



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
August 3rd, 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

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, Brenda Evans, David Reid

Absent: Bob Scruton

On behalf of Coldwell Banker Horizon Realty:

Kanina Wright

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

MOTION: The agenda to be approved.

Seconded and CARRIED with all in favor.

2) Previous Minutes

MOTION: The minutes for the Board Meeting of June 29, 2017 be approved.

Seconded and CARRIED with all in favor.

3) WFN Advisory Council Update –

Bryon Dickie and John Scott to draft a letter to WFN the head of the Development Services with a copy to the Chief and Gord Couch to further discuss the proposed 4-way stop at Carrington Road.

4) Correspondence

- a) **Emergency Entry off Sonoma Pines Drive** – the Safety and Security committee will be addressing this issue.
- b) **2125 Talavera – tree replacement** – the Board stands by their decision. The homeowner will not be reimbursed for this tree.
- c) **Update to head lease transfer** – the head lease has been transferred and all documentation is with WFN. Our new lawyer will review and retain copies including the lower RV lot sub lease.
- d) **Emergency traffic control policy** – Coldwell Banker to send letter to owner
- e) **4148 Solana Place – willow tree** – John Scott and Brenda Evans to meet with the homeowner to review the tree.
- f) **3976 Sonoma Pines Drive – vine** – the Board stands behind their decision to have the vine removed. Coldwell Banker to contact the homeowner.
- g) **3889 Sonoma Pines – rear deck** – the Community Services coordinator has reviewed the deck and noted no immediate work required. The deck will be reviewed again in the Spring at the request of the owner.
- h) **Speed concerns within community** – Bryon Dickie will look into the cost for solar powered speed signs as well as contact the volunteer citizens patrol to see if they would consider setting up a temporary speed sign within the community as a reminder to owners.
- i) **Golf course – landscaping practices** – The Board will endeavor to meet with Two Eagles and RMD on an annual basis and will add this concern to their list of items to review.
- j) **2174 Alvarado – sidewalk repair** – David Reid to review onsite.
- k) **2166 Alvarado – irrigation invoice** – the Board stands by their decision to back charge the owner for this work.
- l) **2172 Alvarado Trail – electrical repair** – Coldwell Banker to reimburse the owner for this work.
- m) **Recent drop in water pressure** – temporary loss of water pressure is not uncommon during a fire event. The maintenance committee is following up with concerns regarding the PRV valves and will provide an update as information becomes available.
- n) **Approved list of approved contractors for hydrant maintenance as per the West Kelowna fire department.** - The maintenance committee will review the list of approved hydrant maintenance contractors recommended by the Westbank Fire Department for next year.
- o) **3827 Sonoma Pines Drive – irrigation** – Council has discussed the concern. Coldwell Banker to send a letter to the homeowner.
- p) **Residents living on the golf course approaching golfers** - John Scott to meet with the homeowner. The Board recommends that owners do not approach golfers instead they contact Two Eagles pro shop with any concerns.

5) Committee Reports

- a) **Administrative Committee** – nothing to report
- b) **Clubhouse Committee** – report attached
- c) **Communication Committee** – nothing to report
- d) **Finance Committee** – report attached. Bryon Dickie presented the report.
 - Grant Thornton to prepare the necessary tax returns for the 2016 calendar year.

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

Seconded and CARRIED with all in favor.

- e) **Landscape & Irrigation Committee** – report attached. Brenda Evans presented the reports.
 - Issues remain with wet yards for Mesa Vista residents. David Reid to conduct a site visit to review the concerns.
 - 2 independent tree experts have reviewed the trees in the community. It has been determined that the rocks and plastic in the tree wells are negatively affecting many of the trees by causing them to overheat. A work party is being organized to remove the rocks and the plastic and to replace it with composting / mulch. The rocks will be relocated to the entrance of the community.
 - The landscape committee is working on gathering quotes for a community wide pruning program to commence in the spring.
- f) **Maintenance Committee** – report attached
- g) **Safety & Security Committee** – report attached
- h) **Social Committee** – nothing to report
- i) **Welcome Committee** –Mike Makin to update John Scott on transfer of ownership procedures (Form F) and ideas on ways to streamline the process so more timely notification is received by Coldwell Banker.
 - The Board is looking for a Chair for the welcome committee. Please contact Kanina Wright if you wish to volunteer for this position.

6) Coldwell Banker Operational Update

All adjusted fees for both July and August have been posted.

7) Alteration Agreements

a) 2121 Madera Court - installation of an awning. Application date July 16, 2017

MOTION: That the owner of **2121 Madera Court** be granted approval for the alteration to the property by installing an awning on 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.

b) 2123 Madera Court - installation of an awning. Application date July 16, 2017

MOTION: That the owner of **2123 Madera Court** be granted approval for the alteration to the property by installing an awning on 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.

c) 2150 Serrento Lane - installation of an awning. Application date July 11, 2017

MOTION: That the owner of **2150 Serrento Lane** be granted approval for the alteration to the property by installing an awning on 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.

d) 2070 Candalera Place - installation of a hot tub on lower patio. Application date June 26, 2017

MOTION: That the owner of **2070 Candalera Place** be granted approval for the alteration to the property by installing a hot tub on 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 CARRIED with all in favor.

e) 2289 Pine Vista Place - installation of an awning. Application date June 11, 2017

MOTION: That the owner of **2289 Pine Vista Place** be granted approval for the alteration to the property by installing an awning on lower level 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) 3814 Siringo Lane - installation of an awning. Application date July 26, 2017

MOTION: That the owner of **3814 Siringo Lane** be granted approval for the alteration to the property by installing an awning 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.

g) 3806 Siringo Lane - installation of an awning. Application date July 16, 2017

MOTION: That the owner of **3806 Siringo Lane** 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.

h) **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 CARRIED with all in favor.

8) Old Business

- a) **Neighborhood Watch Signs** – 1 sign on Candalera Place has been installed. 6 more signs are on order. The Neighborhood Watch Committee to provide recommendations to the Safety & Security Committee on placement of the remaining signs.
- b) **Utility Corridor Cleaning** – no progress.
- c) **Satellite dish policy** – policy attached and to be tabled. Homeowners to provide their comments/ feedback to Kanina Wright prior to August 31, 2017.
- d) **Short Term Rental policy** – amendment to the Rules and Regulations attached.

MOTION: The Board moves to adopt the proposed amendment to Sonoma Pines rules on rental procedures and prohibition of short term rentals

Seconded and CARRIED with all in favor.

- e) **Street lights – converting to LED** – in progress.
- f) **Sewer clean out** – in progress.
- g) **WFN water rebates** – in the opinion of the Board this is a WFN responsibility. The Board of Sonoma Pines will not be managing the rebating process.
- h) **Clubhouse security system** – addressed in the clubhouse committee report.
- i) **Chain link fence quote** – Gord Hammond to review suggested placement of this fence with a couple of the neighboring homeowners and proceed with the work once a confirmed plan is in place. Gord Hammond and John Scott to review the proposed plan prior to Gord meeting with homeowners.

9) New Business

- a) **Marmot control** – Bryon Dickie has communicated with Two Eagles & RMD who have tried several different tactics on ways to remove the marmots without success. They have reached out to Pete Wise our current marmot contractor to work on a solution and plan for next season.
- b) **Upper RV security and emergency contacts** – Mike Makin to provide further recommendation on local contacts. Gord Hammond to proceed with replacement of the timer.
- c) **Personal audio and video surveillance** – it has come to the attention of the Board that an incident of video and audio surveillance of homeowners has taken place. The Board reminds homeowners that video surveillance by a homeowner on their personal property is allowed so long as it does not encroach on any other homeowners property and/or common areas. Audio surveillance by a homeowner outside the home is prohibited. The Board reminds homeowners that this contravenes the BC privacy legislation and homeowners are within their right to contact the local RCMP. Coldwell Banker to send a letter to the homeowner.
- d) **Rock wall collapse next to holding pond** – discussions continue with WFN and Rykon.

10) In Camera Session – no visitors were present

- a) **Acacia Lane** – Coldwell Banker to send a letter to the owner.
- b) **Alvarado Trail** – no further action.
- c) **Sonoma Pines Drive** – Coldwell Banker to send letter to owner.

11) Termination

The meeting was terminated at 11:47am.

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 **September 7th, 2017** at 9:00 a.m. in the clubhouse.



Sonoma Pines Homeowners Management Ltd.
Clubhouse Committee Meeting
Draft Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: July 10, 2017

Participants:

Jean Scheidl
Marshall Wolski
Bob McDonald
Robert Scruton - board liason
Ivars Dravinski
Al Brown
Gerry Tonn
Willy Riewe
John Scott

- 1) Investigation of the water leak in the multipurpose room
Willy and Gerry will investigate potential causes of water coming in on the roofline above the window and after run some water on this section of roof to see if the problem persists. In the fall when the weather cools off somewhat we can send someone into the attic to see if there are any signs of where the water came in.
- 2) Update on Gym sub committee and fundraising
No action has taken place since last meeting. Bob McDonald will approach some individuals to see if they are interested in helping out as "friends of the gym" on a committee. They will help with fund raising and maintenance in the gym area.
Bob will also draft a note for inclusion in the August Newsletter looking for others who are involved in the gym to participate on the committee.
Bob and Ivars will come up with a starting inventory on Gym equipment and a schedule of potential life of each item with the intention of listing what has to be replaced and when (depreciation list). Bob will contact Tom to see if he has original invoices for the Gym equipment and John will contact Joel for the same.
Bob Scruton will touch base with another equipment and maintenance supplier re maintenance of our gym equipment.
- 3) Lighting for rock walls
Gerry and Lorna will draft an outline of what is involved and forward it to the Clubhouse Committee and Board for their review
- 4) Replacement of light switches. No further action required
- 5) Refinishing of table tops – Marshall will do a trial on one table top and make a recommendation to the Clubhouse Committee based on the results
- 6) Procedures re: repairs and replacement of clubhouse equipment-discussion
We need to come up with a list of maintenance items in the clubhouse and when the maintenance should occur. When that is done we will determine who will be responsible for the maintenance. John will send a worksheet out for people to use as a starting point and discussions at next meeting.
- 7) Use of Video at clubhouse entrances- no further action at this time

- 8) Replacement for Al Brown. Al will remain involved in the Gum but we need someone to take the role as head or chair of the Gym Committee
- 9) Other important items related to the running of the clubhouse.
- 10) Confirmation of committee members
 - Lorna Wright
 - Jean Scheidl
 - Marshall Wolski
 - Bob McDonald
 - Robert Scruton - board liason
 - Ivars Dravinski
 - Al Brown
 - Gerry Tonn
 - Pauline Marshall - library
 - Dianna Eskildsen
 - Abbas Dharamsi - fobs
 - John Scott – temporary chair

Next Meeting: Monday August 14 at the Clubhouse



Sonoma Pines Homeowners Management Ltd.
Finance Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: July 31, 2017 – 10:15

Attendance:

Present: Bryon Dickie, Bill Dartnell, Brian Diemert, Bob Scruton

Regrets: Suzanne Larouche

Minutes Prepared By: Bryon Dickie

1. The June financial statements were reviewed and the Finance Committee recommends that the Board approve the statements. An email with the proposed adjustments was sent to Mike Makin concerning necessary adjustments. Requested that all future statements have the YTD and Yearly budget numbers included. Also requested that the format of the statements should mirror the Budget and line items as approved at the AGM. **Action: CB and Bryon**
2. A revised summary of the CRF funds currently invested with Valley First was circulated to the Finance Committee and Board prior to the meeting. There were no questions. There was some discussion regarding Oaken Capital rates of return however the association with Home Capital Corporation was considered too risky.
3. An invoice review will be done in August with Coldwell Banker to ensure committee charges are in line with budget – **Action Suzanne**
4. Depreciation Report – The Finance Committee will be identifying assumptions and methodologies for the next Depreciation Report in 2019. The Finance Committee will seek input from all committees and the Board to customize the next report to suit Sonoma Pines needs more definitively. **Action – All**
5. CRA Return – we will be incurring charges for the preparation of two CRA returns for 2016 rather than one consolidated return. Apparently the transfer of the corporation by the lawyers to BC Registry did not occur until 2017 and as such we are obliged to still complete two returns.
6. Concern with Fire Tech systems not being on the approved vendor list with West Kelowna Fire Department. This same company was terminated by another strata for failure to complete hydrant maintenance properly. The Finance Committee recommends that we terminate their involvement and seek another vendor to test fire hydrants. **Action: Board/CB**
7. **Next meeting Dates** – Monday, August 28; and Monday, September 25. All meetings begin at 10:15am.



**Sonoma Pines Homeowners Management Ltd.
Landscape Committee Meeting Minutes**

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: July 18/17 - 1:00 pm

Attendance:

Present: Brenda Evans, Dagmar Leuenberger-Swift, John Scott, Irene Scott, Ivars Dravinskis, Marshall Wolski, Cheryl Johnson

Absent: Dennis Storer, Charlie Milazzo, Judith Gregson, Collen Zabel

Resigned: Susan Bennington

Minutes Prepared By: Dagmar Leuenberger-Swift

1. The meeting was called to order at the Clubhouse, lower level at 1:00 pm

Welcome to new committee member Cheryl Johnson.

2. Members approved the minutes of the last meeting as written.

3. **Additions to agenda –**

John Scott- wet areas

Brenda Evans – create a calendar

Ivars - Managing homeowners expectations

4. **Reorganization of Committee Chairs and Duties -**

Dennis to look after Irrigation

Co-Chairs Brenda and Dagmar

Brenda and Dagmar to look after trees, shrubs and grass

Action plan in place under Brenda's guidance

Setting up communication between parties involved

5. **Budget**

Dennis provided written update on spending review.

June bills were not included in this update.

We are in the 2nd year with Asahi contract

6. **Landscape Issues** Dagmar and Brenda

Issues discussed were providing a list of Stumps to be removed in the fall. Dagmar to follow up with Brad Rustad (SP homeowner) to see what costs would be involved after list is completed and bring to committee for approval.

Brenda discussed how we have made a site visit to every home that was on the action list, then action was created and given to the respective people to carry out the work.

Next item for discussion were trees that block views and our management of trees in general. Brenda has set up a meeting with Bartlett next week for a general review of our trees now and how we should deal with them in the future. This will include discussion on the remaining trees in Sonoma Pines that have been identified and as well as the ones that need to be mapped to include the remaining phases.

A further discussion dealt with the tree on Solana (letter has gone out to homeowner) as well as what the rules and regulations state about maintaining the views.

Topics also included how we would deal with disputes and how to make those decisions as a committee.

Marshall will remove the Oregon Grape from 2164 Alverado Trail.

Dagmar is working on updating Trees, Shrubs and a Perennial list with plants that require less water. (Xeriscape)

Brenda and Cheryl will talk to homeowner at 3901 SPD re: cedars blocking sprinklers as no alteration agreement could be found.

We will plan a work bee to remove the rocks around the base of the trees. We will add mulch to tree base area to allow for healthier trees. Tree rings to stay in place. Work bee is scheduled for Aug 11 or 12. Date TBA and volunteers will be invited to help out. Dagmar to send out appeal for volunteers.

We went on to discuss the need to have a list of smaller landscaping companies or individual landscapers to help us out on smaller landscape matters.

We will replace the tree at 3813 Sonoma Pines drive with a Golden Spirit Smoke Bush. Dagmar will arrange to buy the tree and let the homeowners know it will be planted in the fall. The cost will depend the size of the tree but not exceeding \$228.00 (not including tax) John Scott gave consent for us to purchase without board approval up to \$1000.00 for the fiscal year. Committee will arrange for volunteer to pick up and deliver tree as well as plant it.

7. Oval Garden.

Dagmar reported that the Oval Garden has had its weekly weeding & deadheading. It has been fertilized which should make it grow in well for the next three months. Thanks once again to the volunteers that take care of the garden each week.

8. Irrigation Issues

Dennis wrote up a comprehensive report which were passed out to the committee. Discussion was held on the home that was burned and that the water for landscaping will back on. The PVR will be checked on July 24.

9. Old Business

Discussion was had and date set for brain storming session Tuesday Oct 10 9-2 John Scott top book Clubhouse with Jean. Brenda requested topics for discussion to be sent to her to be added to agenda. Coffee and sandwiches will be provided. Moderator will be brought in. Brenda has a good connection to facilitate this.

John Scott to follow up with Warren from Two Eagles regarding the Marmot problem. he will advise the committee on the results. We also discussed the co-operation between the golf course and the board as well as the cutting of the weeds that has been done on the golf course.

Plum tree to be removed by Gord, Brenda to let Charlie know this will be done this week. Stump will be added to list.

10 New Business

Wet Areas were discussed with committee and John Scott. we will work with Kevin from Ashai to see what can be done with those areas

3915 SPD has Myrtle Spruge growing in flower beds. Letter to be written to homeowner to advise that the volunteer committee will remove MS if homeowner is unable to.
Dagmar to advise Kanina to send letter.

Dagmar to request Volunteers to come out and weed the problem areas again. Will continue to encourage homeowners to weed around their yards.

Brenda to send a letter to Kanina and Kevin regarding the Red Stake Program.
Once you are in the RSP, you cannot opt out of the program until year end.
All homeowners will have fall pruning done. Red Stakes can stay in place if you wish.
You will need to reapply each year to belong to the Red Stake Program.

Managing expectations were also discussed. Our SPH is one of the largest communities in the Okanagan
This would be a good topic to be raised at the brain storming session in Oct.

Brenda to set up calendar of landscape committee meetings to the end of the year.

Meeting date for next meeting is Aug 15 @1:30
Meeting adjourned at 2:52pm



**Sonoma Pines Home Owner Association Board Meeting
August 3, 2017
(items in bold will be spoken to at the Board Meeting)**

The summer growing season of 2017 has been very busy. The landscape committee has had a huge workload with lots of irrigation issues (see Irrigation Report by Dennis Storer.) **The landscape committee has begun an active site visit program and tracking of concerns and complaints.**

The landscape and irrigation components of the “Landscaping Committee” have been separated and workloads for each area are slightly easier to manage. However, Dennis continues to be incredibly busy.

The landscape side of this committee is being co-chaired by Dagmar Leuenberger-Swift and Brenda Evans. The chairs have created an action item workbook and meet weekly to review, delegate and/or take action on items of concern. All the action items are now site visited and we are contacting and reporting to homeowners whenever we can.

We are actively working at catching up on items that have been outstanding for more than the current growing season.

The committee is working on process to effectively and efficiently manage our tree inventory including removing, pruning, replanting, etc.

Irrigation

See report attached as reported by Dennis Storer.

Dennis continues to be very busy and has reported being out at homeowners yards during the night to confirm irrigation function.

Landscape

Committee meeting was held on July 18, 2017. Minutes of that meeting are attached. Highlights of this meeting include:

- **Wet areas behind 2377 Mesa Vista – recommendations have been previously made to board;**
- Stump removal plan – once a year;
- Marmots;
- Volunteer weeding group – for common areas and special assignment;
- The Garden Corner in the newsletter – regular feature now;
- Discussion on perimeter safety zones – re: fire;
- Promotion of homeowners reviewing Rules and Regulations on our website;
- **Removal of stones and rocks in the tree wells in our community – work party day is being organized;**
- A calendar for remainder of 2017 for committee meetings has been set – third Tuesday of each month at 1:30 pm at Club House.



- **A strategy/planning session is planned for Tuesday, October 10, 2017 from 9 am to 2 pm. Lunch will be provided. All Board members are welcome to attend.**
- The committee is starting to receive concerns/complaints/comments that the irrigation is in the wrong place after people have installed privacy fencing. Asahi has noted this as well.
- The No-Prune Program must be season to season – the landscapers will no longer go back on their work schedule because of individual homeowner requests – I have sent an email to Asahi to assure them they need not backtrack on their work. The homeowner may report their issue with Landscaping.
- Board to committee recommendations in violation of our rules and regulations(?);
 - *BTW I see issues of blocked views being sent to landscape. This is actually part of our rules and regulations and therefore become a violation of rules (even if common property) The only trees exempt are the Oaks on SPB. If you follow our articles, action on this is not covered so the BC Strata Act is the guideline. Under that the board cannot defer to committee. Not a big deal but someone could press the issue with the board. (Charlie Milazzo); and*
- Tree Pruning Program – a meeting was held with Bartlett (Thor Clausen), Dagmar and myself. Our trees are a huge financial and visual asset to our community. A 3-year pruning program that would be divided into age class categories would be developed. The recommendation for pruning a tree is never more than 20% of tree canopy at a time. Vista pruning is the best and according to certified arborist the healthiest option for our trees. He also spoke of structure pruning to create the healthiest canopy for the trees. Reduction pruning is not a good option for tree health and is especially costly down the road. The program to remove the tree well rocks is highly recommended and is also endorsed by Asahi Landscapers;

Irrigation Report for July 18th Landscape Committee Meeting

Much effort was spent on learning and reprogramming Phase 10, 11 & 12 clocks to remedy irrigation issues including incorrect timing, hot weather adjustments and coordination of zone start times. In addition a number of plumbing problems were fixed, such as low pressure at valves, broken sprinkler heads, and faulty zone valves.

Many spray heads and rotors were adjusted to improve water coverage but some situations still exist where shrubs are blocking sprays. In the more straight-forward cases, the Committee has attended to make suitable adjustments.

We continue to see drip line leaks and joint blowouts which are being addressed as they are identified by residents. For instance one resident complained that his drips were not getting any water. Investigation revealed three separate leaks upstream which upon repair by us remedied his concern. Additionally, there were two weekend calls regarding significant water leaks, one being due to Contractor error. Both were fixed by the Committee.

Brown grass patches appearing during the recent hot spell were due to several issues including the discovery of two battery clocks that had not been previously known. We saw dormant grass patches appearing in many areas including the SF properties. Some of the latter are due to SF owners not adjusting for hot weather either through lack of attention or knowledge of how to adjust their own systems. However, residents in the area of the 3600 block of SPD (both sides) seem to be suffering from low water pressure during the evenings and overnight, which results in sprinklers not popping up. We are asking Asahi for assistance in resolving this.

We have also noticed some residents turning on valves without authorization especially during water restricted times. We reminded all residents of those water restrictions.

While checking out various irrigation concerns we have noticed washouts in several locations, particularly behind 3790 Delmar Lane and the rock wall behind 2202 Terrero Place. These may require expensive repairs to the rock walls if left unchecked.

Recently a new contact assignment was communicated to our residents in order to reduce Kanina's work load. Residents were asked to communicate Landscape concerns directly to the Landscape Chair for resolution. Although a temporary email address was published with the new contact list, we will require a permanent contact email address for this purpose in the future.

Prepared by:

Dennis Storer
Sonoma Pines Landscape/Irrigation Committee Co-Chair
landscape@storer.ca



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

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Attendance:

Present: Glen Heming, Bob Nichol, Nic Schritt, Vern Sarver, Terry Cross, David Reid, John Scott

Absent: Vern Valan

Date & Time: July 17 – 8:00 am

1) Update on maintenance schedule

asphalt crack sealing completed, center line painting completed, fire hydrant, wedge valve and backflow valve maintenance completed, wood accent re-staining and fascia board painting in progress. For a list of homes being completed this year click [here](#). Roofing inspections on phase 6 and 7 MF homes to be finalized as well as any resultant warranty or other repairs. Inspection items to be conducted by CSC and no longer the responsibility of volunteers.

2) Streetlight update

Glen, David and John will meet with Duo Teck to discuss led conversion and repairs up to the conversion. Streetlight repairs on hold until decision is made re: conversion.

3) Drainage issues Terrero

Glen, David and Vern to review location and depth of drain pipes to pop-ups and recommend whether the flow can be redirected easily or if we need to bring in a contractor. Vern will also update us on recommendations for the leaning fence along this section of roadway.

4) Home Maintenance standards

a. Contact made with Brian Maher of Dryvit regarding when to repaint stucco.

We also need to see if there are any guidelines regarding pressure washing.

b. John will update the alterations reference table to include product being used for wood accents and fascia. We also need to set up manufacturers/colors for paint that will be used for repainting stucco and include these standards in the rules and regulations

5) Eaves trough repairs and cleaning

CSC to inspect MF eaves troughs for leaks and any other problems, and develop a list for repairs this summer. Cleaning is scheduled for September/October. Click [here](#) for homes that will have their eaves

cleaned this year

8) Fencing alternatives

Bob will put together a list of low maintenance, alternative fencing materials that could replace the current fences along the golf course. He will also come up with ongoing maintenance costs should we decide to continue with the current fences. The objective is to come up with the most cost effective, long-term solution for fencing around the golf course to be approved by homeowners.

6) Other Issues

Vern will follow up with the property owner, behind the fence and across the street from 2243 Terrero regarding cutting back on the trees along the property line

12) Next meeting: Monday August 14 at 8:00 am

Security and Safety Meeting Notes July 25, 2017
Meeting held at Clubhouse between 09:00 and 09:40

Present: Chair Darrell Bellamy, Bob Clarke, Paul Kaiser, Nick Scharitt and Bob Scruton (Board Liaison)

Chair brought the meeting to order and thanked those present for attending.

Darrell reviewed the issues that have been an ongoing concern.

1. Clubhouse Cameras

Discussed what previously occurred regarding Clubhouse camera's. As they have been installed and paid for the Committee has fully supported their use and operation to mitigate any issues outside the Clubhouse. Concerns on privacy and outside influences spoken of though security of the Clubhouse is the primary concern.

Bob Scruton received copies of a number of e-mails from 2016 between Board and Committee member's. It appears the May 29, 2014 AGM voted to delete a proposed Rule/Regulation of Division 8 – Security and Personal Information Video Surveillance 32 and 34 Audio/Video Recordings.

Having said that we discussed who would have access and this be limited to a Board rep., Chair of the S&SC and possibly one more should they be brought on-line.

The S&S Committee still support the use and operation of the installed camera's to safeguard the Clubhouse.

2. Carrington, Sonoma Pines and Butt Road intersection. Options could include a single lane traffic circle, four way stop, traffic lights or four way stop with flashing red light atop. From a meeting with DOH several years ago Darrell advised the results were the intersection strips (gouges) south and north of Butt on Carrington. **Suggestion is to go with four way stop with flashing reds.**
3. Neighbourhood Watch signage had been previously discussed with **S&SC agreement on one at each entry point and then facing the golf course at various access points.** Should more be placed they can lose their effectiveness and any streets not signed may be a more open invitation to less scrupulous individuals.
4. Gates: Upper is being looked at by a separate Committee with nothing to do with the S&S C.

Lower – for residents and First Responders only – **not Community Policing.**

Sliding chain link gate between Sonoma Pines Drive and Del Mar Lane/Ct. needs to have No Parking – Fire Lane signs affixed to gate off SP Dr., No

Parking signs indicating lane access onto Del Mar and both curbs painted yellow on SP Dr and Del Mar.

5. Three part warning ticket/coupon required for those who park illegally with Bob Clarke saying he'd put something together. Discussion on who would administer, who gets copy (Board/office, Committee and violator).
Concern with enforcement.
6. Darrell advised there are several items from the S&SC:
 - a 40 kph speed limit sign needs to be installed at the bottom of SP Dr. once you're through the gates.
 - some security issues are owner caused and residents need to safeguard their items, especially in less secure or more readily accessible areas.
 - No Parking signs required across from Clubhouse where it currently has vehicle parking on both sides of SP Dr. Curb should also be painted yellow.
 - a No Exit sign needs to be installed on Verona Dr. as agreed to by last April's EBoard?

Chair adjourned the meeting at 09:40 hours with our next meeting scheduled prior to the Sept. 7 EBoard meeting.

Notes Taken by

RE Scruton
Board Liaison

As approved Chair Bellamy

Draft Policy For Installation And Maintenance Of Satellite Dishes in
Multi Family Homes
August 2017

An owner must submit an alteration request and receive the written approval of SPHM before erecting a satellite television dish. A diagram showing exact location and placement of the proposed satellite dish must accompany the alteration application.

A professional installer must do installation and setup of satellite dish. No installation of a satellite television dish will be permitted by an owner or resident.

Installation of satellite television dish may not be done on any common structure, railing, deck, wall, fascia, roof or fence. Installation of satellite dish may only be done adjacent to homeowners back patio area, or where possible at the side of a residence. Consideration for placement should include a location in a place shielded from the street view or from other units to the maximum extent possible while maintaining acceptable quality signals.

Any installation of a satellite television dish erected prior to the date of this policy is exempt from this policy, except in the following instances:

Any subsequent modification of an existing satellite television dish erected prior to the enactment date of this policy will be considered a new alteration request and is subject to the current policy.

Should the residence be sold, it will be the responsibility of the vendor to remove the installation and restore all surfaces and components of the structure to the original condition that existed prior to the installation. If these repairs do not meet this standard the repairs will be made to SPHOM standards and the current owner will be charged for the work.

SCHEDULE E
SONOMA PINES
RULES AND REGULATIONS

Division 1 Section 8

1) Rental procedure

- a) Any owner wishing to rent out their residence must first obtain written permission from the Board
- b) The owner will supply the property manager with their address and phone in order that the owners may be contacted. If the owners address should change then the owners should notify the property manager within 5 business days
- c) The owner will supply the property manager with a completed form K, within 10 days of rental of the residence. The owner will supply the tenant with a copy of the current rules and regulations of Sonoma Pines. The owner is responsible for any violation of these Rules and Regulations by the tenant.

2) Prohibition of Short Term Rentals

- a) No owner of a residence within Sonoma Pines shall rent that residence for less than a period of 6 months.