



**Sonoma Pines Homeowners Management Ltd.**  
**Board Meeting Minutes**  
**October 5th, 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	bevanssonomapines@gmail.com
Bob Scruton	Director	▪ Safety & Security	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, Brenda Evans, David Reid, Bob Scruton, Bryon Dickie

**Absent:**

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

Mike Makin, Kanina Wright

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

- a. Homeowner request to solicit in neighborhood
- b. Rental Policy
- c. Candalera residences landscaping update
- d. Street light upgrade to LED

*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 September 7th, 2017 be approved.

Seconded and CARRIED with all in favor.

### 3) WFN Advisory Council Update – Gord Couch – report attached

The Westbank Advisory Council will not be holding an election this year. John Cole has been appointed to represent the East Boundary district. The next advisory council meeting will be October 24<sup>th</sup>.

The West Kelowna Fire Chief Jason Brolund made a presentation to the advisory council on recent activities and future initiatives including a smoke detector inspection program.

There are currently no further updates to the Carrington / Elk Road intersections.

### 4) Correspondence

- a) **New rental policy – presentation by Hugh Gordon** – an owner had concerns with the current rental policy and made a presentation. Future discussions will ensue.
- b) **Golf carts within the community** – this concern was raised at a Board meeting in 2016. Coldwell Banker to forward the outcome to the concerned homeowner.
- c) **Weeds along fence line behind Talavera** – this issue has been resolved.
- d) **Sonoma Pines website password update** – Council does not see a need at this time to change the password.

David Reid left the meeting at 9:35AM

- e) **Seminar for the residents at Sonoma Pines** – The Board thanks the interested party however the request for a seminar is not approved.
- f) **Landscape Committee Chair** – Dennis Storer has resigned as the Landscape Chair effective December 20, 2017. The Board sincerely thanks Dennis for his tireless efforts and countless volunteer hours.
- g) **Terrero Place – roadway concerns** – the Board will be coordinating a contractor to investigate however it is unlikely that any work required will be completed this year.
- h) **Request for solicitation from injured homeowner** –

*MOTION:* A homeowner be granted permission to solicit in the neighborhood.

Seconded and DENIED with all opposed.

### 5) Committee Reports

- a) **Administrative Committee** – nothing to report.
- b) **Clubhouse Committee** – a concern was raised regarding visibility of the address numbers on the exterior of the clubhouse. Internal address signage to be posted in the clubhouse and a review to be done on the exterior address numbers to increase visibility.

David Reid returned to the meeting at 9:44am

- c) **Communication Committee** – report attached
- d) **Finance Committee** – report attached. Bryon met with Valley First to review the CRF funds. One concern noted was separating the interest gained on the common and multi family funds instead of depositing into 1 account.
- e) **Landscape & Irrigation Committee** – report attached. Post season and next year planning discussions are scheduled for next week.
- f) **Maintenance Committee** – report attached. The Board recommends tabling the LED streetlight ROI and quote from DuoTeck.
- g) **Safety & Security Committee** – report attached.
- h) **Social Committee** – nothing to report
- i) **Welcome Committee** – report attached. The Board would like to thank Kim Reid for all her hard work to date.

### 6) Coldwell Banker Operational Update –

- a) **Upper RV parking increase** – an increase of 2.5% was approved at May 4th Board meeting and ratified at the May 25<sup>th</sup> AGM. New fees are retroactive to April 2017. Coldwell Banker to process new fees and arrears.
- b) **CRF Transfers** – Board members to identify any CRF transfers at time of invoice approvals.

## 7) Alteration Agreements

*MOTION:* the Board approve the landscape alteration request to remove a tree at both 2284 and 2282 Pine Vista Place.

Seconded and APPROVED with all in favor. It should be noted that the landscape committee recommends pruning the trees in question instead of removing.

## Alteration Agreements - Approved

- a) **2090 Candalera Lane – installation of awning. Application date September 18, 2017.**
- b) **2203 Terrero Place – installation of solar tube in kitchen, Application date September 13, 2017.**
- c) **3903 Sonoma Pines – installation of 3-4 solar tubes. Application date September 26, 2017.**
- d) **3810 Siringo Lane – extension of upper deck and lower level patio (re-submittal of approved application / approval timeframe expiring). Application date October 7, 2016.** Application approval extended until April 30, 2018.

## 8) Old Business

- a) **Sewer flushing** – sewer flushing, with the exception of Mesa Vista Court is complete and under budget. Mesa Vista Court owners have been made aware that due to the potential for damage to the common areas it was decided to wait until the ground is frozen to re-visit.
- b) **Mesa Vista Court – back yard flooding** – David Reid to obtain more information from contractors to present to the homeowners.
- c) **Lower vehicle gate code change** – Safety & Security to get an update from Paul Kaiser for review at a future meeting. The vehicle gate code to be changed. This will not affect homeowners with garage openers.
- d) **Acacia Lane – chain link fence** – installation has been approved and going ahead.
- e) **Mearles & WSBC re: closed spaces** – nothing to report at this time.
- f) **Speed signs within the community** – a speed sign will be moved from upper Sonoma Pines Drive to lower Sonoma Pines Drive.
- g) **Rock walls, video surveillance, lease summary for insurance providers** – discussions ongoing. Nothing to report at this time.
- h) **Upper RV park alarm first response** – No changes to be made to current alarm system. Commissionaires to continue to respond to any alarm notifications between the hours of 11pm – 7am.
- i) **Rental Policy**

*MOTION:* The Board recommends updating the rental agreement procedure so that no owner of a residence within Sonoma Pines shall rent that residence for a period of less than 3 months.

Seconded and APPROVED with all in favor.

*MOTION:* The Board recommends adopting the updated rental procedure. To be ratified at the 2018 AGM.

Seconded and APPROVED with all in favor.

- j) **Candalera landscaping** – discussions are ongoing. John Scott to attend the next meeting.
- k) **Street light upgrade** – to be tabled for future discussion.

## 9) New Business

- a) **Clubhouse for social gatherings** – no rentals are allowed for commercial purposes.

*MOTION:* The Board moves to adopt the revised clubhouse rules and regulations agreement dated October 3, 2017 regarding clubhouse rentals for commercial events.

Seconded and APPROVED with all in favor.

- b) **Golf balls – insurance claims** – deductibles to be reviewed at time of insurance renewal.

## 10) In Camera


## 11) Termination

The meeting was terminated at 11:51am.

## 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 **November 2nd, 2017** at 9:00 a.m. in the clubhouse.

	<p style="text-align: center;"><b>stqa?kʷłnıw` t</b>  <b>WESTBANK FIRST NATION</b>  515 Highway 97 South  Kelowna, B.C. V1Z 3J2  Phone: (250) 769-4999 Fax: (250) 769-4377  <a href="http://www.wfn.ca">www.wfn.ca</a></p> <p style="text-align: center;"><i>Community Leadership First</i></p>	<p style="text-align: center;"><b>ADVISORY  COUNCIL  HIGHLIGHTS</b></p> <p style="text-align: center;"><b>sk'əlwıstən  (September) 12,  2017</b></p>
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**1. Presentation from the West Kelowna Fire Chief**

The Advisory Council received a presentation from Fire Chief Jason Brolund overviewing recent activities and initiatives of the West Kelowna Fire Services.

**2. Sidewalk Priority Strategy**

The Advisory Council received a presentation on the WFN Sidewalk Priority Strategy from Development Services. This strategy outlines sidewalk development for the next five years.

**3. FY2018 Quarterly Financial Update**

The Advisory Council received a presentation from Financial Services overviewing the quarterly financial update.

**4. Shady Rest Resident Concerns**

The Advisory Council met with representatives of Legal Services to discuss concerns brought forward by residents in the mobile home park. Legal Services provided the Advisory Council with an update of discussions held with residents and overviewed options available to residents to address these concerns.

**5. Next Meeting**

The next Advisory Council meeting is scheduled to take place October 24, 2017 in the First Floor Board of the WFN Lindley Building.

## Welcoming Committee Meeting

Thursday Sept. 28/17 - 1pm.  
Clubhouse boardroom

Attendees – Kim Reid (chair)      Linda Morris      Dixie Michie  
                 Cheryl Johnson      Kathy Hovorka      Lucy Lee  
                 Shari Bouzane

Introductions and welcoming done.

1. **New Owners** - There have been approximately 22 new owners move into Sonoma Pines since the last orientation meeting was held in May/17. The AGM in May saw the committee chair leave the board and no one has headed the committee since then. So, there is some catching up to do.  
It was agreed that we need to split up the new owners into at least two groups for an orientation meeting – date to be determined at the next meeting.
2. **Inventory and Welcome Packages** – As a new group we have no idea of the supplies we have to work with or if the information needs to be updated. It was decided that we would continue with the Sonoma Pines Information packages including the bags. We also decided that when the pens and pads run out we will not be reordering.

In the past, the committee has sent out the photocopying to UPS. The group has determined that it would be more cost effective to buy paper and do the copying ourselves at the board room.

- Kathy and Shari have volunteered to take inventory and inform the group of what we have. We can then determine what we need to move forward.
- Dixie has agreed to review the information package and make updates and suggestions for additions (ie. FAQ's) or deletions.
- Cheryl and Shari will decide what information is needed from the Westside Chamber Information Centre.
- Linda and Kathy will see if there is a local print centre for the package bags.
- Once we determine what we need Kim will make sure it is ordered.

**3. Clubhouse Key Fobs and Garage Door Openers** – Discussion was had regarding what happens to the above when someone moves out of Sonoma Pines.

Kim has confirmed that when a house is sold Abbas (in charge of the fobs) is notified of the move out date and regardless of whether the old owner returns the fob or not, Abbas deactivates the fob on that date.

- Kim to contact Paul Kaiser to confirm process for garage door openers.
- Kim to draft a letter to owners who are moving out which will include a checklist of things to consider when moving out.

**4. Volunteer Appreciation Event**

It was decided that a more lowkey event be held this year. Date agreed on Monday October 30<sup>th</sup> – 6 to 9 pm. Wine and cheese reception.

- Lucy will get prices for 90 people from Save-on, Superstore and Costco
- Kim will get a quote from Neil at 19
- Kim will update Punchbowl invitation and send out next week.
- No door prizes needed.

Next meeting Thursday October 5<sup>th</sup> – 1 pm. at 2129 Talavera Place.



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

**Location:** Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

**Date & Time:** September 25, 2017 – 10:15am

**Attendance:**

**Present:** Bryon Dickie, Suzanne Lourche, Brian Diemert, Bil Dartnell, Bob Scruton

**Minutes Prepared By:** Bryon Dickie

1. The August financial statements were reviewed and the Committee is very pleased with the progress made in revising the financial statements so that they match the approved budget. However, until such time as the contingency funds match the budget and some additional minor changes are made; the Finance Committee recommends that the Board NOT approve the August statements. The Finance Committee is confident that Coldwell Banker will have all necessary changes and adjustments finalized for our September financial statements.
2. Meeting with CB – Suzanne met with CB and reviewed the necessary adjustments to future financial statements. Telus bills for the P-3 gate will be accumulated and a final adjustment will be made at the end of the fiscal year. Suzanne is preparing a final list of adjustments to present to CB.
3. Retained Earnings – there was discussion on the amount shown in the Common retained earnings and whether this is the right terminology or if there is a better way to show it on the balance sheet. Bryon agreed to discuss this with Mike Makin and also discuss this topic with Don Clark (former member of the finance committee).
4. Subrogation – SPHM has filed a subrogation claim with BFL regarding the fire on Madera Court.
5. Time Sheet and Expense Report – Suzanne prepared new time sheets and expense reports that were approved by the Finance Committee. These new documents will allow for easier monitoring and control of expenses and hours worked.
6. Cash Flow Statement – Suzanne prepared a cash flow statement that SP can use going forward. This will allow us to understand when we may have to recommend borrowing from the CRF to cover certain monthly expenses.
7. Finance Committee Calendar – the committee discussed a number of monthly action items and adjusted the annual calendar to reflect these changes.
8. Chart of Accounts – Suzanne prepared a new chart of accounts that includes the GL number, account name, purpose and the invoice approval authority. Bryon and Suzanne will finalize the invoice approval authorities and then this document will be forwarded to all Board members, Committee Chairs and CB.
9. Bryon agreed to send the members of the Committee the latest Terms of Reference, Investment Policy Guidelines, and Internal Control discussions.
10. **Next meeting Dates** – October 30, November 27, and December 27(?). All meetings begin at 10:15am in the Clubhouse.



**Sonoma Pines Home Owner Association Meeting**  
**October 5, 2017**

**Irrigation**

Our irrigation chairperson reports we “continue to be besieged with equipment failures and line leaks.”

Some of the issues are equipment age-related, installation of equipment, clock failures and recently an increase in vandalism to our system.

Many of the complaints this year ranged from too much water to too little water on any given day.

Statistics were kept measuring concerns and approximately 1400 emails went back and forth to soothe irrigation issues.

A consideration for next year is to turn the irrigation off at season end a bit sooner to allow for some repairs that are delayed throughout the growing season because of the need for water in the lines. It would also help the irrigation specialists identify ground water run off and other issues that exist.

Dennis Storer has submitted his resignation from the Landscape Committee effective December 20, 2017. The responsibility for irrigation has been a huge commitment for Dennis. I wish to thank him for all the volunteer time he has given to our community to help keep our irrigation system functioning.

For next season, we will need more help and more volunteers.

**Landscape**

The Oval Garden this year was planted with red and white geraniums to celebrate Canada’s 150 birthday. The garden was happily maintained by a group of volunteers all season. Thank you to Dagmar and her crew for a beautiful garden view to enter Sonoma Pines.

The site visits for the year with landscaping concerns have slowed down. We visited each site that was identified to us with a problem or concern, however, while we couldn’t correct or change each instance, we gave feedback to homeowners at every chance we could. Some of the issues are community-wide and need more research or knowledge applied to the situations; turf conditions would fit this category.

The tree pruning project is still active and we are looking to hopefully start the pruning this winter.

We will continue to look for a solution to keep newly planted alive in our clay based soil. While clay can provide nutrients to the plants, it can be a very difficult growing medium. Often too much water can be a major issue in clay soil environments.

The rock removal around the tree trunks is still being encouraged. The scope of this project for just a few volunteers would be too large and thus we are asking homeowners to take a few minutes to help save our trees.

The Landscape Committee planning session planned for October 10, 2017 has few confirmed participants and is not being planned for 9 am till noon. This planning session is being held in the main meeting room at the Clubhouse.

The Landscape Committee would like to extend an invitation to all homeowners to consider volunteering a bit of time to help in the community to keep us green and beautiful.



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

**Location:** Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

**Attendance:**

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

**Absent:** Vern Sarver

**Date & Time:** September 25 – 8:30 am

Fencing Alternatives Bob Nichol

Bob presented some initial prices and options for materials. He will present some final suggestions including prices for the next meeting.

Streetlight update Mike Middleton from Duo Teck

The committee will recommend to the board that we go ahead with the led conversion. For the remainder of the 2017/18 budget year we will replace any burnt out bulbs with led's and remove the ballasts. We will use any remaining funds in the current years budget to convert to the new bulbs. The remaining/majority of the bulbs will be replaced in June of 2018 pending board and AGM approval of the final plan.

Snow Removal 2017/18 Jason Long Interior Snow

The committee recommends that we continue to use Interior Snow for the coming seasons snow removal. Prices remain the same as last year.

Ongoing items:

1) Drainage issues Terrero and Mesa Vista

David and Glen walked the area in question behind Mesa Vista and concluded that the problem involves the back yards of single family homes. Repairs will probably involve installation of a line to take the water from the eaves troughs away from the yards to eliminate the soggy yards.

We will get a quote for the work on Terrero.

2) Home Maintenance standards-

Working on it. The Rykon Home Maintenance Manual has been added to the website under the Maintenance tab.

3) Eaves trough repairs and cleaning

Home planned for this year will be completed at the end of October. Also homes identified, as needing annual cleaning will be done at that time. Go the maintenance tab to see the map of homes planned for this fall.

4) Rock Wall collapse next to holding pond.

Waiting to hear from insurance company.

5) Sidewalk issue -2174 Talavera

Gord Hammond will get an updated quote to hopefully get the work completed this fall.

6) Fence and across the street from 2243 Terrero

Vern will supply a quote for next years maintenance budget.

7) PRV Valves and WCB regulations

David following up with WCB

8) Other Issues

Fence behind Acacia Lane- committee agreed to go ahead with the shorter fence from the rock wall to the back of the property. David will follow up with Gord.

Next meeting: October 30<sup>th</sup> 8:00 am

## **MINUTES OF THE SPHM SAFETY AND SECURITY MEETING**

### **Safety and Security meeting held Sept 25 at 1pm in the Club House**

Regrets: Chair Darrell Bellamy and Bob Clark

Attending: Co-chair Paul Kaiser, Nick Schritt, George Leggett, John Scott and Bob Scruton

### **Co-Chair called the meeting to order at 1:00pm.**

#### **Old Business**

1. Neighbourhood Watch signage as per May 14. 2017. It was recommended that 2 signs be posted. One at the entry point on Sonoma Pines Drive and a second at the lower gates. Recommendation to invite Karen Dickie to our next meeting with as she was a mover behind the Neighbourhood Watch program regarding sign placement with Paul to contact
2. Missing stop sign be reinstalled at Sonoma Pines Drive and Mesa Vista Court with John advising having Vern or Gord install it.
3. Overnight Parking regulation be written into the Newsletter each month for the next several months due to a number of vehicles being parked where they shouldn't be. John will include a reminder for owners in the next months newsletter. Discussion on good neighbour policy, enforcement, ticketing, allocated parking, patrols a budget item, etc.
4. Upper RV lot, Paul spoke on lines being painted between the security camera eyes in to indicate to RV owners where NOT to park. John advised he'd write a letter to RV owners and look at traffic rule amendments along with other options. Signage on exiting should include Right Turn Only as originally approved by Council in December 2015. John said Vern should install the sign.
5. Paul requested one of the 40 KPH signs be relocated from upper Sonoma Pines to the lower end as you enter through the lower gate, which John said would be done.
6. John advised the No Parking Fire Lane signs will be affixed to each side of the Emergency gate access to Del Mar and Sonoma Pines Drive. Bob said there are other no parking areas with John requesting a map indicating all No Parking areas be incorporated so future curbs can be painted. Paul advised he would assist in the mapping.
7. John asked about Clubhouse cameras with discussion on coming back to the October meeting and requested more information on the need for the camera's, any additional costs and requirements, etc..

#### **Business Arising Out of the Minutes**

1. Paul advised a No Exit sign has been installed as you enter Verona Drive.
2. Paul also said the curve near the entrance of Sonoma Pines Drive as you leave the complex was painted yellow for No Parking due to the narrowness of the roadway.

#### **New Business**

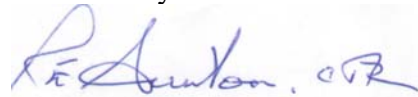
1. Nick voiced concern on Club House Parking along Terrero Hill during functions. John advised this would be included in a revised Clubhouse Rental Agreement.

2. Nick said he is concerned about kids from a neighbouring home climbing the fence from Terrero into their backyard with John requesting Nick follow-up to see who the property owner is. A phone call may all that may be required or contact By-Laws.
3. Discussion on young people skateboarding on Sonoma Pines Drive and the risk they take.
4. Paul submitted information on Homelink repeater system for lower gate and advised John said we don't have the power nor room for it.
5. Bob said there's an exterior LED light bulb that have a built-in security sensor and can be purchased locally for @\$25.00.

### **Adjournment**

Co-Chair adjourned the meeting at 2:46pm

Recorded by

A handwritten signature in blue ink, appearing to read "RE Scruton, CTR".

RE Scruton, CTR  
Director