



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
December 7, 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 9:00 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

Present: John Scott, Brenda Evans, Bob Scruton (via Skype), Bryon Dickie

Absent: David Reid

On behalf of Coldwell Banker Horizon Realty:

Mike Makin, Kanina Wright

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

- a. Addition of mailbox for clubhouse
- b. 2018 AGM draft agenda
- c. Insurance appraisal

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 November 2, 2017 be approved.

Seconded and CARRIED with all in favor.

3) WFN Advisory Council Update – John Cole (representing East Boundary)

Butt Road & Carrington crossing – The Department of Transportation has approved drawings for the construction of a 4-way stop. Final approval is contingent upon funding by the Department of Transportation however construction could begin in spring 2018.

The 2018 budget cycle process is under way and a draft of the budget is expected mid December. A meeting will be held in mid-January to review the draft.

Bryon Dickie requested more information on how many strata's were part of WFN as well as how the mill rates / property tax assessments are determined. Clarification to be discussed at a future Board meeting.

4) Presentation by owner of 2243 Terrero Place – Bonnie & Casey Mensink

The owners made a presentation with regards to the installation of their existing sun/wind screen which was installed prior to Board approval. The Board agreed to discuss in camera and the results is that the structure has been approved however, the \$200 fine for proceeding with an alteration prior to Board approval stands. Coldwell Banker to notify the homeowner.

5) Presentation by Mike Moldowney (2089 Candalera Place), Brian Dorward (2093) and Mike Trenn (2087 owners of Candalera Place (east) re: additional landscaping – the residents formally submitted their plan for future landscaping along with 2 motions for approval by the Board. A request for financial contribution from Sonoma Pines Homeowners Association was also discussed. The Board agreed to discuss in camera and to contact the residents directly with their thoughts and decision.

6) Correspondence

- a) **Del Mar Lane – response to fine letter** – the homeowner submitted a response to the \$100 fine letter they received for the planting of a tree without Board approval. The Board agreed to discuss in camera and the result is that the \$100 fine stays. Coldwell Banker to notify the homeowner.
- b) **Solana Place – snow removal** – a complaint was received from a homeowner regarding concerns of snow being piled on his lawn. Rather than paying the additional expense of removing snow from the community we will continue to push snow off the roads and onto adjacent lawns and boulevards. Coldwell Banker to notify homeowner.
- c) **Alvarado Trail – snow removal description clarification** – Coldwell Banker to contact Interior Snow and Ice regarding clearing the roads “curb to curb”.
- d) **Non e-communication with homeowners** – meeting minutes to be posted in the clubhouse. The welcome committee to distribute any hard copies as requested by owners without computers and those unable to come to clubhouse to pick them up.

7) Committee Reports

- a) **Clubhouse Committee** – parts for the treadmill have arrived and have been installed today.
- b) **Communication Committee** - the committee has 2 new members. Nothing else to report at this time.
- c) **Finance Committee** – report attached.

March 1st is the target for the 2018 draft budget. A town hall meeting will be held prior to the AGM to review the proposed budget. Coldwell Banker to have the 2017 actuals ready for review by the committees in April.

Bryon Dickie contacted Kent McPherson re: insurance appraisal. Questions have been raised around whether appliances are included in this appraisal. Confirmation is pending. The budget for next year will include money for insurance deductibles.

MOTION: Be it resolved that the Board approve the October 2017 financial statements.

Seconded and CARRIED with all in favor.

- d) **Landscape & Irrigation Committee** – report attached.
New members have joined the committee. Planning is being done now in preparation for the 2018 season. Common area and multi family tree pruning will begin January 15, 2018. All Christmas lights will need to be removed prior to this. The Social Committee will need to organize having these lights removed.
- e) **Maintenance Committee** – report attached.
- f) **Safety & Security Committee** – Clubhouse video surveillance: The Board thanks the Safety & Security Committee for their time and effort. Should the Board decide to proceed with video surveillance in the future they will ensure that the proper rules and policies are put in place as well as ensuring that the role and training of the privacy officer is clearly defined, and finally, that appropriate privacy policies are developed and in place prior to asking homeowners for approval.
- g) **Social Committee** – nothing to report.
- h) **Welcome Committee** – report attached.

8) Coldwell Banker Operational Update –

- a) **Form B / share transfer – lawyer notification** – Coldwell Banker has implemented a new process to notify the lawyer anytime a home changes ownership.

The Board took a short 5 minute break.

9) Alteration Agreements

Alteration Agreements - Approved

- a) **3705 Sonoma Pines Drive – installation of hot tub. Application date October 30, 2017.**
- b) **2169 Talavera Place – installation of retractable screen. Application date November 2, 2017.**

10) Old Business

- a) **Mesa Vista – back yard flooding** – more specific information is still required from the contractor to determine the best course of remediation.
- b) **Speed signs and speed bumps** - The Board has considered speed signs and speed bumps. In researching the effectiveness of such measures and discussions with the City of West Kelowna, the Board has concerns about long term effectiveness, i.e. as the novelty of a new digital speed sign wears off and without proper enforcement, speeding would continue to be a problem.
- c) **2144 Serrento – feedback from engineer** – further investigation regarding the drainage is required before any final decisions can be made. This remains ongoing.
- d) **Settling issues – clubhouse** – David and John met with Ryan Seimens and Ken Pennington from Rykon at the clubhouse to discuss settling issues. The clubhouse was lasered in 2016 and again in October 2017, and although the settling is slowing it still continues. They will do another laser test in the spring to determine status of settling at that time. According to Ken there has been significant settling of the clubhouse at the end of the building where the washrooms are located. Once settling is no longer a concern, Rykon will do the necessary repairs. Due to the significance of the settling (the drop in the level of the floor in the area of the washrooms) Rykon has committed to levelling the foundation once settling stops. They will also take care of any needed adjustments with doors etc. until then.
- e) **2174 Alvarado – sidewalk** – David Reid to follow up

11) New Business

- a) **Resident priorities – survey results** – summary of results attached. The majority of responses indicate owners would like things to stay the course. An upper gate assessment will be done.
- b) **Upper RV lock / keys** – recently a key was lost for the upper RV lot and re-keying of the lock was completed. Coldwell Banker to send a letter to all current renters regarding the lock and the cost of future re-keying being shared amongst the renters.
- c) **Sonoma Pines owner share certificates** – apparently share certificates were not issued to some new owners by our previous lawyer. Our current lawyer is checking to ensure that all owners have their certificates.
- d) **Transfer of ownership / existing damage to common property** – in response to questions from the maintenance committee the Board confirms that any new homeowner will assume responsibility and liability from any damages to the common areas of the home by the previous owner.
- e) **Mailbox for Clubhouse** – Coldwell Banker to contact Canada Post re: new clubhouse mailbox
- f) **2018 AGM draft agenda** – our lawyer has requested a meeting in March to review the motions on the upcoming agenda. Coldwell Banker and all committees to have their draft agenda items ready by February.

12) In Camera – several items were discussed in camera and the results of those discussions are outlined in the above minutes.

13) Termination

The meeting was terminated at 11:36am.

14) 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 **February 1st, 2018** at 9:00 a.m. in the clubhouse.

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

The 2018 AGM is tentatively scheduled for May 31st at Westbank Lions Hall. Further details to be communicated to all owners.



Sonoma Pines Homeowners Management Ltd.
Finance Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: November 27, 2017 – 10:15am

Attendance:

Present: Bryon Dickie, Suzanne LaRouche, Bil Dartnell, John Scott, Mike Makin

Regrets: Brian Diemert

Minutes Prepared By: Bryon Dickie

1. The October 2017 financial statements were reviewed and the Finance Committee recommended that they be approved by the Board at their next meeting.
2. There was a small journal entry that Mike will look into, plus the landscaping adjustment of \$5267 from Common to MF. It was agreed that when there is sufficient funds in the MF bank account that the \$60,000 loan from the CRF be paid back.
3. The budget planning template was discussed and approved for next fiscal. It was suggested that we add a line for revenues from share transfers.
4. Bryon will contact Kent-MacPherson to initiate an insurance appraisal update for next fiscal. Results of this appraisal to be sent to CB, BFL and the Board.
5. There are 3 potential insurance claims outstanding and the exact costs and deductibles for these claims are unknown as yet. Bryon to follow-up with BFL for more details.
6. Mike updated the Finance Committee on some salary adjustments.

Next meeting Dates – January 29, via email

	Actual 2015-2016	Actual 2016-17	Budget 2017-18	Proposed 2018-19	CRF 2016-17	CRF 2017-18	CRF 2018-19
Revenues							
Fees - C **	\$954,209.00	\$962,272.00	\$978,700.00				
Fees - MF **	\$502,156.00	\$655,832.00	\$664,950.00				
RV Parking- C	\$23,326.00	\$22,754.00	\$22,550.00				
Clubhouse Rentals - C	\$3,962.00	\$4,585.00	\$2,500.00				
Newsletter Adv't - C	\$1,500.00	\$750.00	\$1,500.00				
Rykon Rental Fee - C			\$1,900.00				
SF Landscaping - offset	\$149,000.00	\$142,538.00	\$140,000.00				
Share Transfers & Misc.		\$444.00					
Total Revenues	\$1,634,153.00	\$1,789,175.00	\$1,812,100.00				
Trsf from Surplus - C	\$15,680.00		\$60,000.00				
Trsf from Surplus - MF	\$21,960.00		\$12,000.00				
Expenses							
Clubhouse - C	\$18,481.00	\$14,768.00	\$17,000.00				
Maintenance - C	\$95,120.00	\$91,914.00	\$91,125.00		\$15,936.00	\$54,500.00	
Maintenance - MF	\$15,179.00	\$15,567.00	\$44,150.00		\$19,284.00	\$50,500.00	
Landscaping - C	\$18,910.00	\$68,480.00	\$84,100.00				
Landscaping - MF	\$185,730.00	\$260,901.00	\$235,500.00				
Landscaping - SF (C)	\$149,006.00	\$150,172.00	\$140,000.00				
Landscaping Repairs - C	\$135.00		\$4,000.00				
Landscaping Repairs - MF	\$375.00		\$6,000.00				
Groundskeeping- C	\$1,278.00 *		\$2,000.00				
Trees - C	\$383.00	\$81.00	\$3,000.00				
Trees - MF		\$0.00	\$2,000.00				
Irrigation - C	\$20,361.00	\$6,794.00	\$10,000.00				
Irrigation - MF	\$7,580.00	\$13,589.00	\$15,000.00				
Utilities - C	\$346,108.00	\$379,426.00	\$385,000.00				
Administration - C	\$104,130.00	\$131,158.00	\$169,100.00				
Administation - MF	\$132,855.00	\$149,908.00	\$140,100.00				
Miscellaneous - C	\$6,108.00	\$8,773.00	\$10,000.00				
Welcome Committee - C	\$0.00	\$1,003.00	\$4,500.00				
Total Operating Expenses	\$1,101,739.00	\$1,292,534.00	\$1,362,575.00				
Contingency Fund - C	\$214,365.00	\$216,500.00	\$227,325.00	\$238,690.00			
Contingency Fund - MF	\$158,594.00	\$202,200.00	\$222,200.00	\$244,420.00			
Total Expenses	\$1,474,698.00	\$1,711,234.00	\$1,812,100.00			\$105,000.00	

** - actual fees collected will have to be adjusted to factor in the surplus for Common and MF

* - included in common landscaping

CODE	Utilities	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed
4014.000	Electricity - C	\$10,282.00	\$11,084.00	\$12,000.00	
4011.0500	Water & Sewer - C	\$286,821.00	\$321,944.00	\$320,000.00	
4013.0000	Garbage & Recycling - C	\$49,004.00	\$46,399.00	\$53,000.00	
	Total	\$346,107.00	\$379,427.00	\$385,000.00	

CODE	Administration	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed
4043.0000	Admin/Bank Charges - C	\$180.00	\$330.00	\$500.00	
4046.0000	Office Expenses - C	\$7,814.00	\$4,322.00	\$5,000.00	
4042.0020	Website & Technology - C	\$1,777.00	\$814.00	\$2,500.00	
4021.000	Insurance - C	\$9,446.00	\$17,266.00	\$18,100.00	
4021.0000	Insurance - MF	\$130,573.00	\$141,921.00	\$140,100.00	
4041.0000	Strata Mgmt - C	\$73,963.00	\$79,267.00	\$90,000.00	
4049.0000	Professional Fees - C	\$9,252.00	\$14,217.00	\$5,000.00	
4049.0000	Professional Fees - MF	\$2,282.00	\$7,987.00	\$0.00	
4042.0000	Legal & Accounting Fees - C			\$20,000.00	
4042.0000	Legal & Accounting Fees - MF			\$0.00	
4031.0005	Security Services (Upper RV) - C	\$1,554.00	\$1,102.00	\$1,500.00	
4045.0000	Salaries - Casual and CSC	\$145.00	\$13,840.00	\$25,000.00	
4042.0000	Tax Prep - C			\$1,500.00	\$0.00
4042.0000	Tax Prep - MF			\$0.00	\$0.00
	Total	\$236,986.00	\$281,066.00	\$309,200.00	

	Misc & Volunteer Committee	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed
4045.0020	Welcome Committee - C		\$1,003.00	\$4,500.00	
4086.0000	Miscellaneous - C	\$6,108.00	\$8,773.00	\$10,000.00	
	Total	\$6,108.00	\$9,776.00	\$14,500.00	

CODE	Landscape Committee	2015-16 Actual	2016 -17 Actual	2017-18 Budget	2018-19 Proposed	2016-17 CRF	2017-18 CRF	2018-19 CRF
4051.0005	Landscaping - C	\$ 18,910.00	\$68,480.00	\$84,100.00				
4051.0000	Landscaping - MF	\$ 185,729.00	\$260,901.00	\$235,500.00				
4051.0010	Landscaping - SF	\$ 149,006.00	\$150,172.00	\$140,000.00				
4055.0001	Groundskeeping - C	\$ 135.00		\$4,000.00				
4055.0001	Groundskeeping - MF	\$ 375.00		\$6,000.00		\$ 15,000.00		
4055.0001	Plantings & Oval Garden - C	\$ 1,278.00		\$2,000.00				
4055.0001	Plantings - MF							
4055.0002	Trees - C	\$ 383.00	\$81.00	\$3,000.00				
4055.0002	Trees - MF		\$0.00	\$2,000.00				
	Total	\$ 355,816.00	\$479,634.00	\$476,600.00		\$ 15,000.00		

CODE	Irrigation Committee	2015-16 Actual	2016 -17 Actual	2017-18 Proposed	2018-19 Proposed	2016-17 CRF	2017-18 CRF	2018-19 CRF
4056.0000	Irrigation Repairs - C	\$ 20,362.00	\$6,794.00	\$10,000.00				
4056.0000	Irrigation Repairs - MF	\$ 7,579.00	\$13,589.00	\$15,000.00				
	Total	\$ 27,941.00	\$20,383.00	\$25,000.00				

CODE	Maintenance Items	Actual 2015-16	Actual 2016-17	2017-18 Budget	2018-19 Proposed	CRF 2016-17	CRF 2017-18	CRF 2018-19
	Common							
4034.0006	Backflow valves annual testing - C		\$808.00	\$900.00				
4059.0005	Concrete & Asphalt maintenance - C (CRF)			\$2,000.00		\$22,000.00	\$20,000.00	
4059.0010	Curb & Road line painting - C		\$24.00	\$2,200.00				
4054.0005	Dog Stations - C		\$652.00	\$2,000.00				
4059.0015	Drain covers - C		\$20.00	\$200.00				
4054.0010	Electric cart - C		\$169.00	\$825.00				
4052.0000	Gates - Lower & RV only - C		-\$3,994.00	\$2,000.00				
4055.0010	Man Hours - C		\$8,268.00	\$2,500.00				
4074.0050	Pest Control - C		\$7,508.00	\$9,500.00				
4059.0020	PRV Stations - C		\$3,516.00	\$3,500.00				
4059.0025	Sanitary - Mainline flushing - C (CRF)						\$32,000.00	
4059.0000	Sweeping		\$3,512.00	\$5,000.00				
4075.0000	Misc. - C	\$22,396.00		\$5,000.00				
4059.0015	Catch Basins - C	\$7,875.00						
4053.0000	Street Lights - C	\$3,895.00	\$3,312.00	\$5,000.00				
4077.0000	Fences R&M - C (CRF)	\$17,194.00	\$12,850.00	\$5,000.00			\$2,500.00	
4034.0001	Hydrant Maintenance -C	\$3,481.00	\$3,838.00	\$4,500.00				
4057.0000	Snow Clearing - C	\$38,703.00	\$49,096.00	\$40,000.00				
4058.0000	Signage - C	\$1,575.00	\$2,332.00	\$1,000.00				
	Sidewalk Repair - C (CRF)						\$3,200.00	
	Total - C	\$95,119.00	\$91,914.00	\$91,125.00		\$22,000.00	\$54,500.00	
	Multi-Family				2018-19			2018-19
	Building Envelope - MF							
4072.0003	Walls and patio door trim repair		\$583.00	\$6,000.00				
4072.0004	Wood Accent, Pergolas & Fascia		\$63.00	\$1,000.00			\$40,000.00	
4072.0001	Doors R&M		\$1,316.00	\$4,000.00				
4072.0000	Windows (windows and patio doors)		\$1,409.00	\$4,500.00				
	Roofing Inspection (CRF)					\$5,000.00	\$5,500.00	
4073.0000	Roofing Repairs			\$500.00			\$5,000.00	
4075.0020	Decks & Balconies			\$2,750.00				
4059-0030	Driveways and Patios			\$2,000.00				
4076.0000	Eavestroughs & Gutters		\$1,099.00	\$5,000.00				
4059.0015	Drain covers			\$400.00				
	Superstructure & Foundation (CRF)			\$1,000.00		\$2,000.00		
4075.0000	Repair & Maintenance	\$20,000.00	\$1,175.00	\$5,000.00				
4076.0001	Gutter Cleaning	\$4,536.00	\$5,985.00	\$12,000.00				
	Total - MF	\$24,536.00	\$15,567.00	\$44,150.00		\$7,000.00	\$50,500.00	
	Total Maintenance	\$119,655.00	\$108,582.00	\$135,275.00		\$29,000.00	\$105,000.00	

CODE	Revenues	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed
3011	Fees -C	\$954,290.00	\$962,273.00	\$978,700.00	
3011	Fees - MF	\$502,157.00	\$655,832.00	\$664,950.00	
	Trsf from Surplus - C	\$15,680.00		-\$60,000.00	
	Trsf from Surplus - MF	\$21,960.00		-\$12,000.00	
3041	Rykon Rental Fee - C			\$1,900.00	
3025.0002	Clubhouse Income - C	\$3,962.00	\$4,585.00	\$2,500.00	
3040	RV Parking - C	\$23,326.00	\$22,754.00	\$22,550.00	
3050	Newsletter Advertising -C	\$1,500.00	\$750.00	\$1,500.00	
3060	SF Landscaping - offset	\$149,000.00	\$142,538.00	\$140,000.00	
	Other Misc.		\$444.00		
	Total	\$1,671,875.00	\$1,789,176.00	\$1,740,100.00	

CODE	Expenses	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Proposed
4082	Clubhouse - C				
	Utilities			\$4,500.00	
	Shaw Phone			\$500.00	
	Telus Optic Tv and Wi-Fi			\$0.00	
	Cleaning Supplies			\$1,500.00	
	Clubhouse cleaning (inc.Gym)			\$6,000.00	
	Window Cleaning			\$400.00	
	Carpet Cleaning			\$400.00	
	Furnace Filters			\$80.00	
	Water Filters for Fridge			\$0.00	
	Misc Clubhouse equip.repairs			\$2,000.00	
	Painting			\$500.00	
	Fire Inspection (Contractor)			\$200.00	
	Gym equipment			\$0.00	
	Property Taxes			\$600.00	
	Misc.			\$320.00	
	Total	\$18,481.51	\$14,768.00	\$17,000.00	



Sonoma Pines Homeowners Management Ltd. Landscape Committee Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: November 21, 2017 - 1:30 pm

Attendance:

Present: Brenda Evans, Gary Sears, John Fawcett, Judith Gregson, Dennis Storer

Absent: Charlie Milazzo, Dagmar Leuenberger-Swift, Marshall Wolski

Resigned: Glen Hemming

Minutes Prepared By: Dennis Storer

1. The meeting was called to order at the Clubhouse Boardroom, lower level at 1:35 pm.
 2. Chair - Brenda welcomed new member John Fawcett and noted potential new members Bruce Dierk and Brent Voss
 3. Minutes - The minutes of the last meeting were approved as written.
 4. Additions to Agenda - Dates for future meetings, Gregson proposal for self-landscaping and Irrigation update.
 5. Budget and Spending - Dennis presented spending data to the end of October. Contracted services were on track and final invoices should be received by the end of November. Over-spending on Irrigation repairs is still offset by under-spending in other Landscape accounts. Brenda pointed out that tree pruning services contracted with Cody Tree Services would begin this winter, to be paid from unspent budget allocations of other committees.
 6. Landscaping Issues - Dennis mentioned that Asahi will be trimming Karl Forster grasses in the early Spring. Brenda introduced discussion regarding homeowners replacing their yard trees. As an example she noted that Japanese Maples do not do well in our variable soil conditions. Brenda confirmed that Rykon had re-hydroseeded the steep banks along Candalera in October. Brenda also stated the rock removal from tree wells will continue again in the spring.
 7. Oval Garden Update - Dagmar submitted a report proposing a plan to demonstrate a Xeriscaping alternative in the Oval Garden next year. This project will also identify other Xeriscaping locations which could reduce Landscaping maintenance and water costs in future years. Dagmar advised that more planning is required before initiating the demonstration.
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8. Irrigation Update - Dennis briefly reviewed this year's irrigation failures (discussed in a separate report previously submitted) and outstanding carryovers for next year's budget considerations. Gary will assume the irrigation portfolio as Dennis retires. An orientation tour will be scheduled shortly.
9. Self-Landscaping Proposal - Judith tabled a preliminary cost estimate for Sonoma Pines to hire its own gardening staff to provide landscape maintenance services including grass mowing, fertilization and weed control. Capital funds would be needed to purchase the necessary equipment and provide an equipment storage facility. Issues were raised including payroll management, benefits costs, liability and workplace compliance, experience requirements and services not covered in the proposal. Committee members were asked to consider this concept for discussion at the next meeting.
10. Next Meeting - The committee will meet next on Tuesday February 13th, but thereafter meetings will be scheduled for 3:30 on Wednesday afternoons.
11. Adjournment - The meeting was adjourned at approximately 2:45 pm.



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

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: November 27– 9:00 am

Attendance:

Present: Bob Nichol, Vern Sarver, John Scott, Glen Heming via Skype

Absent: Nic Schritt, David Reid, Vern Valan, Terry Cross

1) Drainage issues Terrero and Mesa Vista

a) Green Park Landscaping has completed the work on Terrero. Still waiting for quote on Mesa Vista

2) Eaves trough repairs

a) We have quotes to add down spouts to 3 MF units. \$200 per unit. Waiting on quotes for drainage.

3) Rock Wall collapse next to holding pond

a) Ecora Engineering will be going ahead with the geotechnical assessment of rock wall location.

4) Sidewalk issue -2174 Talavera

a) 2 quotes received – waiting to hear back from David on comparative rates

5) Calcium buildup on homes

a) 3830 Siringo and 2169 Talavera
Gord following up.

6) PRV Valves and WCB regulations- on hold (David will follow up)

7) Home Maintenance standards

a) An outline of initial guidelines was discussed. Further enhancements to the draft were added for distribution and discussion among the committee.

8) Speed bumps

a) Can Terry get a quote on 4 speed bumps of the low/wide variety popular in West Kelowna?

9) Fencing recommendations

a) Cost sheet attached. We'd like Terry to go back to Kelowna Cedar and get a revised quote without

cement bases for the posts. This is the way they were installed at the corner of SPD and Mesa Vista.

Next meeting: March 5 at 9:00 am



Sonoma Pines Homeowners Management Ltd.

Welcome Committee

Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: Nov 21, 2017 - 3:30pm

Attendance

Present: Cheryl Johnson, Kathy Hovorka, Lucy Lee, Kim Reid

Absent: Dixie Michie, Linda Morris

Minutes Prepared By: Kim Reid

1) New Home Owners

At this time all new homeowners have officially been welcomed by attending the orientation or with a package handout. (23 homes) We have a couple of Snow Birds that are interested in an orientation in the spring and a few that are not interested in attending a session. The latter have been advised that if they have any questions they can contact us or visit sonomapines.info.

2) Update of Handout

After review of the handout the committee has decided to concentrate more on the web site its contents and how to navigate it rather than giving them printouts of regulations that are changing periodically and therefore will outdate.

We are also including a page on the benefits of the Sonoma Pines Owners Facebook page. An emphasis is placed on being positive.

The clubhouse section will concentrate more on the benefits and programs that are held at the clubhouse with a pointer that all the rules and regulations, rental information and forms can be found on the sonomapines.info web page.

3) Residents without internet or computer access.

It has come to our attention that there may be a small percentage of Sonoma Pines residents that do not have access to the internet. This means that they are not able to access any community information including the newsletters, upcoming events, alerts, notifications regarding landscaping or irrigation.

We would like to try to compile a list of these homeowners and have printouts done for these residents. The Welcome committee would be pleased to distribute.

Next meeting to be determined.

KR

Number of survey votes received **83**

Stay Course	39	47%
Upper Gate	27	33%
More Clubhouse Parking	11	13%
General Parking	1	1%
Expand Clubhouse	6	7%
Pickle Ball	8	10%
Swimming Pool	2	2%
No to Upper Gate	11	13%