



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
November 2nd, 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

Location: Clubhouse, 3999 Sonoma Pines Drive, Westbank, B.C.

Call to Order

The meeting was called to order by John Scott at 9:02 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

MOTION: The agenda to be approved as presented.

Seconded and CARRIED with all in favor.

2) Previous Minutes

MOTION: The minutes for the Board Meeting of October 5, 2017 be approved.

Seconded and CARRIED with all in favor.

3) WFN Advisory Council Update – Gord Couch

Congratulations to John Cole who has been appointed to the Westbank First Nations Advisory Council for a 3 year term. Gord Couch will no longer be the Chair and will be replaced by Terry Turcan. Talks regarding the intersection at Carrington Road and Butt Road continue to happen and the Ministry of Transport may have made some movement.

4) Correspondence

- a) **3688 Sonoma Pines Drive – installation of gate, video surveillance at upper entrance.** There is an upper gate committee in place. Owners are welcome to speak with this committee directly for information and updates.
- b) **2303 Pine Vista Place – concern with mice and voles in community.** The Board does not foresee any changes to the pest procedure policy in the near future.
- c) **Solana Place – vehicles doing a u-turn and damaging common property.** The Board does not recommend any action at this time.

5) Committee Reports

- a) **Clubhouse Committee** – report attached. The rope originally installed is in need of replacing. A halyard rope has been purchased and David Reid will coordinate the rental of a lift with Gord Hammond to install the replacement. One of the treadmills is currently not working. This is under warranty and will be repaired as soon as possible. Discussions were had regarding committee funding and money allocated to the clubhouse and fitness facility.
- b) **Communication Committee** – the November newsletter is posted on the Sonoma Pines website. This month's newsletter has 2 important items for homeowners regarding smoke detectors and home insurance. All owners are encouraged to read.
- c) **Finance Committee** – report attached. We are currently sitting at \$1.6M at Valley First Credit Union. With the balance of the CRF at BMO plus what is anticipated over the next 6 months, we will come in, or above the budget as per the depreciation report.
- d) **Landscape & Irrigation Committee** – report attached. A few residents have mentioned they would like to volunteer for irrigation and landscaping for next year. Cody Tree Services has been chosen as the contractor for the tree pruning program.

MOTION: Be it resolved that the Board approve the expenditure for tree pruning to occur in the common and multi family properties of Sonoma Pines in the amounts of \$4,347.00 (common) and \$8,073.00 (multi) respectively for a total of \$12,420.00.

Seconded and CARRIED with all in favor.

- e) **Maintenance Committee** – report attached. Street lights are being replaced with LED bulbs. Replacements to begin in the next week.
- f) **Safety & Security Committee** – report attached. The committee recommends that the Clubhouse video surveillance be activated. The Board requires a comprehensive proposal from the committee outlining the associated costs, including the outlined rules and regulations to be submitted to the Board for review.
- g) **Social Committee** – report attached.

MOTION: Be it resolved that the Board approve the expenditure of social committee funds up to \$3800.00 for the purchase on a new TV for the clubhouse.

Seconded and CARRIED with 4 in favor, 1 opposed.

- h) **Welcome Committee** – nothing at this time.

6) Coldwell Banker Operational Update – Mike Makin gave a brief update on some minor adjustments to the financials.

The Board took a short 3 minute break

7) Alteration Agreements

Alteration Agreements - Approved

- a) **3813 Sonoma Pines Drive – installation of privacy divider. Application date October 4, 2017.**
- b) **2211 Terrero Place – installation of hot tub and privacy screen. Application date October 17, 2017.**

MOTION: Be it resolved that the Board approves the installation of the hot tub (only) at 2211 Terrero Place.

Further clarification is needed on the privacy screen to ensure it is conforming to the community standards before approval can be granted.

Seconded and CARRIED with all in favor.

Alteration Agreements - Denied

- a) **2243 Terrero Place – installation of glass wind screen. Application date October 11, 2017.**

MOTION: Be it resolved that the Board denies the alteration application for 2243 Terrero Place – installation of glass window screen.

Seconded and DENIED with 4 opposed to the alteration application. 1 abstention.

A fine of \$200 to be imposed for not receiving Board approval prior to work being done.

- b) **3795 Del Mar Lane – landscape alteration. Application date September 9, 2017.**

MOTION: Be it resolved that the Board denies the landscape alteration application 3795 Del Mar Lane for the installation of any shrubs in the rock walls.

Seconded and DENIED with all opposed to the alteration application.

The Board approves the tree that has been installed however, a fine of \$100 to be imposed for not receiving Board approval prior to work being done.

8) Old Business

- a) **Satellite Dish Policy –**

MOTION: Be it resolved that the Board approves the satellite dish policy as dated August 2017.

Seconded and CARRIED with all in favor.

- b) **Mesa Vista – back yard flooding – quotes have been received.** To be further reviewed at next Board meeting.
- c) **Rock walls, lease summary for insurance providers.** There is no update on the rock walls. The lease summary for insurance providers is completed and posted on the Sonoma Pines website.
- d) **Candalera landscaping –** the Board is waiting to hear back with an update from the homeowners.
- e) **Lower vehicle gate code –** the lower vehicle code has been changed and all parties have been notified.
- f) **Speed signs and speed bumps –** Bryon Dickie is investigating rental costs for solar speed signs. John Scott to look into quotes for speed bumps.
- g) **2144 Serrento - feedback from engineer -** members of the Board are meeting with Rykon today. Pending the outcome of that meeting a motion to put forth at the next board meeting.
- h) **Mesa Vista and Terrero – drainage**

MOTION: Be it resolved that the Board approves the expenditure of \$2,000 from the contingency reserve fund to remediate the draining problem on the roadway.

Seconded and CARRIED with all in favor.

- i) **Settling issues – clubhouse –** Rykon coming by today to review and provide any updates.
- j) **Mearles and WSBC re: closed spaces –** nothing to report at this time.
- k) **2174 Alvarado – sidewalk repair.** Deferred until David Reid can obtain further quotes.

9) New Business

- a) **Survey of resident priorities over the next 3-5 years.** Bryon Dickie to work with Coldwell Banker to coordinate a survey to homeowners.
- b) **Safety and access of couplet as you enter Sonoma Pines –** Safety & security to review.
- c) **Upper RV park – stall sizing –**

MOTION: Be it resolved that the Board approves the following price changes effective December 1, 2017 for the upper RV lot. Current renters will have first option to move to the new smaller stalls as their one rental.

Stall # 2 is considered a large stall

Stall #10 is considered a large stall

Stall #11 is considered a small stall

2 new extra small stalls to be created at \$35 per month each. Stalls # 10a and 11a

Seconded and CARRIED with all in favor.

- d) **Parking notices** – notices to be printed and reminders put on windshields for those in violation.
- e) **Central registry for alarm, gate, fob codes** – Coldwell Banker to keep a registry of information with updates provided by the person or committee responsible for obtaining current information.
- f) **Clubhouse phones - addition of another line**

MOTION: Be it resolved that the Board approves the addition of a second telephone line for Coldwell Banker.

Seconded and CARRIED with all in favor.

The Board took a short 3 minute break

10) In Camera

11) Termination

The meeting was terminated at 11:44am.

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

Please note that there will not be a Board meeting held in January.



Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

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

Date & Time: October 24, 2017 at 1:00 pm

- 1) Rykon and clubhouse settling – waiting to hear back from Rykon re: next steps
- 2) Leak in multi purpose room
Willy and Gerry investigated the attic and did not find any evidence of roof leak. CSC will do some caulking along the roof line and keep an eye on it this winter.
- 3) Clubhouse and Gym maintenance
Bob will follow up with Jeff Ash to set up a visit to do some maintenance and equipment evaluation.
- 4) Shoe storage in gym foyer
Ivars will set up a sign to ask users to take their shoes home with them and free up space for other users
- 5) Telus and Shaw phone bills explained. Telus is for Solana gate and Shaw bill is for clubhouse. Ivars checked and we can get another line for the office for \$50 installation and \$25 per month.
- 6) Replacing TV in clubhouse. The Social committee wants to purchase a new, larger tv for the clubhouse. They plan to purchase a 75” model to draw more people to televised sporting events in the clubhouse.
- 7) Replacing lights
CSC will get a quote for additional pot lights on the outside of the clubhouse to replace the current light strings under the eaves, improving exterior lighting.
- 8) Flag pole lift to install new rope
CSC has a quote for a Z45 Cherry Picker from Westside rentals for \$200 to replace the rope on the flagpole. Question is does anyone know how to run a cherry picker?

Next meeting date: Feb 12 at 10:30 am



Sonoma Pines Homeowners Management Ltd.
Finance Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: October 30, 2017 – 10:15am

Attendance:

Present: Bryon Dickie, Suzanne LaRouche, Brian Diemert, Bil Dartnell, John Scott, Bob Scruton

Minutes Prepared By: Bryon Dickie

1. The September financial statements were reviewed and the Committee had significant discussion on how the surplus was being treated on the statements. Additionally the CRF entries need to be adjusted to reflect the YTD budget. **Action:** Bryon to call Mike Makin to better understand the approach taken. It was suggested that the statements not be approved until CRF and surplus are clarified.
2. There were some small adjustments and journal entries required that Bryon agreed to forward on to Mike at CB
3. Depreciation Report – Brian and Suzanne continue to meet to review the previous report and have found some inconsistencies that will be outlined in their final report prior to Sonoma Pines preparing their next Depreciation Report
4. Bryon updated the committee on some planned Board activities – tree pruning proposal, budget template, homeowner survey
5. Bryon to ask Mike to attend next Finance meeting

Next meeting Dates –November 27, at 10:15am in the Clubhouse.

SPHM Ltd. Landscape/Irrigation Committee Minutes
Tuesday, October 17, 2017 @ 1:30 pm
Clubhouse, Lower Level Meeting Room

Members Present: Dennis Storer, Dagmar Leuenbergerp-Smith, Brenda Evans

Regrets: Marshall Woloski, Judith Gregson, Irene Scott

1. Committee Resignations & Additions

The remaining committee members will be contacted to ascertain their intentions for next season's landscape group. To be contacted are: Marshall, Judith and Irene.

2. Approval of Minutes of Last Meeting

Approved with no changes.

3. Additions to Agenda

Concrete curbing behind home on Solana Place, Red Stake program

4. Budget/Spending Review – Dennis Storer

Spending information is based on the data supplied by Mike Malkin. Dennis believes that the Ashai item includes their payment for service for October as well.

5. Landscape Issues – Brenda Evans

Issues regarding landscape have slowed down because of the season ending.

A site visit was conducted at a home on Solana Place regarding dead and dying turf. Ashai suggests that the turf needs water.

6. Oval Garden – Dagmar Leuenberger-Swift

Dagmar read her report and is included with the minutes. Next year's oval garden will be a demonstration garden for Xeriscape.

7. Irrigation Report – Dennis Storer

Dennis gave a detailed verbal report and will submit his report in writing. He explained in detail the causes and consequences of various equipment failures in the community. He will assemble a list of the carry over projects for next spring. He will assist with the budget process for next year.

8. Old Business

No outstanding issues.

9. New Business

Solana Place home has poured concrete borders at the back of their yard against the fence. (since informed that this item has been aware for years)

The Red Stake Program continues to be successful. The notice for sign up for the following season will go out to homeowners in Feb 2018 for a March 1, 2018 deadline to sign up and be considered a no-trim during the season yard.

The committee discussed the need for new volunteers.

10.

Review of Discussion Session – Brenda Evans

The planning session held on October 10 was a small yet invested group of people from our community. Many new ideas were presented. Some of the ideas may become part of our community in the not to distant future.

11. Next meeting

To be determined. Dennis to schedule a meeting with Kevin from Asahi to have a review of the season and what to expect for next year.



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

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Attendance:

Present: Bob Nichol, Vern Valan, Vern Sarver, Terry Cross, John Scott

Absent: Nic Schritt, Glen Heming, David Reid

Date & Time: October 30– 8:00 am

1) Drainage issues Terrero and Mesa Vista

- a) Quote for Terrero from Green Park Landscaping was accepted and we will recommend to the board that we go ahead with the work. Still waiting for quote on Mesa Vista

2) Eaves trough repairs and cleaning

- a) Cleaning complete for 2017 as per plan and we are looking at adding down spouts to 3 MF units

3) Rock Wall collapse next to holding pond

- a) Waiting for engineering approval from insurance company.

4) Sidewalk issue -2174 Talavera

- a) 2 quotes received

5) Calcium buildup on homes (see photo attached)

- a) 3830 Siringo and 2169 Talavera

Recommend that we first try to solve the problem with the nozzles spraying the houses (change or move the nozzles) then do a trial with CLR next spring

6) PRV Valves and WCB regulations- on hold

7) Home Maintenance standards

- a) An outline of initial guidelines was distributed to members for discussion. They will compile some ideas and return to next meeting with some recommendations regarding specific standards for exterior home maintenance.

8) Speed bumps

- a) various types of speed bumps were discussed.

9) Fencing recommendations

- a) quotes were collected by Bob Nichol. John will compile into comparative cost sheet for next meeting.

Other Issues

Next meeting: ☐ November 27th at 9:00 am



**Sonoma Pines Homeowners Management Ltd.
Safety & Security Committee October 23, 2017
Meeting Minutes**

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: October 23 at 09:30

Present: Chair Darrell Bellamy, Co-Chair Paul Kaiser, Charlie Milazzo, Bob Clarke, Nick Schritt, and Bob Scruton.

Regrets: George Leggett and John Scott

Prepared By: Robert Scruton

Condolences to Darrell Bellamy as his brother recently passed. Darrell also advised due to family health issues he is stepping down as Chair and our thanks were expressed for the job he has done.

Old Business

1. Co-chair advised two Neighbourhood Watch (NW) signs have been recently installed (entrance and lower entry gates) with agreement of the NW Committee Chair. Sign off Candelara Place will remain.
2. Missing stop sign yet to be replaced at Sonoma Pines Drive and Mesa Vista Court.
3. Overnight Parking regulation are to be included in the Newsletter each month for the next few Newsletters due to unsafe parking. Discussion on good neighbour policy and enforcement. Charlie suggested copies of the No Parking Regulations be printed off and placed on vehicles of those disregarding with Committee agreeing. Preface Regulations with **“Did You Know?”** or **“Please Be Aware!”**
4. Upper RV lot, Paul spoke on lines being painted between the security camera eyes to indicate to RV owners where NOT to park. Unsure if John wrote a letter to RV owners. Discussion on security, costs, etc. with some consensus on cancelling Commissionaires and having any alarms go to property manager, next business day.
Signage on exiting should include Right Turn Only as originally approved by Council in December 2015.
5. One of the 40 KPH signs was relocated from upper Sonoma Pines to the lower end as you enter through the lower gate. **COMPLETED**
6. No Parking Fire Lane signs were affixed to each side of the Emergency gate access to Del Mar and Sonoma Pines Drive - **COMPLETED**. Still require ‘red’ lines painted on both curbs.
Paul has worked on a map of signage and lines with a Report prepared. Discussion on curb painting for 2018 budget and 6 hydrants now impeded by shrubbery (Landscape Committee).
7. Clubhouse cameras discussed as available, set-up, paid for and operational though not on-line. Incidents that may have proved their use include mailbox theft, recent B&E off Terrero and vandalized sprinkler heads. These are not surveillance cameras but security – ours!

Business Arising Out of the Minutes

1. Paul advised a No Exit sign has been installed as you enter Verona Drive. **COMPLETED**
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. Bob Scruton suggested the painted curb be extended to in front of 3686 and 3688 Sonoma Pines Dr.
3. Updated Club House Rental Agreement hasn’t addressed No Parking along Terrero Hill.
4. Concerned about kids from a neighbouring home climbing their fence onto Terrero has settled down.

5. Discussion on young people skateboarding on Sonoma Pines Drive and the risk they take.
6. Paul and Bob changed the password on the lower vehicle gate as well as the entry code. **COMPLETED**
Impacted parties will be provided the entry code by either Paul (Canada Post) or John (police, etc.).
Key FOBS/Openers to be provided to Community Policing and Coldwell Banker.

New Business


1. John Scott had requested we look into changing garage door opener codes though Paul and Charlie advised this would be a very time consuming endeavor. One person residing outside is known to Charlie who will arrange with Paul to have FOB deactivated.
2. Bob Scruton recommended we meet every two months a week or two before the monthly Board meeting. Agreed to with a 09:30 start time. Next meeting will be December 18 at 1:00 pm (due to Christmas).
3. Charlie advised it had been previously agreed to by Council to move two "No Parking" signs on Sonoma Pines Drive. One behind 2163 Serrento Lane and the second closer to the corner of SPD and Serrento Lane. This is due to non-residents parking along that stretch during Clubhouse functions.
4. Since Darrell is stepping down as Chair, Nick recommended Bob Scruton to the position of Chair while Paul remains as Co-chair. Discussion and agreed to, though Bob advised he'd miss the next two meetings.
5. Bob Clarke asked if we'd like Community Policing to recommence their periodic patrols with Committee agreeing. Lower gate key FOB to be provided to Community Policing.
6. Charlie suggested the Property Manager have a list of all gate, access codes, security information (installer, company contact information, contact names and numbers) for all areas (eg. Upper RV Lot, Clubhouse, Solano Place and Sonoma Pines gates, etc.), in case of emergency.

Next Meeting December 18 at 1:00 pm.

Adjournment

Chair adjourned the meeting at 11:10.

Recorded by



RE Scruton, CTR
Director

Social Committee Report – November 2017

The Social Committee continues to have great success with our events, with the last 2, 50/60's and Oktoberfest both sold out.

This month we will be putting together a calendar of events for 2018.

December will again see us doing the Food Bank / Toy Bank drive from Dec 1st to 31st. Our previous drives have been a great success and we are hoping for the same again this year.

At the present time we have approximately \$13,005.00 in our account and have earmarked pretty much all of it as follows

- 75" TV/Sound Bar for Main Room with the existing TV moving to the Games Room
- More lighting around rock wall
- Clubhouse Table Refinishing
- Awning / Pergola for the back patio – this will take most of our money but is needed.

This week we also purchased a new upright vacuum and a food slicer

Lorna Wright
Social Committee Chair

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 SPHM standards and the current owner will be charged for the work.