



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes

4 August, 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	Board Member	▪ Maintenance	250 826 3751	davidr.strata@gmail.com
John Cole	Board Member	▪ Communications	778-754-7265	elocconsult@klondiker.com
Jo-Anne Luchka	Board Member	▪ 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 8:57 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

Present: Charlie Milazzo, Jo Luchka, John Scott, John Cole, Tom McEwen, Bryon Dickie

Absent: David Reid

On behalf of Associated Property Management (2001) Ltd:

Kevin Jersey

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

- a) Landscaping – Tree on 2085 Candalera
- b) Landscaping - 2080 Alvarado replace rocks
- c) Previous Business - WFN water charges
- d) Correspondence - Letter to Dan Lobsinger
- e) APM Operational - Communications to owners
- f) Previous Business – Meeting with Two Eagle Golf Course

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

2) Previous Minutes -

MOTION: That the minutes from 7 July 2016 be approved
UPON VOTE the motion CARRIED with a clear majority.

3) WFN Advisory Council Update – Gord Couch

- WFN Council looking at 2017 projects - Carrington Road and Butt Road intersection to be dealt with.
- Bicycle lanes - WFN is reviewing future plans to make additional bicycle lanes

- Next meeting of WFN will be Tuesday 9 August, SPHM owners are invited to attend the meeting but are requested to contact Gord Couch in advance to be sure there is room for observers.

4) Home Owners' Presentation - None

5) Correspondence

- a) Pathways Abilities Society - The Board acknowledged the correspondence.

MOTION: To establish a bottle and can collection point within the SPHM grounds.
UPON VOTE the motion was **DEFEATED** with a clear majority.

Board will respond to Pathways Abilities Society.

- b) Letter to Associated Property Management – The President directed that the letter written to Dan Lobsinger the Managing Broker of APM be included as an attachment to the minutes.

6) Committee Reports

a) Administrative Advisory Committee

- 1. Policy Regarding Satellite Dishes - Tabled until the September meeting.

b) Clubhouse Facility Management (Report attached)

- 1. Resurface Tables

MOTION: To refinish 2 table tops at a cost not to exceed \$500 to be spent from clubhouse operations budget.
UPON VOTE the motion **CARRIED** with a clear majority.

- 2. Adoption of Revised Clubhouse Rules

MOTION: to accept amended rules for the clubhouse to be added to the existing rules and regulations.
UPON VOTE the motion **CARRIED** with a clear majority.

- c) **Communications** - The August 2016 news letter was sent to the homeowners by APM. APM suggested that an e-mail be sent to owners with the link to the Sonoma Pines Website to download the news letter, which would be more efficient than sending a PDF document to all owners.

d) Finance Committee (Report attached)

- 1. June Financial Statements

MOTION: The June 2016 financial statements for Multi Family and Common be accepted.
UPON VOTE the motion **CARRIED** with a clear majority.

The Board requested that all budget items appear in the financial statements even if there have been no expenses related to that line item on year to date summary.

- 2. Lower RV Parking Lot – A discussion regarding the possibility of purchasing the property took place. Options available to finance the purchase will be presented to the owners prior to a town hall meeting which is scheduled for the 23rd of August 2016. The material will be sent to the owners no later than 15th of August 2016.
- 3. Income Tax Submission - Grant Thornton has been engaged to prepare tax documentation for both operating companies.
- 4. Audit Committee – A committee will be formed to report directly to the Board.
- 5. Unit Entitlement for Multi Family Section – Unit entitlement is to be reviewed by an ad hoc committee.

e) Landscaping and Irrigation

- 1. Irrigation Start Up Procedures – Tabled until the next meeting.
- 2. 2085 Candalera - The homeowner has requested that a dead tree be replaced. Tabled until the next meeting.
- 3. 2080 Alvarado – Direction will be given to replace the grass with decorative rock.
- 4. Pruning Procedures and Standards – Procedures are to be reviewed by the landscaping committee.

f) Maintenance

- 1. Roofing Update – The roof inspection report was forwarded to Madge Roofing (the original installer) to see what deficiencies may be covered by the manufacturer warranty.
- 2. Multi Family Gutter Cleaning Update - Two quotes were received. The lowest quote exceeded the budgeted amount for the current fiscal period.

MOTION: That EverClear Window Cleaning be engaged to perform gutter cleaning of the Multi Family residences at a cost not to exceed \$5,000.00 to be paid from the Multi Family operating budget.
UPON VOTE the motion **CARRIED** with a clear majority.

g) Safety & Security

1. Lower Gate - Communication regarding the lower gate and power outages are to be presented at the next meeting.
2. RV Policy Updates – Tabled until the next meeting.
3. Public Roadways – Committee is suggesting that a legal opinion be obtained. The issue will be discussed at the management meeting before seeking a legal opinion.
4. Parking Signage - An update will be provided to all owners via e-mail.

h) Social - No report

- i) Welcoming, Volunteers and Elections** - The last welcome session had 21 new owners present. APM will include the link to the Sonoma Pines website and the password in their welcome letter so owners have access to the current rules and regulations.

7) APM Operation Update

- a) Maintenance Fees for July 2016** – The Board directed that APM NOT send blanket e-mails to owners without prior instruction from the Board.

APM advised the Board that all maintenance fees auto-debits relating to the Multi Family section have been corrected with the August 2nd draw. There are no further credits due to Multi Family owners.

APM advised that the retroactive maintenance fee and landscaping fees for the Single Family residences are out of balance in the amount of \$24.03 per unit. This is due to the method of strata fee posting for the period ending 31 March 2016. The Board directed that APM take direction from the Finance Committee regarding the crediting of that amount to each of the single family owners to be reflected in the September 1st auto-debit draw.

The Board has indicated that there are 7 residences on Candalera Lane that have been identified by Rykon with respect to the model of dwelling that are in error, which resulted in a slightly higher unit entitlement and maintenance fee.

MOTION: That APM make the correction to the monthly maintenance fees for 7 residences identified as having errant model designations.
UPON VOTE the motion **CARRIED** with a clear majority.

- b) Multi Family Alteration Requests** – APM advised that many owners in the Multi Family Section are not aware that an Alteration Request and approval is required for any modifications inside the unit with the exception of painting. This is required so that a prospective owner is aware that the SPHM insurance does not cover modifications made to the interior of the unit, and would have to be covered by the homeowners' personal insurance.

8) Previous Business

- a) Update on Terrero Survey** - APM was directed to engage a new surveyor. The SPHM contact will be Wayne Briant.
- b) BMO Signature Authorizations** - The Board requested the name of the contact person at BMO, and to arrange for the signature card(s) to be sent to the West Kelowna BMO branch.
- c) Alteration Request Revised Procedures** – Tabled until the next meeting.
- d) Proposed meeting with Two Eagles** - Board is to arrange a meeting with Two Eagles management this Fall.
- e) WFN Water** – The bill is by address on a flat rate per residence. WFN has advised that water meters will be mandatory at some point within the next 24 months. WFN band members under the Head Lease are exempt from water charges. The Corporation is expected to credit those three members for the water charge on a monthly basis.

MOTION: That the three WFN addresses be credited the common expense for water for the period starting 1 June 2016.
UPON VOTE the motion **CARRIED** with a clear majority.

9) Alteration Agreements

- a) 2307 Pine Vista Place**

MOTION: That the owner of 2307 Pine Vista Place be granted approval for the alteration to common property by replacing a tree in the front yard 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.

b) 2094 Candalera Place

MOTION: That the owner of 2094 Candalera Place be granted approval for the alteration to common property by installing natural gas fireplace 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) 3800 Del Mar Lane

MOTION: That the owner of 3800 Del Mar Lane be granted approval for the alteration to common property by installing a hot tub 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.

d) 2099 Candalera Place

MOTION: That the owner of 2099 Candalera Place 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) 3839 Acacia Lane

MOTION: That the owner of 3839 Acacia Lane be granted approval for the alteration to common property by planting hostas on common property and altering the irrigation 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) 2160 Serrento Lane

MOTION: That the owner of 2160 Serrento Lane be granted approval for the alteration to common property by installing an inside blind 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) 2135 Madera Court (9)

MOTION: That the owner of 2135 Madera Court be granted approval for the alteration to common property by installing retractable screen doors 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) 2166 Talavera Place

MOTION: That the owner of 2166 Talavera Place be granted approval for the alteration to common property by replacing grass with a rose garden 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.

i) 2209 Terrero Place

MOTION: That the owner of 2209 Terrero Place be granted approval for the alteration to common property by installing signature exterior solar shades with the following conditions; that the shades must be on a tracking system, 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.

j) 2307 Pine Vista Place

MOTION: That the owner of 2307 Pine Vista Place be granted approval for the alteration to common property by replacing a tree in the front yard with one from the approved list 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.

k) 2171 Alvarado Trail

MOTION: That the owner of 2171 Alvarado Trail be granted approval for the alteration to common property by installing decorative art on a common wall 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.

l) 2118 Del Mar Court

MOTION: That the owner of 2118 Del Mar Court be granted approval for the alteration to common property by developing the unfinished basement with the following conditions; original signatures are obtained on the application, all building permits be applied for and posted, 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.

m) 4140 Solana Place

MOTION: That the owner of 4140 Solana Place be granted approval for the alteration to common property by installing glass topless railing 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.

Following the meeting the Board confirmed that WFN will issue a building permit for glass topless railings.

n) 2296 Pine Vista Place

MOTION: That the owner of 2296 Pine Vista Place be granted approval for the alteration to common property by painting the exterior stucco the same color 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.

o) 2086 Candalera Lane

MOTION: That the owner of 2086 Candalera Lane be granted approval for the alteration to common property by installing lexan coating to the exterior of the window 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.

10) New Business

- a) Committees to update terms of reference to reflect the new corporate name.**

Meeting adjourned at 10:20 a.m.

Meeting reconvened at 10:27 a.m.

11) In Camera Session

MOTION: That the meeting commence an in camera session at 10:30 a.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.

All guests left the meeting.

MOTION: The meeting conclude the in camera session at 11:55 a.m.
UPON VOTE the motion **CARRIED** with a clear majority

a) Bylaw Contraventions

New Contraventions

Strata Lot	Date	Bylaw/Rule/Guideline Allegedly Contravened	Council's Decision
An Owner	160714	NOR regarding Flowers Planted	No further action required
An Owner	160726	NOR Bird Feeder	Send notice of contravention if still in place
An Owner	160726	NOR Christmas Lights (response)	Send Notice of Contravention Wayne to confirm and send NOC to each owners identified.
An Owner		Planting complaint	Board to visit owner
An Owner		Planting complaint	Tabled
An Owner		Harassment of landscaping staff	Board to visit owner.

UPON VOTE the motion **CARRIED** with a clear majority

Previous Contraventions

Strata Lot	Date	Bylaw/Rule/Guideline Allegedly Contravened	Council's Decision
An Owner		Grape vines planted (response)	No further action required
An Owner		Painted door (response)	No further action required

UPON VOTE the motion **CARRIED** with a clear majority

12) Termination

The meeting was terminated at 11:57 a.m.

13) 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 1st of September 2016 at 9:00 a.m.

July 19,2016

Dan Lobsinger
Broker/Owner
Associated Property Management Ltd.

Dear Mr. Lobsinger,

We wanted to apprise you of the disappointing implementation of strata fee increases for the Sonoma Pines Community this year.

New fees were communicated to homeowners on two occasions, in May and June.

When the fees were withdrawn from homeowners accounts in July it appears that virtually all homeowners were charged incorrect amounts.

When we addressed this at our Board meeting on July 7 Kevin Jersey would not commit to a date to have the situation corrected but did commit to having a summary of corrections to us as soon as the postings were complete.

To date there have been notices sent to some homeowners about corrections, so it would appear that the postings are complete, yet other homeowners are still waiting responses to their enquiries.

We asked Kevin for an update for Monday and have had no response.

So far we have no idea of the extent of the mistake, when we will have a remedy to the situation and have no information that we can update homeowners on; two weeks after APM withdrew the wrong amounts from their accounts.

We would appreciate your attention to this problem by sending us the summary as promised along with a date when we can expect this situation to be cleaned up.

Sincerely,

John Scott
President
Sonoma Pines Homeowners Management Ltd.

Report from Clubhouse Management Committee

August 2 2016

- 1) Office has been constructed in the multipurpose room . Just waiting for the door and final touches.
- 2) Replacement Exterior lights have been delivered with no cost for materials with the exception of shipping costs of \$112.00. Will be installed in the fall.
- 3) Received quote to replace table tops with laminate tops at a cost of \$220.00 plus taxes each.
- 4) Resurfacing of tables cost is \$140.00 plus taxes. Request to have the worst two table redone with laminate and charge to clubhouse operations.
- 5) Outside railing has been measured and currently being manufactured locally. Expect installation by end of August
- 6) Theft of Gym Equipment still is an ongoing investigation being managed by Safety and Security Committee. Hopefully will be able to report at next meeting.

Tom McEwen

Chairperson

Clubhouse Management Committee

SPHOM Ltd.
Finance committee Meeting
July 25, 2016

Notes from meeting:

1. June Financial Statements were reviewed and it is recommended by the Committee that the Board accept the Statements. A few comments and coding questions were brought up and sent on to APM for their reply.
2. Finance Committee reviewed an initial draft of the financial analysis of the proposed lower RV Park purchase, which is to be presented at an August 23 town hall. Committee was asked to provide any additional comments back to the Treasurer by Friday, July 29, such that the analysis can be sent to homeowners ahead of time or their consideration.
3. The Committee discussed the option of an Audit being completed for SPHM or establishing a small Audit Committee of qualified homeowners that would report to the Board. Quotes from two independent sources were received and the Finance Committee felt that the cost was too high given that 75% of the budget are contractual or provided by outside third parties (i.e. Corix, WFN, etc). Two members of the Finance Committee will speak to some qualified homeowners to get their further thoughts on the role and responsibilities of an Audit Committee and report back.
4. Grant Thornton has been engaged to prepare the 2015 tax returns for SPHM and also for the stub year (April & May 2016).
5. Unit Entitlement Model (Strata Fees) for MF homes has been extremely confusing for the last number of years and it is recommended that an ad hoc committee be established to review the options and recommend a strategy to homeowners for their approval.

Sonoma Pines Community Clubhouse

Rules

Section 1. Purpose of the Clubhouse

The main purpose of the Clubhouse is to provide a facility to serve and fulfill social and recreational needs of Sonoma Pines residents. It will also be used for communication purposes within Sonoma Pines including meetings and activities for the Sonoma Pines Homeowners Management LTD., and any designated Sonoma Pines Committees.

Section 2. Terms Used

- a. Homeowner:** A Homeowner is a person over the age of 19 that is identified as a Lessee in a Sonoma Pines Corporation property Sublease Agreement.
- b. Tenant:** A Tenant is a person over the age of 19 that rents a home in Sonoma Pines and whose name is identified on the Home owner's Tenancy Agreement and provided to the SPHM Ltd. property manager.
- c. Resident:** A resident is a person over the age of 19 that lives in Sonoma Pines. A resident includes Homeowners, people that live in Sonoma Pines with a Homeowner and Tenants of a Homeowner
- d. Booking Agent:** A Sonoma Pines Resident approved by the Clubhouse Management Committee to accept and schedule bookings of the Sonoma Pines Clubhouse.
- e. SPHM LTD:** Sonoma Pines Homeowners Management Ltd.
- f. SPCCMC:** Sonoma Pines Community Clubhouse Management Committee

Section 3. Clubhouse Access Requirements

Use of the Clubhouse is a privilege and is to be shared amongst all Residents. In turn, Residents share the responsibility to maintain this facility to a standard that can be enjoyed by all while using the facility including the responsibility to leave it neat, clean and tidy, and treating it as you would your own property. Any Resident found abusing this clubhouse privilege will have their key fob deactivated.

- a. Quiet Hours:** The right to peaceful enjoyment by all Residents living in the vicinity of the Clubhouse must be respected and therefore quiet hours for the Clubhouse will be from midnight to 5:30 a.m. All activity in the Clubhouse must cease by 12 am. with the exception of New Years Eve celebrations which shall end by no later than 1 am.
- b. Maximum Occupancy:** The maximum number of people allowed at a clubhouse function held upstairs including the main entertainment area, dining room and games room, is 80.

c. Security and Access: A Homeowner must purchase a key fob in order to gain access to the Clubhouse.

Any resident found responsible for setting off the Clubhouse alarm by staying in the building beyond midnight may be responsible for reimbursing SPHM LTD. for all related costs.

d. Key Fobs: Each Sonoma Pines address is entitled to purchase two key fobs. All rental homes must be identified as such by the Homeowner and noted in the key fob registry.

A Homeowner is permitted to give their key fob to their Tenant to access the Clubhouse. If this is done the Homeowner must ensure their Tenant is made aware of all Clubhouse rules and regulations. The Homeowner is also responsible for the conduct of their Tenant (including any Tenant guests) when they use the Clubhouse and is responsible to pay for any related fines and damage.

When a home is sold the Homeowner must return their key fob and have it deactivated. If the key fob is in good working condition the Homeowner will be refunded their purchase price and the key fob will be placed back into inventory for resale.

A key fob that is damaged/lost must be reported immediately and deactivated. The Homeowner will not be given a refund for a damaged/lost key fob but can purchase a replacement.

e. Parking: Parking at the Clubhouse and surrounding area is limited. The SPCCMC requests that homeowners, tenants and guests refrain from parking in the vicinity of the Clubhouse and surrounding area except in designated areas. Residents using the clubhouse are encouraged to walk or secure alternate transportation. Limited parking is permitted on Sonoma Pines Drive. There is no parking in the Clubhouse service entrance driveway. Parking or unloading on the upper patio area is strictly prohibited. Posted no parking areas will be strictly enforced through a fine and/or towing of the offending vehicle(s) at the vehicle owners expense.

f. Smoking: Smoking of any kind is not permitted in the Clubhouse or around Clubhouse entrance/exits. Smoking is only permitted in designated outdoor areas.

g. Pets: Pets of any kind are not allowed in the Clubhouse premises at any time.

h. Minors: Under no circumstances is anyone under the age of 19 allowed in the Clubhouse without the supervision of a Resident. Should damage by a Minor occur, the Resident will be held responsible for repairs and/or clean up. The number of Minors should be kept to a minimum when the Clubhouse is expected to be busy.

i. Guests: Guests may be brought to the Clubhouse by Residents and remain the responsibility of the Resident for the duration of the time they are on the premises. Residents are encouraged to limit the number of guests during times when the Clubhouse is expected to be busy.

j. Restrictions:

- Patio furniture must remain on the concrete patio;
- Folding tables and chairs only may be used on the patio area if required
- No paint, tape or tacks are permitted on walls, windows, fixtures or moldings, fireplace mantel or ceiling. Candles in safe containers and supplied by the user are permitted however no taper candles are permitted.

Section 4. Clubhouse Use Requirements

Use of the Clubhouse by all Residents is subject to the activities and restrictions outlined below.

a. Equipment: Removal of any equipment, appliances, supplies or furnishings from the property is strictly prohibited. (unless a written request for tables and chairs is submitted and authorized by SPCMC)

b. Social Committee Functions: This includes all activities planned by the Social Committee and will be open to all Sonoma Pines Residents. Some of these events will require advance ticket purchase to cover the cost of food and entertainment.

c. Resident Use: Residents may use all parts of the Clubhouse at any time except during times when the clubhouse is booked for private functions.(see private functions below) Residents are asked to use discretion when using the facilities while other organized recreational activities are going on.

d. User Groups: The SPCCMC will, at its discretion, review requests from User Groups for art, music, crafts, fitness, social, educational or other recreational activities in the Clubhouse. User groups are open to all Residents who share an interest in the subject. A copy of the monthly activity schedule will be posted on the bulletin board, on the Sonoma Pines website www.sonomapines.info and the Sonoma Sun newsletter. Each User Group must designate a contact person for their group and provide the name to the booking agent. A Resident or group of Residents may propose new User Groups and if approved by SPCMC, the Booking Agent will schedule times for the activity. Approved User Groups may be asked to relinquish their allotted time for scheduled events at the discretion of the SPCMC.

e. Private Functions. Private Functions are defined as functions organized by a Resident where not all Residents of Sonoma Pines are invited to participate. Rules governing use of the Clubhouse for Private Functions are listed below. The Clubhouse can only be booked by a Resident (or a group of Residents) for their personal use. The Resident will be deemed the "Private Function Renter" and must be in attendance at all times. A Private Function (clubhouse rental) restricts the use by other Residents to use of the lower level gym and lower level multi-purpose rooms. Residents using those portions of the Clubhouse during Private Functions are asked to respect the privacy of the Private Function Renter.

The following terms and conditions will apply to all Private Functions:

i. Private Function Restrictions: Under no circumstance can a Private Function be booked for the express purpose of holding a Stag or Stagette.

ii. Booking Times: Private Functions may be booked between the hours of 11:00 a.m. and midnight. All outside activity must cease by 11:00 pm with table and chairs stowed away. Clubhouse quiet hours must be adhered to and the building vacated and locked by midnight. Cleanup of the facility must be completed no later than 10:00 a.m. the following morning.

iii. Maximum Attendees: Any Private Function (main entertainment, dining and patio area) is limited to the attendance of 80 persons.

iv. Fees: A fee is required for the private use of the Clubhouse which includes the use of the games room. The following fees are effective January 1, 2016 and are only refundable if the booking is cancelled 30 days prior to the event:

- For all renters: \$500.00 damage deposit; plus
- If being used by a Resident for personal purposes: \$100.00 rental fee; plus an additional \$100.00 cleaning fee if chosen; or
- If being used by a Resident for purposes of a trade show or a commercial vendor (organized by a Resident): \$150.00; additional \$150.00 cleaning fee if chosen; and
- For use of table covers during an event: \$50.00

If a Private Function Renter elects to clean the Clubhouse themselves instead of paying the additional cleaning fee, they must clean the Clubhouse as outlined in the applicable section below.

v. Rental Agreement and Damage Deposit: A Rental Agreement must be signed by the Private Function Renter and applicable fees paid at the time of booking. Payment of the damage deposit is also required at the time of booking for all Private Functions.

Renters must be aware of insurance requirements as stipulated in the rental contract.

Damage caused during a private function:

- Any damage to the premises or equipment occurring during a Private Function is the responsibility of the Private Function Renter.
- The Private Function Renter together with the Booking Agent will inspect the building and equipment before and after the Private Function to assess pre and post booking conditions.
- In the event of damage, the damage deposit will be applied. If the deposit is insufficient to cover damages, the Private Function Renter will be responsible for covering the additional costs, and no exceptions will be made.

vi. Alcohol: Under no circumstance can liquor be served to any person under the age of 19 within the Clubhouse. Should it be necessary at a function to sell alcohol for a

nominal fee (e.g. cash bar at a wedding reception), the Private Function Renter must apply for a liquor license which is available at all BC Government liquor stores. A copy of this license must be shown to the booking agent. If alcohol is not sold, then no liquor license is required. If any belligerent and/or destructive behavior occurs, a minor being served alcohol or any illegal activity conducted on the premises, the SPMC has the right to terminate the Private Function. All applicable costs for damages will be assessed to the Private Function Renter. Under such circumstances booking fees will not be refunded.

vii. Equipment Use for Private Functions:

- Fees cover the use of all food preparation appliances, including the refrigerator, stove, cooler, barbecue and grill, chafing dishes, serving trays, platters, pans, coffee pot and urn, cutlery, dishes, tables, chairs, dishwasher and sound system.
- Sterno for chafing dishes is not included.
- Renters must supply their own coffee and tea.

viii. Cleanup for Private Functions:

All Private Function Renters are responsible for completing the following at the conclusion of their event:

- Cleaning all appliances used during the event, including coffee pots, coffee urn and barbecues (if utilized)
- Removing all food and condiments brought for the function, including refrigerated items
- Washing all dishes used; if using the dishwasher ensuring it has been emptied, drained and turned off at completion of the wash cycle. Dishes are to be rinsed before loading into the dishwasher. Food grate in the dishwasher is to be cleaned upon completion of the last load of dishes. Please read the posted instructions and leave the dishwasher door open after it has been drained.
- Bagging all garbage and placing it in the garbage containers located in the cedar enclosure on the south side of the building
- Removing all recyclable materials and placing them in the recycle containers provided outside in the trash enclosure and separated as follows:
 - Returnable – bottles, cans, plastic and glass jars
 - Recyclables – paper, cardboard, etc. These items must be in a separate recycle bag for curbside pickup
- Ensuring all chairs, tables (including patio furniture) and any other equipment used are cleaned and put away to their original location
- Ensuring any tablecloths, dishtowels and dishcloths used have been folded and left out for cleaning
- Turning off all lights, fans and the fireplace (if applicable)
- Turning off the TV and sound system
- Ensuring that all exit doors are locked

Private Function Renters are also expected to ensure the Clubhouse is returned to its pre-function state by performing the following additional cleaning tasks:

1. Mopping the kitchen, front entrance and hallway floors using the dedicated mop provided;
2. Damp mop the hardwood dance floor using the designated special mop located in the utility room.
3. Cleaning the Ladies and Men's washroom counters, toilets and floors; and
4. If the patio was used, sweeping it of any debris.

A Private Function Renter may elect to pay the applicable cleaning fee instead of completing the above additional cleaning tasks. The Private Function Renter must elect this option at the time the booking is made.

If cleanup of the facilities used is not adequate, the damage deposit will be used to cover the cost of clean-up.

Section 6. Clubhouse Booking

Booking of the Clubhouse must be made with the booking agent. Times are available on a first come first served basis.

Section 7. Responsibilities Risks and Liabilities

The SPHM LTD. is not liable for any personal property damage or personal injury occurring during the rental time period.

In the event of any discrepancies, SPHM LTD. Board of Directors have final interpretation over the Clubhouse Rules.