have been re-invested in various interest bearing instruments that meet the requirements of the corporation.
- 5. Signature Card for Trust Accounts – APM is to arrange for the signing authorities for the BMO bank accounts to attend and sign the respective signature cards.

6. Social Club – A cheque was presented to APM from the Social Club to be deposited in the Common Operating Account.

e) Landscaping & Irrigation (Report attached)

f) Maintenance

1. Crack Sealing – Quotes were received for crack sealing and patching of the common roads.

MOTION: That Cota Topcoat Sealing be engaged to seal the cracks and patch asphalt at a cost not to exceed \$7,500.00 to be paid from the Common Contingency Reserve Fund.
UPON VOTE the motion CARRIED with a clear majority.

APM was requested to engage the contractor on behalf of the Corporation.

2. Multi Family Roof Inspection - The report (on the Sonoma Pines Website) from Pacific Interior Roof Inspection was received which identified a number of deficiencies in the roofs that were inspected. The Board will meet with the contractor that installed the roofs in question to see if the Manufacturer's Warranty will cover the deficiencies. The Board advises that the owners of the single family homes can engage the services of Pacific Interior Roof Inspection at their cost to inspect individual dwellings.

g) Safety & Security (Report attached)

h) Social (No Report)

i) Welcoming, Volunteers and Elections -

1. The volunteer appreciation dinner is scheduled for the 12th of October 2016. The Welcome Committee has volunteered to prepare and serve the meal.

7) Rykon Report (Report attached)

8) APM Operation Update

- a) 2166 Talavera Place – A sewer backup was reported to the APM Emergency Answering Service. Winmar Restorations was dispatched. Upon inspection, it was determined that the main sewer line backed up as a result of a restriction at the inspection point. As a result, raw sewage came to surface via the inspection pipe. No damage resulted inside the residence. The line was cleared and scoped well past the restriction and down-stream in the main sewer line. The contaminated ground has been cleared and is awaiting restoration of the flower bed. The Board directed that as the cause of the damage was due to a blocked common pipe, and that only common property was damaged, the Corporation is responsible for the cost of the restoration company, the plumber and the landscaper related to the incident.
- b) ICBC Uninsured Driver Claim – Documentation was received from ICBC relating to the damage caused to the lower gate by a stolen vehicle. As APM cannot sign the claim documents as requested they have been forwarded to the President for execution.
- c) 3909 Sonoma Pines Drive – It was reported to APM that mold was found in garage ceiling. Winmar Restoration was contacted to assess the situation. They determined that the mold was due to a moisture buildup in the attic of the garage, resulting from a lack of insulation. The Board determined that the owner is responsible for the costs of the call out and the remediation. APM was directed to inform the owner and charge back the cost.
- d) 2108 Delmar Court – A report of water damage in the basement of the unit was received by APM. Winmar Restorations was dispatched to determine the source of the water egress and to ensure that there was no mold to deal with. It was determined that the water egress was thru a Shaw Cable conduit. The Board directed APM to inform the owner that Rykon should be responsible for the cost of the call out and the remediation work.
- e) RV Storage - APM will be sending an e-mail to all owners that rent RV Storage requesting proof of insurance and a copy of the registration for the vehicle being stored.

9) Previous Business

- a) Security Cameras at Clubhouse - There was a motion made that security cameras be installed as per the proposal. As there was no seconder motion did not proceed.
- b) Fire Interphase – Tabled until the next Board meeting
- c) Solana Place residents meeting regarding trees- To be scheduled by the Board.

10) Alteration Agreements

- a) 2107 Del Mar Court – Satellite Dish - Tabled until policy regarding the location satellite dishes can be attached to common property is determined.

b) 2153 Serrento Lane – Storm Door.

MOTION: That the owner of 2153 Serrento Lane be granted approval for the alteration to common property by installing a storm door with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.
UPON VOTE the motion CARRIED with a clear majority.

c) 3817 Sonoma Pines Drive – Security System.

MOTION: That the owner of 3817 Sonoma Pines Drive be granted approval for the alteration to common property by installing a security system with the following conditions; that the expense of the alteration is the responsibility of the owner, that the installation meets the current and future requirements of Privacy Legislation, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.
UPON VOTE the motion CARRIED with a clear majority.

d) 2125 Madera Court – Awning.

MOTION: That the owner of 2125 Madera Court be granted approval for the alteration to common property by installing an awning with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.
UPON VOTE the motion CARRIED with a clear majority.

e) 2187 Alvarado Trail – Landscape Stairs.

MOTION: That the owner of 2187 Alvarado Trail be granted approval for the alteration to common property by construction of landscape stairs with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.
UPON VOTE the motion CARRIED with a clear majority.

f) 2175 Alvarado Trail – Landscape Stairs.

MOTION: That the owner of 2175 Alvarado Trail be granted approval for the alteration to common property by construction of landscape stairs with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.
UPON VOTE the motion CARRIED with a clear majority.

g) 2169 Alvarado Trail – Landscape Stairs

MOTION: That the owner of 2169 Alvarado Trail be granted approval for the alteration to common property by construction of landscape stairs with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.
UPON VOTE the motion CARRIED with a clear majority.

h) 2177 Talavera Place - Security Cameras

MOTION: That the owner of 2177 Talavera Place be granted approval for the alteration to common property by installing a security surveillance system with the following conditions; that the expense of the alteration is the responsibility of the owner, that the installation meets the current and future requirements of Privacy Legislation, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.
UPON VOTE the motion CARRIED with a clear majority.

11) New Business

- a) 2163 Serrento Lane Maintenance Fee Calculation – Tabled until the next Board meeting.**
- b) RV Storage Rental Policy – To be determined by the Board at the next management meeting.**
- c) Assa Abloy Quote for Man-gate Locking Device - A pushbutton locking device has been proposed for the man gate as part of the security along with the vehicle gate.**

MOTION: That a locking device for the man-gate be ordered from Assa Abloy at a cost not to exceed \$1,775.00 plus tax to be paid from the Common Operating Miscellaneous budget.
UPON VOTE the motion **CARRIED** with a clear majority

- d) Maintenance Fees Adjustments - Tabled until the next Board meeting.
- e) 2138 Serrento Lane Maintenance Fees - Tabled until the next Board meeting.
- f) 2087 Candalaria Place Maintenance Fees - Tabled until the next Board meeting.
- g) Guided Blinds for Decks – The Board members discussed the rule that only allows “Guided Blinds” to be installed on decks and balconies. The Board requested that APM send an internet link for these types of products to the owners of 2156 and 2154 Serrento Lane. (<http://www.ziptrak.com.au/>)
- h) 3825 Acacia Fencing – The Board discussed the budget that was passed at the AGM and determined that there would not be sufficient funds for the building of a fence this year. It will be considered for next year.
- i) Policy for Rules and Regulations Administration Policy – A written policy was presented.

MOTION: That the attached Policy for Rules and Regulations Administration Policy be adopted.
UPON VOTE the motion **CARRIED** with a clear majority

- j) Water Rebate – The Board discussed a refund that was being credited to an owner at Sonoma relating to the WFN Sewer and Water charges. The Board will check the billing from WFN to see if there are other members of WFN that are exempted.
- k) Lower RV Parking – The Board is reviewing the offer by Rykon to sell the lower RV Lot to SPHM. Town Hall meeting will be scheduled for the 23th of August at 7:00 p.m. to be held at the clubhouse to discuss the possible acquisition of the property.

12) In Camera Session - All guests left the meeting.

MOTION: The meeting commence an in camera session at 1:19 p.m. to discuss matters that are of a sensitive nature and may be subject to privacy legislation.
UPON VOTE the motion **CARRIED** with a clear majority.

MOTION: The meeting conclude the in camera session at 1:44 p.m.
UPON VOTE the motion **CARRIED** with a clear majority

New Contraventions

Strata Lot	Bylaw/Rule/Guideline Allegedly Contravened	Council's Decision
An Owner	Planted Grapevines without alteration agreement.	Send NBC for planting without alteration agreement
An Owner	3.8 Blind on deck	Send letter that the blind be removed and the holes in the common property be repaired by day before next council meeting
An Owner	Dog on tether	No further action required
An Owner	Speeding vehicle.	RCMP responsible
An Owner	Alteration without permission (gate in pergola)	Send letter requesting an alteration request
An Owner	Stairs on common property (response)	No further action required
An Owner	Dog poop on common property	Send a letter advising of common property and as long as cleaning up no offence
An Owner	Weeds in flower beds	Send letter to weed plant beds
An Owner	Sprayed neighbor with garden hose	Send a letter to the owner advising that the behavior was unacceptable
An Owner	Painted door (red)without alteration agreement	Send Notice of Rule Contravention

UPON VOTE the motion CARRIED with a clear majority

Previous Contraventions

Strata Lot	Bylaw/Rule/Guideline Allegedly Contravened	Council's Decision
An Owner	Tree #431	Send a Letter to the owner with a request to remove the unapproved tree.

UPON VOTE the motion CARRIED with a clear majority.

13) Termination

The meeting was terminated at 1:52 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 Thursday August 4th 2016 at 9:00 a.m., in the Clubhouse.