



**Sonoma Pines Homeowners Management Ltd.  
Board Meeting Minutes  
June 29th, 2017**

NAME	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL
John Scott	Chairman	▪ Communications	250-681-5681	jdscott650@gmail.com
Bryon Dickie	Vice Chairman / Treasurer	▪ Finance	250-864-1040	bryondickie@shaw.ca
David Reid	Director	▪ Maintenance	250 826 3751	davidr.strata@gmail.com
Brenda Evans	Secretary	▪ Landscaping / Irrigation	403-803-4334	bevanbssonomapines@gmail.com
Bob Scruton	Director	▪	250-707-4677	b_scruton@telus.net

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, Bryon Dickie, Bob Scruton, Brenda Evans, David Reid

**Absent:** N/A

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

Mike Makin, Kanina Wright

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

- a) Add Election of Officers
- b) Add under Old business – sewer clean up

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

Seconded and CARRIED with all in favor.

**2) Election of Officers**

*MOTION:* The election of officers was approved as slated;

John Scott – President

Bryon Dickie – Vice President  
Bryon Dickie – Treasurer  
Brenda Evans – Secretary  
Bob Scruton – Director  
David Reid - Director

Seconded and CARRIED with all in favor.

### 3) Previous Minutes

*MOTION:* The minutes for the Board Meeting of May 4, 2017 be approved.

Seconded and CARRIED with all in favor.

### 4) WFN Advisory Council Update – report attached

The Ministry of Transportation (MOT) never considered the stop signs as a viable solution but in a recent meeting with the new players, the stop sign alternative was suggested. Further the MOT design criteria around the WFN desired round about solution have been very restrictive in terms of space. The WFN are setting up a meeting over the next 2-3 weeks to try and relax these design criteria somewhat to make the solution more cost effective (and secure a sharing arrangement with MOT). At this meeting if there is no real progress on the traffic circle, then they will table the stop sign solution. This also includes some road, sidewalk, x-walk work that will also be cost shared with MOT.

### 5) Correspondence

- a) **Carrington Road line painting** – deferred until a decision is made by the WFN on the intersection.
- b) **Lower man gate code** – the man gate code will be changed as of September 1<sup>st</sup>. Communication will be sent out to by Coldwell Banker to all owners with the new code. Information will be posted in the August newsletter as well. The Community services coordinator to check that the gate is operating properly.
- c) **Neighborhood watch signs** – the Board is waiting on recommendations for the placement of the signs.

*MOTION:* The Board approves the purchase of 6 Block Watch signs for \$250.00 plus tax

Seconded and CARRIED with all in favor.

- d) **Tree pruning 2160 & 2162 Alvarado Trail** – this will be added to fall prune list.
- e) **Installation of upper gate** – a committee is working on assessing and reviewing this and will forward their recommendations to the board for review.
- f) **Police access to lower gate** – John Scott to provide RCMP with the man gate code as the car gate code is on inside of gate when coming into the Community from Boucherie Road.
- g) **2162 Talavera** – utility corridor cleaning – a meeting with Two Eagles confirmed that the weeding will be done as reported. Communication summarizing this meeting will be sent to all owners. The Landscape committee is finalizing this communication.
- h) **4148 Solana Place – tree blocking view**

*MOTION:* The Board approves the removal of the willow tree at the cost to the owner. Coldwell Banker to send a letter to the owner.

Seconded and CARRIED with all in favor.

#### i) **Complaint of harassment of visitors by homeowner**

*MOTION:* The Board approves the removal of the Sonoma Pines Facebook page.

Seconded and CARRIED with 4 in favor, 1 abstention.

- j) **Mesa Vista – lawn / slope concerns** – the Landscape committee is currently looking into this situation.
- k) **Pruning of boulevard trees** – the Landscape committee is creating an overall plan which will include maintenance of the boulevard trees. The plan will be reviewed at a future Board meeting.
- l) **2125 Talavera – reimbursement for tree replacement** – Coldwell Banker to notify the owner that the tree was not pre-approved therefore reimbursement for this tree will not be forthcoming.

- m) **2155 Serrento Lane – pergola** – Coldwell Banker to notify the homeowner that the damaged post will be replaced and stained to match the existing color. Should the owner wish to change the color of the pergola at their expense, they are welcome to submit an alteration agreement.
- n) **3830 Siringo Lane – exterior paint** – Gord Hammond to review and get some quotes for re-painting.
- o) **Telus Hosted Event**

*MOTION:* The Board denies any Telus Hosted Event

Seconded and CARRIED with all in favor

- p) **Marmots – neighboring property** – John Scott talked to ground supervisor at Two Eagles who confirmed that they will be hiring someone to assist in the removal. Bryon Dickie to follow up with RMD to further discuss the concerns faced at Sonoma Pines.
- q) **Verona Lane “no exit signs”** – signs are ready. Vern Sarver to install signs.
- r) **3813 Sonoma Pines - replacement of trees around the RV park** – the Landscape committee is reviewing replacements and currently recommending Blue Junipers. Final recommendations will be proposed at the next Board meeting.

### 1) Committee Reports

- a) **Administrative Committee** – nothing to report.
- b) **Clubhouse Committee** – a meeting will be called in the month of July. John Scott to act as Chair until a replacement is found. Volunteers for the Clubhouse Committee needed.
- c) **Communication Committee** – the Sonoma Pines website has been updated with several items.
- d) **Finance Committee** – The Finance committee will work with all other committees to provide recommendations to Kent McPherson for the upcoming Depreciation Report

*MOTION:* Be it resolved that the Board approves the financial statements for May.

Seconded and CARRIED with all in favor.

*MOTION:* Be it resolved that the Board approves moving \$450,000.00 from the Bank of Montreal to Valley First.

Seconded and CARRIED with all in favor.

*MOTION:* Be it resolved that the Board approves transferring \$5266.77 from the single family landscape revenue to the multi-family general bank account.

Seconded and CARRIED with all in favor.

- e) **Landscape & Irrigation Committee** - The volunteer committee has grown by approximately 3 times its size. Landscaping & irrigation has been split into separate groups.
- f) **Maintenance Committee** – Ken Smith has resigned from the maintenance committee. Gord Hammond to coordinate the replacement of street light bulbs until a new committee member is found.
- g) **Safety & Security Committee** – nothing to report.
- h) **Social Committee** – nothing to report.
- i) **Welcome Committee** – nothing to report.

### 2) Coldwell Banker Operational Update

New cost allocation fees – all adjusted fees have been posted for July.

### 3) Alteration Agreements

- a) **2165 Madera Court – installation of a privacy arbour. Application date May 9, 2017**

**MOTION:** That the owner of **2165 Madera Court** be granted approval for the alteration to the property by installing a privacy 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.

b) **3881 Sonoma Pines Drive – installation of a privacy arbour. Application date May 12, 2017**

**MOTION:** That the owner of **3881 Sonoma Pines Drive** be granted approval for the alteration to the property by installing a privacy 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.

c) **4102 Solana Place – installation of glass insert. Application date May 17, 2016**

**MOTION:** That the owner of **4102 Solana Place** be granted approval for the alteration to the property by installing a decorative glass insert 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.

d) **4100 Solana Place – installation of a pergola and privacy fence. Application date May 29, 2017**

**MOTION:** That the owner **4100 Solana Place** be granted approval for the alteration to the property by installing a pergola and privacy fence 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) **2108 Del Mar Court – installation of a storm door on the front door. Application date May 24, 2017**

**MOTION:** That the owner of **2108 Del Mar Court** be granted approval for the alteration to the property by installing a storm door on 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.

f) **2405 Mesa Vista Court – installation of step walk way between homes. Application date May 24, 2017**

**MOTION:** That the owner of **2405 Mesa Vista Court** be granted approval for the alteration to the property by installing a walk way with natural stone slab steps between the homes 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) **3817 Acacia Lane – installation of shrubs, grasses to landscape perimeter. Application date June 1, 2017**

**MOTION:** That the owner of **3817 Acacia Lane** be granted approval for the alteration to the property by installing shrubs, grasses along the landscape perimeter 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) **2208 Terrero Place – replace upper glass railing with topless glass railing. Application date May 24, 2017**

*MOTION:* That the owner of **2208 Terrero Place** be granted approval for the alteration to the property by replacing the existing glass railing with topless glass 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.

Seconded and CARRIED with all in favor.

- i) **4101 Solana Place – installation of glass insert in front door. Application date May 26, 2017**

*MOTION:* That the owner of **4101 Solana Place** be granted approval for the alteration to the property by installing a glass insert 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.

- j) **2179 Alvarado Trail – installation of glass insert in front door. Application date June 5, 2017**

*MOTION:* That the owner of **2179 Alvarado Trail** be granted approval for the alteration to installing a glass insert 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.

- k) **3794 Del Mar Lane – installation of a crimson cloud hawthorn shade tree. Application date May 24, 2017**

*MOTION:* That the owner of **3794 Del Mar Lane** be granted approval for the alteration to the property by installing a crimson cloud hawthorn tree 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 pending review by the landscape committee.

- l) **2074 Candalera Place – installation of 2 block watch signs. Application date May 8, 2017**

*MOTION:* That the owner of **2074 Candalera Place** be granted approval for the alteration to the property by installing 2 block watch signs 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 the installation of 1 block watch sign at the entrance to Candalera. Installation location of the second sign is pending recommendation.

- m) **3805 Del Mar Lane – remove existing glass railing and replace with glass windbreaker. Application date May 22, 2017**

*MOTION:* That the owner of **3805 Del Mar Lane** be granted approval for the alteration to the property by installing an 6' high glass wind breaker 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) **2108 Del Mar Court – extension in height of existing glass panel to 84". Application date April 25, 2017**

**MOTION:** That the owner of **2108 Del Mar Court** be granted approval for the alteration to the property by extending the height of the current glass railing to 84" high 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. A council member will contact the owner.  
Council member has since contacted the owner and has confirmed the missing information. Application approved.

- o) **4146 Solana Place – remove two trees on east side of home as roots are damaging adjacent concrete patio. Application date June 13, 2017**

**MOTION:** That the owner of **4146 Solana Place** be granted approval for the alteration to the property by removing 2 trees adjacent to concrete 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.

- p) **3806 Siringo Lane – installation of sun & wind screen. Application date June 19, 2017**

**MOTION:** That the owner **3806 Siringo Lane** be granted approval for the alteration to the property by installing a sun and wind screen on the south 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 DEFERRED with all in favor. A council member will contact the owner.

- q) **3697 Sonoma Pines Drive – installation of awning. Application date June 17, 2017**

**MOTION:** That the owner **3697 Sonoma Pines Drive** be granted approval for the alteration to the property by installing a 15' x 10' awning for the back 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 is incomplete.

#### 4) Old Business

- a) **Satellite dish policy** – John Scott to provide a draft of the policy for review at the next board meeting.
- b) **Short term rental policy** – a draft of the policy was tabled for further discussion.
- c) **2144 Serrento Lane – landscape repair.** Mike Makin of Coldwell Banker to send the homeowner the obtained quotes for repair. Homeowner to follow up with Travelers Insurance.
- d) **Street Lights – converting to LED** – the Maintenance committee to provide recommendations for discussion at a future meeting.
- e) **Sewer clean out** – we are waiting to hear back from DNL Environment on when the sewer flush out is scheduled.

#### 5) New Business

- a) **WFN Water rebates for owners** – tabled for future meeting.
- b) **Gutter repair** – Gord Hammond to create a list where changes are required versus where gutters need cleaning. Gord to provide list to the Board by the end of 2017.
- c) **Letter of Engagement – Pihl Law**

**MOTION:** Be it resolved that the Board approves engaging with Pihl Law as the legal representative for Sonoma Pines Homeowner Management Association

Seconded and CARRIED with all in favor.

- d) **Chain link fence quote** – Gord Hammond to coordinate this work to be completed.
- e) **Upper RV Rules & Regulations**– Coldwell Banker to notify owner that a cargo trailer used to transport recreational vehicles is acceptable.
- f) **Exterior stucco repairs to multi-family homes** – Gord Hammond to coordinate repairs.
- g) **Landscape & irrigation invoices** – owners will be billed for any call outs that are not actual concerns or are a result of the homeowners involvement.
- h) **Clubhouse rock wall lights** – as per the minutes of May 4<sup>th</sup> board meeting, the Board is waiting for a plan to be submitted by the Clubhouse Committee including quotes. The Board supports and thanks the Social Committee for their initiative.
- i) **Clubhouse security system** – more complete information is required before a motion can be put forward. John Scott will follow up with the Clubhouse Committee.

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

- a) Mesa Vista Court – noise violations

*MOTION:* That the Board approves that Coldwell Banker send a letter to the owner and impose a fine of \$200.00.  
 Seconded and DENIED with 2 in favor and 3 opposed

*MOTION:* That the Board approves that Coldwell Banker send an official Notice of Alleged Rule contravention. Should this happen again, it will be followed up with a \$200.00 fine.  
 Seconded and CARRIED with 4 in favor and 1 opposed

- b) Sonoma Pines Drive – landscaping rule violation - vine installed – the Board has reviewed the homeowner response and requires that Coldwell Banker notify the owner that this vine be removed by July 31, 2017. Any damages will be the responsibility of the homeowner.
- c) Madera Court – owner harassing dog owners – no further action at this time.
- d) Sonoma Pines Drive – RV on roadway – no further action at this time
- e) Acacia Lane – dog violation

*MOTION:* That the Board approves that Coldwell Banker send an official Notice of Alleged Rule contravention. Should this happen again, it will be followed up with a \$200.00 fine.  
 Seconded and CARRIED with all in favor

**7) Termination**

The meeting was terminated at 1:36pm

**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 **August 3rd, 2017** at 9:00 a.m. in the clubhouse.



**stqa?k`nıw` t  
WESTBANK FIRST NATION**

515 Highway 97 South  
Kelowna, B.C. V1Z 3J2  
Phone: (250) 769-4999 Fax: (250) 769-  
4377  
[www.wfn.ca](http://www.wfn.ca)

**ADVISORY  
COUNCIL  
HIGHLIGHTS**

**siya?tan (June)  
13, 2017**

- 1. Local Government Services Financial Report, Fiscal Year 2017**  
The Advisory Council met with representatives from Financial Services to review the Local Government Financial Report for the 2017 Fiscal Year.
- 2. Approval of Capital Expenditure Bylaw 17-TX-05**  
The Advisory Council reviewed and approved the passage of the Bylaw after discussion with WFN's Surveyor of Taxes.
- 3. Capital Works Projects**  
The Advisory Council met with the representatives of Development Services and were provided an update on ongoing and future capital works projects.
- 4. Production of WFN Advisory Council Legacy Video**  
The Advisory Council discussed an opportunity to develop a video on the Advisory Council which would look to provide a history of the Advisory Council, clarification on the role and achievements to date. Further discussion will take place at the next Advisory Council meeting following review of a proposed project budget.
- 5. District Reports**  
Advisory Council members each presented updated reports of their respective districts.
- 6. Next Meeting**  
The next Advisory Council meeting is scheduled to take place July 11, 2017 in the First Floor Board of the WFN Lindley Building.