



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes February 2, 2017

| NAME | PORTFOLIO | REPORT TO COUNCIL FOR: | PHONE | EMAIL |
|-----------------|---------------|-------------------------------|--------------|---------------------------|
| John Scott | Chairman | ▪ Maintenance | 250-681-5681 | jdscott650@gmail.com |
| Tom McEwan | 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 | 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, Bryon Dickie (via Skype)

Absent: David Reid, Tom McEwan

On behalf of Coldwell Banker Horizon Realty:

Mike Makin, Kanina Wright

1) Approve Agenda

- a. Move WFN Advisory Council update to item 3) ahead of Correspondence
- b. Add item 10) c Unlicensed vehicle violations to In Camera Session

MOTION: The agenda be approved with amendments as described above in 1) a and 1) b

Seconded and CARRIED with all in favor.

2) Previous Minutes

MOTION: The minutes for the Board Meeting of December 1, 2016 be approved.

Seconded and CARRIED with all in favor.

3) **WFN Advisory Council Update** – The youth center officially opened this past Friday on Quail Lane. Recent tax assessments reflected a 9% increase in home values. On February 14th, WFN is meeting to discuss the increases and meet with the WFN surveyor of taxation. This meeting is open to the public and homeowners are welcome to attend. All tax assessment related inquiries should be directed to WFN or to Gord Couch. The WFN AGM will be held on April 26th with notices sent to all homeowners prior to the meeting. Changes are coming to the WFN Advisory Council with 3 members leaving. Bryon Dickie requested that the WFN or the Council contact BC Assessment to reconsider how they assess leased land. The Board agreed to have a tax assessment discussion at the next management strategy meeting as per request from John Scott.

a) **Carrington Road and Butt Road intersection** - to be discussed at the Feb 14th meeting. No updates to report at this time.

4) Correspondence

- a) **4147 Solana – tree work recommendation.** Presentation by homeowner Elaine Jensen
Concern was raised with regards to who was responsible for pruning of trees on Solana Place. The Board recommended that the homeowner talk to the neighbors and work together to manage the tree pruning without the involvement of Sonoma Pines Homeowners Association. The Board further reviewed internally and stands by their decision to encourage the homeowner to work with their neighbors towards a long term solution that is in compliance with the landscaping rules and regulations.
- b) **November 2016 lower RV changes to Rules and Regulations.** The Board directed Coldwell Banker to respond to the homeowner indicating that the Rules and Regulations to the lower RV lot were approved pending ratification at the next AGM.
- c) **Tree Pruning Concern** – as per Division 7 Landscaping Rules and Regulations Item #2) c, two of the trees indicated are on Sonoma Pines Drive and therefore exempt from trimming for views. Trimming is for health reasons only. The Board informed Coldwell Banker to notify the homeowner that they can submit a formal complaint regarding trimming of the willow tree in question as it sits on private property.
- d) **Speed Limits** – reminder to homeowners that speed limits within community are 40kmh. A speed limit reminder to be put in future newsletters.
- e) **Snow Removal – Board members & personal liability** – Board agreed to defer discussion to a future management meeting.

5) Committee Reports

- a) **Administrative Committee** – the job posting for the Community Services Coordinator is now closed and the list has been vetted for all applicants. The final list is to be presented to John Scott to begin scheduling interviews. Overall there were 21 applicants of which 5 were chosen for interviews. Currently we are on target for timelines. A draft of the Terms of Employment Policy has been created for final review.
- b) **Clubhouse Committee** – nothing to report
- c) **Communication Committee** – February newsletter has gone out. There is still space available for the second banner. The Committee is also looking for articles for future newsletters as well as volunteers to help out.

Finance Committee – reports attached. There have been 2 meetings since the last board meeting. Overall the committee is pleased with the financial statements. There is still some minor account structuring required. It was noted that the Lawyer never changed the registry from Rykon to Sonoma Pines. BC Assessments and CRA need to be updated. Currently there is \$1.183M in contingency reserve funds held at Valley First and QTrade. This does not take into account funds held elsewhere. Total CRF reconciliation to be completed. An audit is currently being done by Suzanne Larouche on all APM transactions. Reconciliations will be reviewed by the Finance Committee and presented to the Board for approval.

MOTION: To approve the November and December 2016 financial statements.

Seconded and CARRIED with all in favor.

- d) **Landscape Committee** – report attached
- e) **Maintenance Committee** – report attached. There was another meeting this week on Jan 31st where the focus was pulling the budget together.
- f) **Safety & Security Committee** – nothing to report

- g) **Social Committee** – nothing to report
- h) **Welcome Committee** – 3 new homeowners since Jan 1st. Next welcome meeting is Feb 15th @ 10:30am. New homeowners have been advised.

6) Coldwell Banker Operational Update

- a) Approximately \$11,000 in outstanding fees owed by owners as of October 31st, 2016. Efforts under way by Coldwell Banker to contact and settle those in arrears.
- b) There are currently 2 single family homes that have not submitted their owner / banking information and remain in arrears since November 1st. Coldwell Banker continues to track down these last 2 outstanding.

7) Alteration Agreements

- a) **2308 Pine Vista Place – installation of glass panel in front door**

MOTION: That the owner **2308 Pine Vista Place** be granted approval for the alteration to the property by installing a glass panel in the front 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

Seconded and CARRIED with all in favor.

- b) **2196 Alvarado Trail – finish basement**

MOTION: That the owner **2196 Alvarado Trail** be granted approval for the alteration to the property by finishing the basement 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.

Approval is not required as the work is non-structural in nature.

- c) **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 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 DENIED with all in favor.

- d) **2101 Del Mar Court – installation of an awning**

MOTION: That the owner **2101 Del Mar 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.

- e) **4136 Solana Place – installation of glass deck railing**

MOTION: That the owner **4136 Solana Place** be granted approval for the alteration to the property by installing a glass railing on the upper deck 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.

8) Old Business

- a) **Updated Community TOR's** – Landscaping Terms of Reference complete and to be sent to the Board for approval
- b) **Efflorescence and Community Involvement** – no response from owners

c) **RFP Legal Services**

MOTION: That the RFP for Legal Services be approved.

Seconded and CARRIED with all in favor.

- d) **Satellite Dishes** – policy to be reviewed at next management meeting.
- e) **Lower RV Lot** – John Scott to be in touch with Mike Masecheck of Rykon to get an update on the details.

9) New Business

- a) **Addresses on invoices** – Coldwell Banker to send notification to landscaping trades to ensure clear addressing on invoicing in order for invoices to be approved
- b) **Clarification around “unlicensed vehicles”** – all vehicles must be licensed meaning they must be licensed and insured to drive on BC roads.
- c) **Clarification around “short term rentals”** – No policy in place currently. Charlie Milazzo and John Cole will draft a policy for review at the next management meeting.
- d) **Clarification around “alteration request” applications** – No approval is required for non-structural renovations inside the home ie. not common property. Homeowners are reminded to ensure that they have proper permits in place (if applicable) prior to any work being done.
- e) **Late Fees for owners in arrears** – the Board will be discussing implementing a new late fee policy at the upcoming management meeting.

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

- a) Landscape Violation – \$50 fine reversal

MOTION: The Board approves reversing the \$50.00 fine an owner for failing to remove an exterior vine as requested.

Seconded and CARRIED with all in favor

- b) Mesa Vista Court – alteration application. Deferred as application was incomplete.
- c) Unlicensed vehicle violations – In reference to Rules and Regulations 4).4 Coldwell Banker to send 2nd notice to all homeowners who have not yet responded to violation notice. Response and compliance from owners is requested within 30 days.

11) Termination

The meeting was terminated at 11:24am

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 **March 2nd 2017** at 9:00 a.m. in the clubhouse.



Sonoma Pines Homeowners Management Ltd.
Finance Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: January 10, 2017 - 10:15am

Attendance:

Present: Bryon Dickie, Brian Diemert, Lisa Murray, Suzanne LaRouche

Absent: Bill Dartnell

Minutes Prepared By: Bryon Dickie

- 1) The November statements were reviewed and a few questions came up that need clarification from Coldwell Banker. **Action: Bryon to discuss with Mike Makin.** They included the following: (a) \$160 charged to Clubhouse Operations was shown in the MF statements and should be moved to the Common statements, (b) need to understand why Prepaid Insurance is shown in the adjustment section when it is already accounted for on the income statement. Is this accrual vs. cash accounting (c) The YTD actual number for Common Insurance is wrong. Shown on the statements as \$28,164. The October YTD actual was \$8574 and the monthly charge for November \$1345. Thus the total YTD actual should be \$9919. (d) Single family landscaping shows \$8714 – again this number is not consistent with the contract from Asahi and needs to be explained, (e) Pituello painting invoice for \$1170.40 was charged to wall and door trim in the common statements and should be charged to fencing. Pituello was hired to paint the fences on the common property in SP, (f) the total assets for Common on the balance sheet is shown as \$997,507 which is \$47,150 less than October – need an explanation of why? – likely cash in the bank.
- 2) Bryon advised the Committee that an email has been sent to Valley First that we need a much better reconciliation of our CRF funds and more detail. Awaiting a reply from the bank.
- 3) Suzanne updated the committee on the reconciliation she is doing on the Maintenance budget and also the entire General Ledger since the start of this fiscal. There are a number of inconsistencies and errors that APM did that need to be rectified. She is anticipating finishing this full reconciliation by the end of January. The Committee thanked Suzanne for her excellent work thus far.
- 4) A letter was received from CRA regarding RC59 – Business Consent Form. Apparently our lawyer did not file this form during the transfer of ownership. Bryon sent an email to Kelly Cairns asking that this be done and that it should have been included in the transfer process that we were charged for.
- 5) Suzanne and Lisa updated the Committee on the progress being made on the Unit Entitlement recommendations being recommended to the Board for consideration. Some excellent work thus far.
- 6) Budget timetable for all committees is completion by March 1, 2017

Next meeting January 31, 10:15 in the Boardroom.

Kanina Wright

From: Bryon <bryondickie@shaw.ca>
Sent: January 31, 2017 11:55 AM
To: John Scott; Lisa Murray; Brian Diemert; Bill Dartnell; Suzanne LaRouche; Kanina Wright; Mike Makin
Cc: Dave Reid; Charlie Millazo; Tom McEwen; Jo-Anne Luchka; John Cole
Subject: Minutes of Finance Committee Meeting - January 31, 2017

Attendees: John, Brian, Lisa, Suzanne, Kanina and Bryon by phone.

1. Bryon to follow up with Mike Makin on the following:

- questions and responses from Mike regarding November statements.
- can we group the statements to reflect the budget categories and subsequent line items in a fashion that we have had in the past. Specifically in the maintenance and landscaping areas?
- cash value of CRFs held at the BMO and is there an opportunity now to transfer those funds to VFCU that would provide us greater ROI on our funds.

2. Committee reviewed the December 2016 financial statements and made the following observations

- Garbage account in the Common statements showed expenses of \$10,700. Asked for clarification on each of the G/L charges and why a charge of \$1938? Action: Kanina to check and respond
- there was discussion around the PADs and only one outstanding homeowner to contact - great work by Kanina in getting all of this under control.
- with regard to receivables Kanina is following up with accounting and previous APM files to identify outstanding receivables owed to SP?
- some discussion on the fire hydrant charges to both Common and MF. Suzanne indicated there are some journal entries that will be required due to wrong account coding by APM. Action: Information to be provided in the next two weeks by Suzanne
- there is a charge for Clubhouse expenses of \$328.11 shown in the MF budget and should be charged to the Common Budget. There should be no Clubhouse account in MF. Action: Kanina to ask accounting to make adjustments and removal of Clubhouse from MF statements.
- discussion as to what should be charged to Salaries and Man Hours. Kanina's and Resident Manager salaries should be charged to Salaries. Vern Sarver time should be charged to Man Hours unless specifically attributed to a work project - e.g. Fencing.
- YTD revenues for both Common and MF are on plan
- YTD expenses for Common are under 11%
- YTD expenses for MF are over by 2%

3. CRF statements from VFCU and QTrade were circulated prior to meeting. Consolidated value at Valley First and QTrade is \$1,183,591. Action: Bryon to follow up with Mike Makin to determine CRF value at BMO and amount held in designated funds. Once this information is known we will have a grand total at the end of the third quarter.

4. Suzanne reported that she is nearly finished doing the review of a number of accounts and the need for some adjustments to our statements likely due to mis-coding or misappropriation by APM. These adjustments will be sent to the Finance Committee for review before going to the Board for approval and reconciliation by Coldwell Banker. Suzanne was thanked for her excellent work.

5. Next meeting date - Monday, February 27, at 10:15 in the Boardroom. Action: Kanina to book boardroom for that date.

SPHM Ltd. Landscape Committee
Minutes of Meeting of January 19, 2017

Attending: Charlie Milazzo, Ivars Dravinskis, Bryan Swaré, Judith Gregson, Susan Bennington,
Dennis Storer (Committee Co-chair)

Regrets: Irene Scott, Marshall Wolski, Dagmar Leuenberger-Swift, Colleen Zabel,
Brenda Evans

Resignations: Darrel Bellamy, June Czuboka

- A. The meeting was called to order at the Clubhouse, lower level at 1:00 pm.
- B. Bryan requested action to remove gravel accumulated on lawns during the winter. Charlie advised that roadway gravel was to be swept up as part of the Snow Clearing contract. Gravel on lawns will be removed as part of the Landscape Maintenance contract.
- C. Terms of Reference as updated by Bryan and Ivars were reviewed and will be submitted to the Board, if not already done by Charlie.
- D. Dennis presented current spending data as supplied by Suzanne Swaré. Bryan and Charlie reviewed and corrected some amounts and allocations. Charlie noted that the Asahi invoices for March 2017 were still to be included in current spending.
- E. Proposals for the 2017/2018 budget area items were discussed and finalized for submission to the Board (under separate cover).
- F. Asahi/Evergreen will be requested to link invoices for irrigation repairs and tree and shrub replacements to the nearest home addresses, if possible.
- G. A form for the No-prune program will be drafted by Dagmar in lieu of Brenda Evans due to extenuating circumstances.
- H. Further discussion continued on a number of topics, including the likelihood of frost damage to irrigation equipment.
- I. The next meeting date was set to February 28th and the meeting was then adjourned at 2:00 pm.



Sonoma Pines Homeowners Management Ltd.
SONOMA PINES Maintenance Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: Tuesday December 6 - 9:00am

Attendance:

Present: Vern Sarver, Vern Valan, Ken Smith, John Scott

Absent: Bob Nichol, Glen Hemming, Nick Schritt

Minutes Prepared By: John Scott

1. Streetlight Monthly report
 - o Update on Policy and Tracking – Ken Smith – attached
2. Building Envelope
 - o Definition and deficiencies and maintenance guidelines – draft attached
3. Efflorescence
 - o Update and discussion
 - o A note will go out in the December Board meeting minutes which will update homeowners and ask for those who would like to get involved in a committee to forward their names to Kanina of Coldwell Banker
4. Vern Sarver suggested an addition to the annual maintenance schedule
 - o Checking and cleaning of all storm grates each November.
 - o Revised schedule attached
5. Home Inspections
 - o Records of the initial trial with 11 homes is available on a disk that will be brought to our next meeting

Next Meeting: Tuesday January 31