



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes

March 2, 2017

NAME	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL
John Scott	Chairman	▪ Maintenance	250-681-5681	jdscott650@gmail.com
Tom McEwen	Vice Chairman	▪ Clubhouse ▪ Social	250-768-3439	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
Mike Makin	Strata Manager	250-860-1411	250-860-1411	mmakin@kelownarealestate.com
Kanina Wright	Unlicensed Assistant	778-754-1521	250-860-1411	kwright@kelownarealestate.com

Past minutes of meetings may be found on the Sonoma Pines Website at www.sonomapines.info

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: John Scott, Charlie Milazzo, Jo Luchka, John Cole

Absent: David Reid, Bryon Dickie, Tom McEwan (via Skype)

On behalf of Coldwell Banker Horizon Realty:

Mike Makin, Kanina Wright

1) Approve Agenda

MOTION: The agenda be approved with the following additions; request for installation of a new dog doo station at Carrington entrance to community to be added under Correspondence.

Seconded and CARRIED with all in favor.

2) Previous Minutes

MOTION: The minutes for the Board Meeting of February 2, 2017 be approved.

Seconded and CARRIED with all in favor.

3) WFN Advisory Council Update – report attached

Council is currently working on budgets and review of the 5 year capital plan. The intersections at Carrington, Elk and Butt Rd. are continuing to experience delays. It is estimated that it could be several years before there is any resolution. A request for consideration by the Council was put forward for the installation of traffic lights at the

Carrington intersection to serve as an interim solution. A request for a study has been agreed by WFN and the council is hoping for feedback before the end of the 2017 calendar year.

The AGM is coming up in April and more information will be circulated to all homeowners shortly. Election for members of the Advisory Council will be the 3rd Thursday in October. The next meeting will be Tuesday March 14th.

4) Correspondence

- a) Parking Rules and Regulations – request for revisions. The Board instructed Coldwell Banker to send letter to the homeowner denying this request.
- b) 2168 Alvarado Trail – drain pipe backing up – the Maintenance Committee is investigating the concern and reviewing options for remediation
- c) Installation of new dog doo station at Carrington entrance to community – request to be forwarded to the Finance Committee for review for next year’s budget

5) Committee Reports

- a) **Administrative Committee** – 21 applicants were vetted for the Community Services Coordinator position. Of those applicants, 5 candidates were selected for interviews. From those 5 candidates, the list was further vetted down to 3. A second interview is scheduled for March 2nd with one of the candidates.
- b) **Clubhouse Committee** – report attached. It was agreed that future newsletters would include operational and safety information regarding the gym equipment especially treadmills in order to help maintain their longevity.

Tom McEwan lost connectivity and left the meeting at 9:27am
- c) **Communication Committee** – the March newsletter has gone out to all homeowners. There is no date scheduled yet for the next meeting.
- d) **Finance Committee** – report attached

MOTION: Be it resolved that the Board approves the January 2017 financial statements.

Seconded and DENIED with all opposed.

- e) **Landscape Committee** – report attached. A recent meeting included discussions around a “no prune list” for the 2017 season. The program ran last summer/fall with a high success ratio. A new form has been created identifying a “no prune list” form for all owners to fill out and sign should they wish. Forms to be sent to all homeowners and returned to Coldwell Banker who will notify Asahi.

MOTION: Be it resolved that the Board approves the recent changes to the Asahi landscape contract.

Seconded and CARRIED with all in favor.

MOTION: Be it resolved that the Board approves the implementation of a “no prune” form with the exclusion of the “red stake” clause.

Seconded and CARRIED with all in favor.

- f) **Maintenance Committee** – report attached. Discussions were had around converting all streetlight to LED bulbs. 3 lights are going to be used as a test case to see if this is a project worth pursuing.

MOTION: Be it resolved that the Board approves the policy regarding defects in repair of the building envelope in multi family homes

Seconded and CARRIED with all in favor.

- g) **Safety & Security Committee** – report attached

MOTION: Be it resolved that the Board approves the new lower gate policy.

Seconded and CARRIED with all in favor.

- h) **Social Committee** – nothing to report
- i) **Welcome Committee** – nothing to report

6) Coldwell Banker Operational Update

- a) The January financial statements indicated approximately \$11,000 in outstanding monthly fees. To date, approximately \$3,000 of the \$11,000 has been collected.
- b) All homeowners are now set up for PAD/monthly payments

7) Alteration Agreements

- a) **3691 Sonoma Pines Drive – installation of a pergola**

MOTION: That the owner **3691 Sonoma Pines Drive** be granted approval for the alteration to the property by installing a 4 post wooden pergola 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.

Seconded and CARRIED with all in favor.

- b) **3691 Sonoma Pines Drive – landscape alteration**

MOTION: That the owner **3691 Sonoma Pines Drive** be granted approval for the alteration to the property by replacing the existing landscape bark mulch with 1"-2" crushed rock 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.

No approval necessary.

- c) **2403 Mesa Vista Court – installation of an awning**

MOTION: That the owner **2403 Mesa Vista Court** be granted approval for the alteration to the 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.

Seconded and CARRIED with all in favor.

- d) **4132 Solana Place – replace current rock wall with allan block**

MOTION: That the owner **4132 Solana Place** be granted approval for the alteration to the property by replacing the current rock wall located in their yard with allen block 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.

Seconded and CARRIED with all in favor for replacement of wall with similar existing rock.

- e) **2174 Alvarado – installation of solar tubes**

MOTION: That the owner **2174 Alvarado Trail** be granted approval for the alteration to the property by installing 3 solar tubes 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

Seconded and CARRIED with all in favor.

- f) **2313 Pine Vista Place – installation of an awning**

MOTION: That the owner **2313 Pine Vista Place** be granted approval for the alteration to the 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

Seconded and CARRIED with 3 in favor 1 opposed.

8) Old Business

- a) **Satellite Dishes** – new draft policy attached

MOTION: Be it resolved that the Board approves tabling the policy in its original format.

Seconded and CARRIED with all in favor.

- b) **Lower RV lot update** – We heard from Mike Maschek of Rykon and "As to the status of the lower RV lot the stalls are fully leased out and continue to be leased on a month to month basis with higher lease rates coming into effect for grandfathered lessors May 1/17. At this point there is no expectation to change this rental approach to owners within Sonoma Pines." Regarding the headlease they are waiting for documents from Murray Glazier who represents Ron Derrickson and then Rykons lawyer, Kelly Cairns will be able to submit the whole land package to Lynn at WFN and the land transfers can finally complete.
- c) **Unlicensed vehicle update** – Coldwell Banker confirmed that all owners are in compliance with the exception of 1 owner who is currently away and will be back at the end of March at which point this will be addressed.
- d) **Short term rental policy** – policy attached

MOTION: Be it resolved that the Board approves tabling the policy.

Seconded and CARRIED with all in favor.

9) New Business

- a) **2016/2017 snow removal process** – further discussions and review of the 2016/2017 season will be had at the next management meeting including attendance by the snow removal contractor. A summary of that meeting will be put in the next newsletter.
- b) **Upper RV Rules & Regulations** - attached

MOTION: The Board approves the upper RV Rules and Regulations pending ratification at the next AGM.

Seconded and CARRIED with all in favor.

- c) **Clubhouse Window – water ingress update.** The window to the multi purpose room was reviewed by Rutland Glass and determined to be in perfect working condition. It was determined at that time that the water ingress is likely coming from the roof area directly above the window. The Board requested Coldwell Banker to call Madge Roofing to come and investigate the concern.
- d) **Exterior stucco paint color clarification** – the Maintenance Committee will be reviewing this at the next meeting.
- e) **Late Fee Policy** -

MOTION: Be it resolved that the proposed Late Fee Policy be approved by the Board and implemented effective April 1, 2017. Further the policy will be communicated to homeowners through the minutes of the Board meeting and included in the next Newsletter. Finally, the policy is to be ratified at our next AGM.

Seconded and DENIED with all opposed.

10) By-Laws Enforcement - In Camera Session – no visitors were present

- a) Pine Vista Place – installation of golf ball netting – the Board instructed Coldwell Banker to send a notice to the homeowner requesting that they remove the netting.

Special Thanks:

At today's meeting there was a lot of discussion on a number of items brought forward by Board members and the various Committees. The Board would like to say how much we appreciate the efforts of all of the Sonoma Pines residents who volunteer their time to participate on these committees and contribute to the ongoing maintenance and improvement of our wonderful community.

Thank-you very much!
John Scott

11) Termination

The meeting was terminated at 10:17am

12) Next Meeting

Board 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 Board meeting is scheduled to be held on **April 6th, 2017** at 9:00 a.m. in the clubhouse.