



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
March 1, 2018**

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 (via Zoom), Bob Scruton (via Zoom), Bryon Dickie (via Zoom), David Reid (via Zoom)

Absent: none

On behalf of Coldwell Banker Horizon Realty:

Mike Makin, Kanina Wright

1) Approve the Agenda – the following item was added to the agenda

- a) Social committee request

MOTION: The agenda be approved as amended.

Seconded and CARRIED with all in favor.

2) Previous Minutes

MOTION: The minutes for the Board Meeting of December 7, 2017 be approved.

Seconded and CARRIED with all in favor.

3) **WFN Advisory Council Update – nothing to report at this time.**

- 4) **Presentation by homeowner of 2147 Talavera Place re: Commercial use of clubhouse.** The homeowner made a presentation questioning the ruling on the clubhouse not being available for commercial use yet available for an outside yoga instructor to conduct business. The Board discussed in camera and Coldwell Banker to send a letter to the owner.

5) **Correspondence**

- a) **Madera Court – response to short term rental violation letter** - the homeowner submitted a response to the violation letter they received for operating a short term rental out of their home. Coldwell Banker to respond to the homeowner.
- b) **Talavera Place – response to short term rental violation letter** - the homeowner submitted a response to the violation letter they received for operating a short term rental out of their home. Coldwell Banker to respond to the homeowner.

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

Seconded and CARRIED with 4 in favor, 1 opposed

- c) **Del Mar Lane – the homeowner requested a refund for a tree that they purchased and planted in their yard prior to Board approval.** The Board will not be reimbursing the homeowner for this tree. All owners are required to get approval from the board prior to any landscape alterations. The landscape committee will be looking into a landscape plan for the Del Mar area in the future.

6) **Committee Reports**

- a) **Clubhouse Committee** – report attached
- b) **Communication Committee** - nothing to report.
- c) **Finance Committee** –

MOTION: Be it resolved that the Board approves the January 2018 financial statements.

Seconded and CARRIED with all in favor.

- i. **Transfer of CRF funds in April to Valley First Credit Union** – the finance committee will be reviewing transferring of CRF funds to Valley First in the near future.
- ii. **Insurance and MF Deductibles** – an insurance appraisal was received in January which reflected an increased community value from \$127M to \$132.4M.

MOTION: Be it resolved that the Board approve the new insurance policy which will not cover appliances.

Seconded and CARRIED with all in favor.

2018-19 Budget Schedule

1. **All Committee budgets to be submitted to the Treasurer by February 28.** The budget numbers have been submitted and are currently being reviewed by the finance committee.
2. **March 15 - Treasurer consolidates all budgets and circulates to Finance Committee**
3. **March 26 - Finance Committee meeting to recommend or not recommend approval of budget submissions**
4. **April 5 - Budget to the Board for review and recommendations.**
5. **May 9 - Town Hall meeting 7:00 pm - 2018-19 Budget**
6. **May 31- AGM and request approval of the 2018-19 budget by homeowners**

- d) **Landscape & Irrigation Committee** – report attached
- e) **Maintenance Committee** – report attached.
- f) **Safety & Security Committee** – report attached
- g) **Social Committee** – nothing to report
- h) **Welcome Committee** – report attached. The Board has approved the proposed checklist for homeowners moving out of Sonoma Pines.

7) **Coldwell Banker Operational Update** – nothing major to report.

8) Alteration Agreements

Alteration Agreements –

- a) **2154 Serrento Lane – installation of natural gas for kitchen stove. Application date January 11, 2018.**
Board approval is not required as gas is already installed in the home.
- b) **3822 Siringo Lane – installation of awning on west side of home. Application date January 16, 2018.**

MOTION: Be it resolved that the Board approve that alteration agreement for 3822 Siringo Lane – installation of awning on west side of the home.

Seconded and CARRIED with all in favor.

- c) **Candalera Place – landscaping improvements**

MOTION: Be it resolved that the Board approve the landscaping request by the noted Candalera residents with the following conditions:

Xterra will revise the list of proposed plants and revise the planned plantings to either the fewer of: 13 plants per home or fewer, based on estimated space allowing for 5 -10 year grow in. Current plantings of grasses (marked T3 in the quotation) along the base will remain or will be replaced if dead.

The number of trees planted along the slope at the rear of 2083 to 2101 will be limited and planted at the lower third of the slope. Varieties will be limited to Japanese maples or slow growing junipers.

Any small retaining walls referred to in the top view documents will use rock similar to that already in place along the slope. Any required upgrades to the irrigation system for this installation, will either be included in the original quote or paid for equally by the 10 homeowners who have signed the alteration request.

Any adverse consequences from the addition of drip lines be the financial responsibility of the 10 addressees listed on the alteration request, i.e. as stated in the signed alteration request form, each home absolves SPHOA from “costs, maintenance and repair” of any slope or rock wall deterioration and or adjustments to irrigation due to irrigation set up by Xterra Landscaping. Regular maintenance costs will be covered through SPHOA landscaping budget.

Seconded and CARRIED with 4 in favor, 1 opposed.

MOTION: Be it resolved that the Board agrees to assist in funding the Candalera landscaping improvement project in the amount of \$4000.00

Seconded and CARRIED with 3 in favor, 2 opposed.

9) Old Business

- a) **Mesa Vista – back yard flooding** – the maintenance committee is still waiting on further quotes.
- b) **2144 Serrento** – the necessary financial commitment to be finalized in time for the AGM.
- c) **2174 Alvarado – sidewalk** – repair work is in the budget for next year.
- d) **Upper RV lock survey results** – Given the survey results, the Board recommends that in the event the lock needs to be re-keyed, Sonoma Pines Homeowners Management Ltd. will pay for, and replace the lock with a standard non-medeco lock.
- e) **Rental Regulations** – covered above in earlier discussions
- f) **Engineers report for Del Mar Lane** – John Scott is waiting on the report.
- g) **Canada Post box for 3999 Sonoma Pines Drive, V4T 3B7** – there is now a physical mailing address for the Sonoma Pines Clubhouse.
- h) **AGM Update** – the upcoming AGM is scheduled for May 31st at Westbank Lions Hall. Further details will be communicated to all owners.

10) New Business

- a) **Sonoma Greens proposal update** – K West has withdrawn their development application however the Board has been informed that other developers are looking at this parcel of land.

10:02AM - David Reid left the meeting

- b) **Homeowners confronting Sonoma Pines contractors** – a recent confrontation with the snow removal contractor resulted in all snow plows being removed from the community. Homeowners are reminded not to make contact with contractors and allow them to do their work.
- c) **Common area tree height & views** – recommendations will be forthcoming.
- d) **Shoe storage in gym**

MOTION: Be it resolved that the Board approves that the Fitness Facility Rules be revised to state that no footwear be left overnight in the day use or storage bins or closet. As of March 25, 2018 the cleaners will be directed to remove the footwear in these areas to a box by the garbage bins.

Seconded and CARRIED with all in favor.

- e) **Social club request** – the social committee is requesting financial support from the Board for the refinishing of the clubhouse table tops.

MOTION: Be it resolved that the Board approves \$1400.00 out of the clubhouse budget for refinishing of the clubhouse table tops. The social committee is reminded to get approval prior to any work being done.

Seconded and CARRIED with all in favor.

The Board took a short 5 minute break.

11) In Camera

Several items were discussed in camera and the results of those discussions are outlined in the above minutes.

12) Termination

The meeting was terminated at 10:39am.

13) 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 **April 5th, 2018** at 9:00 a.m. in the clubhouse.



Sonoma Pines Homeowners Management Ltd.

Clubhouse Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Participants:

Present: Jean Scheidl, Ivars Dravinski, Bob McDonald, John Scott,

Robert Scruton - board liason by Zoom

Absent: Gerry Tonn, Willy Riewe, Lorna Wright, Marshall Wolski, Al Brown

Date & Time: February 20, 2018 at 2:00 pm

- 1) Budget Discussions
-summary attached
- 2) Additional Lights for Clubhouse
Ivars will seek more feedback from committee members
- 3) Rental agent
Jean looking for assistance with rental bookings. Will put a notice in newsletter.
- 4) Cost of cleaning on rental agreement.
-need to increase charge for cleaning after rental to \$125
- 5) Waiver forms for gym.
-need to consult lawyer on necessity of forms and if required how often do we need to get them renewed.
- 6) Cost for re-surfacing table tops was \$2,828, more than budgeted by Social Committee. They would like money from operational budget to assist them with the expense.
- 7) Committee has asked Board for guidance in getting users of the gym to use the sneaker storage bins for use of storage of footwear while using the gym and not for storage of gym sneakers overnight. No sneakers to be left overnight in the bins or closet.

Next meeting date: Tuesday April 17, 10:00 am

Sonoma Pines Homeowners Association Landscape / Irrigation Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date and Time: February 13, 2018 – 1 PM

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

Absent: Dagmar Leuenberger, Bruce Dierk, Brent Voss, Marshall Wolski

1. The meeting was called to order at the Clubhouse Boardroom lower level at 1:05 PM.
2. Chair, Brenda reviewed the membership of this committee and the above members were confirmed, although additional/new members are always welcome.
3. Approval of minutes of last meeting. The Minutes of the last meeting were approved as written.
4. Additions to agenda. Gary added a discussion item on a Storage Facility.
5. Budget Planning for 2018. Brenda advised that a recap of landscaping financial expenditures for 2017 had been received. A significant expense is Irrigation. The Committee discussed their concerns about future water use for irrigation and felt that this would become a big issue, which would affect lawn and tree maintenance.
6. Landscape Issues
 - A review of the approved plant list by either a horticulturalist or a volunteer with special knowledge and interest was needed. Currently, the Committee is adding Sage as an approved plant.
 - The Oval Garden will become a pilot demonstration garden for Xeriscaping. Plant types are yet to be determined as well as the watering needs for this project.
 - All tree pruning throughout the community (common and MF areas) was completed by Cody Tree Services in January. Future pruning will be scheduled for every 2/3 years to maintain the health and stability of trees and to maintain appropriate access for ground staff.
 - Discussion was held regarding the possible requirement for a storage facility for tools, parts, wrenches and possibly space for a utility cart.
 - Trees are a major asset in our community and discussion followed on maintenance, water use, allowable height and owner expectations on maintaining their views. As the number of owner complaints about blocked views increases with tree growth, a review of the by-

laws may be required. Direction is required for the community to maintain the trees or to protect the views.

7. Irrigation.

- Gary is arranging to conduct a walkthrough with Denis Storer in early March.
- All cabinet and clock keys have been passed over to Gary.
- There were a significant number of calls for service in 2017, resulting in a budget overrun of \$10,000. There was also a high volume of work performed by volunteers handling complaints and requests. The Committee will be reviewing how much hands-on work it should be doing and a review of committee governance, duties and responsibilities will be completed.
- It is planned to have new procedures created for irrigation management for 2018.
- An 'Irrigation Update' is planned for inclusion in the SP Newsletter

8. New business.

- Single family owners are currently responsible for their own trees while complying with the community plan for maintenance, pruning and by-laws. A decision was made by the committee that single family homeowners arrange for the tree maintenance according to rules and regulations.
- Homeowners on Candalera Place are seeking Board approval to upgrade the landscaping on the common property banked area behind their homes backing on to the golf course. This would include the planting of over 300 shrubs and associated irrigation drip feeds. They have engaged a landscaper to perform design work on what they require. As all site work has now been completed by Rykon, this request represents an upgrade and alteration to the original community plan and would create an area that is no longer consistent and uniform within the community. The Committee is not comfortable with having a landscaper making changes to the current irrigation system as any additional irrigation lines on a bank and close to rock walls could result in slope erosion, instability and possible water pooling on the grassed areas. The committee's concerns and recommendation will be presented to the Board.

9. Next meeting Date - Thursday, March 15, 2018 at 3 pm

10. Adjournment. The meeting was adjourned a 3:20 pm.



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

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: February 5 – 9:00 am

Attendance:

Present: Nic Schritt, Vern Valan, Vern Sarver, Terry Cross, John Scott, Gozewijn Vlasblom
David Reid, Gord Hammond, Glen Hemingvia Skype

Absent: Bob Nichol

Budget 2018/19 - Draft attached

Update Snow Removal Guidelines- issues related to management of plowing and clearing of hydrants during periods of frequent heavy snow fall were discussed. Agreed that CSC will issue an rfp for next season and address these specific issues

Ongoing Items

1) Drainage issues Terrero and Mesa Vista

a) Green Park Landscaping has completed the work on Terrero. 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. Gord will get this work completed in March as part of this year's budget. Drainage remediation will be completed as part of next years budget.

3) Rock Wall collapse next to holding pond

a) Insurance company moving ahead with quote for work.

4) Sidewalk issue -2174 Talavera

a) 2 quotes received – Gord will be moving ahead with replacement in summer of 2018
b) Gord will also be moving ahead in fixing the drainage problem with the driveway at 2125 Madera

5) Calcium buildup on homes

a) 3830 Siringo and 2169 Talavera. Gord will continue to keep an eye on these and clean with CLR

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) Fencing recommendations

- a) The Maintenance Committee is recommending replacing the fence along the golf course with a maintenance free cedar post and rail. We will not need to replace the fence for a number of years and will begin discussions with Two Eagles to share the cost of replacing the current fence with post and rail. In the meantime there will be no painting of the golf course fence and limited maintenance of posts and rails as needed.

Next meeting: March 12 at 9:00 am



Sonoma Pines Homeowners Management Ltd.
Safety & Security Committee December 18, 2017
Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: December 18 at 1:00 pm

Present: John Scott, Nick Schritt, Darrell Belamy, Robert Clark, Charlie Malazo, Paul Kaiser
Regrets: Bob Scruton, George Legget

Prepared By: Paul Kaiser

Old Business

1. Missing stop sign yet to be replaced at Sonoma Pines Drive and Mesa Vista Court. **COMPLETED**
2. Were overnight Parking Regulations included in the Newsletter.
Charlie suggested copies of the No Parking Regulations be printed off and placed on vehicles of those disregarding No Parking Rules. **COMPLETED**
3. Upper RV lot Exit sign installed. **COMPLETED**
4. Both curbs on Del Mar and SPD still require painting 'red' for designated Fire Lane **MOVED TO SPRING (2018)**.
Paul has worked on a map of signage and lines with a Report prepared. 6 hydrants now impeded by shrubbery (**FOLLOWED UP - Landscape Committee**).**COMPLETED**
6. Curve near the entrance in front of 3686 and 3688 Sonoma Pines Drive be painted yellow for No Parking due to the narrowing of the roadway.
7. Updated Club House Rental Agreement hasn't addressed No Parking along Terrero Hill . **This was discussed and recommended it is the responsibility of the person who rents the Club House to ensure the parking regulations are adhered to. In addition it is recommended that 2 (two) no parking signs be removed from south Side of SPD and be placed on the North side of SPD from SPD and Serrento to the begging of the No Parking signs on the South Side. Further discussing brought up the fact that people are parking on the driveway leading up to the back door of the club house and if a bollard would help this situation. Nick Legget agreed to observe and record the number of times this occurs.**
8. Key FOBS/Openers provided to Community Policing and Coldwell Banker. **COMPLETE**

Business Arising Out of the Minutes

1. Key FOB of person residing outside SP deactivated? **Yes COMPLETED**
2. Two "No Parking" signs installed on Sonoma Pines Drive. One behind 2163 Serrento Lane and the second closer to the corner of SPD and Serrento Lane. **No Action**
3. All gates, 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. **Pending**

5. Clubhouse cameras. **John Scott advised the committee, the board has decided not to pursue any additional information regarding the activation of the security camera. A discussion followed and there was disappointment in the Boards decision.**

New Business

1. Consider entrance width into SP off Carrington and exit at gates inside SP down to Boucherie.
2. 2018/19 Budget considerations (eg. new key FOBS, keys for RV lot, stop sign need and cost (@200.00 each), no parking signs (@\$unsure), cost to widen upper entrance median, or anything else you consider).**It was agreed that a budget of \$1000.00 be requested and that no action be taken to widen the upper entrance median. This should be considered as a traffic calming area**
3. **As Sonoma Pines is signed at both entrances as a No Soliciting area it was recommended and approved that a Script be written with regards to Soliciting within Sonoma Pines to assist those who are approached.**
3. 2018 meeting dates: Feb 19, April 16, June 18, August 20, Oct 22 at 09:30.

Next Meeting February 19 at 09:30 am.

Adjournment

Recorded by

Paul Kaiser



Sonoma Pines Homeowners Management Ltd.
SONOMA PINES **Communication / Welcome Committee**
Meeting Minutes

Location: 2151 Talavera Place

Date & Time: January 5, 2018 - 2:00pm

Attendance

Present: Kim Reid, Cheryl Johnson, Shari Bouzane, Kathy Hovorka, Linda Morris, Lucy Lee

Absent:

Minutes Prepared By: Kim Reid

1) Contents of the Welcome Binder

Revised information accepted and will be included in all new handouts. See attached.
Shari has agreed to make up 10 new binders for the future new homeowners

2) Getting Information to SP homeowners who do not have internet access

Kanina has provided a list of 6 owners that she does not have an email address for.
Cheryl and Kathy will canvas these owners to see if they:

- a) have an email address and would like to be informed and
- b) if no email would they like hardcopies of important information, updates, newsletters etc.

3) Development of a checklist for owners moving out of SP

It is agreed that in order to have new owners move in easily it is helpful if the old owners complete a few necessary tasks. These would include:

- Return of clubhouse fobs
- Leaving 2 garage / lower gate openers for the new owners
- Hand in RV lot key if applicable
- Leave mail keys for the new owners
- Notify Coldwell Banker and any other automatic withdrawal items to discontinue on move out date
- Notify utilities of move out date (telus, shaw, corix)

Could the council please review and add or amend if necessary

4) 2018/2019 Budget

Volunteer appreciation event was discussed and it has been agreed to move the event to early September. This would capture the Snowbirds before they leave for warmer weather. This means an increase in attendance but it also would allow us to utilize the patio.

So, with the expected rise in attendance we would like to keep the budget the same this year - \$4500 and review again for next year.