



**Sonoma Pines Homeowners Management Ltd.  
Board Meeting Minutes  
May 4th, 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](http://www.sonomapines.info)

**Location: Clubhouse, 3999 Sonoma Pines Drive, Westbank, 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 (via Skype), John Cole, Bryon Dickie, Jo-Anne Luchka

**Absent:** Tom McEwan, David Reid

#### On behalf of Coldwell Banker Horizon Realty:

Mike Makin, Kanina Wright

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

- a) Addition of alteration request for 2093 Candalera Place – installation of awning
- b) Addition of theft at 3805 Sonoma Pines Drive under correspondence

*MOTION:* The agenda to be approved as amended.

Seconded and CARRIED with all in favor.

## 2) Previous Minutes

*MOTION:* The minutes for the Board Meeting of April 6, 2017 be approved.

Seconded and CARRIED with all in favor.

## 3) WFN Advisory Council Update – Gord Couch was not present however his report is attached

### 4) Correspondence

- a) **Voles affecting single family homes** – Wilma Griffin of 4138 Solana Place and Darline Gough of 4136 Solana addressed the board regarding voles that are causing destruction to fence posts as well as causing their yards to sink due to holes. The owners request that the landscaper cut their lawns very short at the end of the season so as to deter voles. John Scott will be reviewing this request with the landscape committee. The Board notified the owners present that the concerns with voles are their responsibility and that they work with their neighbors to deal with the problem.
- b) **2189 Alvarado - Shaw cable – collapsed conduit** – Shaw cable owns the conduit and are responsible to repair
- c) **2167 Alvarado – tree pruning** – Board members will investigate this concern and make a recommendation
- d) **Dogs defecating on homeowner lawns** – homeowners are required to identify the dog owners and notify Coldwell Banker so they can send appropriate notification
- e) **Candalera Place** – hydro seeding – the landscape committee will be reviewing this area again in June and will discuss the results with Rykon. Charlie Milazzo will contact the homeowner to request that they attend the meeting
- f) **Landscape maintenance – order of priority** – the quality of the work will be monitored by the landscape committee however the landscaper will work in order of priority they deem appropriate
- g) **Parking on Sonoma Pines Drive** – matter referred to the Safety & Security committee for recommendation at the next Board meeting
- h) **Theft at 3805 Sonoma Pines Drive** – John Cole to put a reminder in the next newsletter relating to theft within the community

### 1) Committee Reports

- a) **Administrative Committee** – report attached
  - b) **Clubhouse Committee** – report attached. The Board recommends that a plan be submitted by the Clubhouse Committee for the proposed landscape lighting on the clubhouse rock wall
  - c) **Communication Committee** – the May newsletter is now on the website
- Finance Committee** – report attached

*MOTION:* Be it resolved that the Board approves the March year-end financial statements

Seconded and CARRIED with all in favor.

*MOTION:* Be it resolved that the Board approves applying this year's surplus to next year's operating budget

Seconded and CARRIED with all in favor.

*MOTION:* Be it resolved that the Board approves Board approves the Schedule of Cost Allocation, SPHM Ltd, dated May 2, 2017 (attached)

Seconded and CARRIED with all in favor.

*MOTION:* Be it resolved that the Board approves the presentation of the 2017/2018 budget to the homeowners at the upcoming AGM

Seconded and CARRIED with all in favor.

- d) **Landscape & Irrigation Committee** – report attached
- e) **Maintenance Committee** – report attached

- f) **Safety & Security Committee** – nothing to report
- g) **Social Committee** – nothing to report
- h) **Welcome Committee** – Jo-Anne Luchka will host the last of her Welcome Meetings as the Chairperson. The next welcome meeting will be held on May 17<sup>th</sup>. 3 new homeowners are invited.

**2) Coldwell Banker Operational Update**

Alteration Applications – owners must use current forms located on the Sonoma Pines website and ensure they submit complete applications. Incomplete applications will not be accepted. All decisions will be noted in the meeting minutes and individual letters will no longer be sent to owners.

**3) Alteration Agreements**

- a) **2172 Alvarado Trail – installation of motorized sun shade (deferred from April 4<sup>th</sup> Board meeting)**

*MOTION:* That the owner of **2172 Alvarado Trail** be granted approval for the alteration to the property by installing a motorized sun shade 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 with 4 in favour and 1 opposed.

- b) **3869 Sonoma Pines Drive – addition of concrete to join front walk to back door patio including removal of existing shrubs. Application date March 28, 2017**

*MOTION:* That the owner of **3869 Sonoma Pines Drive** be granted approval for the alteration to the property by installing the addition of concrete to join the front walk to the back patio door including removal of existing shrubs to accommodate patio 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.

- c) **3697 Sonoma Pines Drive – extend concrete block (paver) patio. Application date March 27, 2016**

*MOTION:* That the owner **3697 Sonoma Pines Drive** be granted approval for the alteration to the property by extending the existing concrete block (paver) patio by 4' 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) **3697 Sonoma Pines Drive – installation of 10' x 12' sun shelter. Application date April 21, 2016**

*MOTION:* That the owner of **3697 Sonoma Pines Drive** be granted approval for the alteration to the property by installing a 10' x 12' sun shelter 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.

- e) **2105 Candalera Place – installation of 2 motorized sun screen. Application date April 12, 2017**

*MOTION:* That the owner of **2105 Candalera Place** be granted approval for the alteration to the property by installing 2 motorized sun shades 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) **2297 Pine Vista Place – extend existing row of cedar shrubs by planting 5-6 new trees not to exceed 5' in height. Application date April 5, 2017**

*MOTION:* That the owner of **2297 Pine Vista Place** be granted approval for the alteration to the property by extending existing row of cedar shrubs by planting 5-6 new trees not to exceed 5' in height 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.

g) **2167 Alvarado Trail – install glass insert in front door. Application date April 7, 2017**

*MOTION:* That the owner of **2167 Alvarado Trail** be granted approval for the alteration to the property by installing a glass insert in their 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.

h) **2103 Candalera Place – installation of 2 sun screen shades. Application date April 12, 2017**

*MOTION:* That the owner of **2103 Candalera Place** be granted approval for the alteration to the property by installing 2 sun screen shades attached to the backside of the pillars 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.

i) **3815 Acacia Lane – installation of privacy pergola. Application date April 21, 2017**

*MOTION:* That the owner of **3815 Acacia Lane** be granted approval for the alteration to install a privacy pergola on the east end of the lower patio 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 DEFERRED with all in favor. Application incomplete. Need further clarification on lattice, overhead perspective, no climbing plants/vines

j) **3847 Sonoma Pines Drive – remove 1 shrub and transplant 2 shrubs. Application date April 21, 2017**

*MOTION:* That the owner of **3847 Sonoma Pines Drive** be granted approval for the alteration to the property by removing 1 shrub and transplanting 2 shrubs 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.

k) **3897 Sonoma Pines Drive – replace trees along fence line. Application date April 24, 2017**

*MOTION:* That the owner of **3897 Sonoma Pines Drive** be granted approval for the alteration to the property by installing 3-4 yew trees 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.

l) **2173 Madera Court – installation of 8' x 10' arbour. Application date April 13, 2017**

*MOTION:* That the owner of **2173 Madera Court** be granted approval for the alteration to the property by installing an 8' x 10' L shaped arbour 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.

m) **3695 Sonoma Pines Drive – installation of landscape rock. Application date April 25, 2017**

*MOTION:* That the owner of **3695 Sonoma Pines Drive** be granted approval for the alteration to the property by installing landscaping rock to garden area 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.

n) **3830 Siringo Lane – installation of cedar arbour on lower level patio area. Application date April 24, 2017**

*MOTION:* That the owner of **3830 Siringo Lane** be granted approval for the alteration to the property by installing a cedar arbour in the lower level patio area 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.

o) **3830 Siringo Lane – installation of aluminum gate to enclose courtyard. Application date April 24, 2017**

*MOTION:* That the owner of **3830 Siringo Lane** be granted approval for the alteration to the property by installing an aluminum gate to enclose the courtyard at the front of the home 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.

p) **2171 Alvarado Trail – repair to rock wall and raising of lawn around drains. Application date April 26, 2017**

*MOTION:* That the owner of **2171 Alvarado Trail** be granted approval for the alteration to the property by altering their landscaping 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 DEFERRED with all in favor. Charlie Milazzo & Gord Hammond to review

q) **2171 Alvarado Trail – extending existing concrete block patio by 9' x 11'. Application date April 26, 2017**

*MOTION:* That the owner **2171 Alvarado Trail** be granted approval for the alteration to the property by extending their current patio by 9' x 11' 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 DEFERRED with all in favor. Charlie Milazzo & Gord Hammond to review

r) **4114 Solana Place – installation of awning. Application date April 29, 2017**

*MOTION:* That the owner of **4114 Solana Place** be granted approval for the alteration to the property by installing an awning over the dining room 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.

Seconded and CARRIED with all in favor.

s) **4105 Solana Place – installation of window insert in front door. Application date May 1, 2017**

*MOTION:* That the owner of **4105 Solana Place** be granted approval for the alteration to the property by installing a window insert in their 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.

t) **2395 Mesa Vista Court – replace existing metal railing with glass. Application date April 25, 2017**

*MOTION:* That the owner of **2395 Mesa Vista Court** be granted approval for the alteration to the property by replacing the existing metal railing with glass 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.

u) **2393 Mesa Vista Court – replace existing metal railing with glass. Application date April 27, 2017**

*MOTION:* That the owner of **2393 Mesa Vista Court** be granted approval for the alteration to the property by replacing the existing metal railing with glass 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.

v) **2093 Candalera Place – installation of awning. Application date April 20, 2017**

*MOTION:* That the owner of **2093 Candalera Place** be granted approval for the alteration to the property by installing an awning on the SW side of the home 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.

#### 4) Old Business

- a) **Satellite dish rule** – policy to be reviewed at the next board meeting
- b) **Short term rental rule** – policy to be reviewed at the next board meeting
- c) **4147 Solana Place – tree pruning** – the tree pruning has been completed
- d) **Del Mar Lane – lack of street sign** – to be reviewed at next board meeting
- e) **Upper RV parking increase**

*MOTION:* That the Board approves the increase of 2.5% for the upper RV parking fees effective April 1, 2017 as per the budget. To be ratified at the AGM.

Seconded and CARRIED with 4 in favor, 1 abstention.

f) **2157 Alvarado Trail – curb stops**

*MOTION:* That the Board approves the purchase of the concrete curbs as per the quote provided by KonKast.

Seconded and CARRIED with all in favor.

- g) **Street Lights – converting to LED** – follow up meeting to commence

#### 5) New Business

- a) **WFN Water rebates for owners** – Mike Makin to review

**b) Stop sign at entrance to Sonoma Pines off Carrington Road**

*MOTION:* That the Board approves in the range of \$750.00 for the purchase and installation of a stop sign at the entrance to Sonoma Pines off Carrington Road.

Seconded and CARRIED with all in favor.

**c) RV insurance clarification**

*MOTION:* That the Board approves the revision of the RV Rules and Regulations to reflect the following changes to item #2. All vehicles stored must be owned and insured by the homeowners to include a minimum of \$2 million liability insurance. To be ratified at the AGM.

Seconded and CARRIED with all in favor.

- d) **Upcoming AGM** – official notices will be sent to all owners within the next few days
- e) **Woodpecker in clubhouse columns** – Gord Hammond to provide the Board and the Clubhouse committee with the appropriate action and pricing
- f) **Glass deck railing requirements** – no action at this time
- g) **Proposed landscaping improvements** – landscape committee to review and provide recommendations

**6) In Camera Session – no visitors were present**

- a) Del Mar Court – white tarp installed on deck

*MOTION:* That the Board approves that Coldwell Banker notify the owner that they must remove the white tarp currently installed on the deck

Seconded and CARRIED with all in favor.

**Note:**

The Board would like to sincerely thank current Board Members Tom McEwan, Charlie Milazzo, Jo-Anne Luchka and John Cole for their time, efforts and contributions to the Sonoma Pines community.

**7) Termination**

The meeting was terminated at 12:21pm

**8) 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 **July 6th, 2017** at 9:00 a.m. in the clubhouse.