



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
April 5, 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, Bob Scruton, Bryon Dickie, David Reid

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) 3903 Sonoma Pines Drive - alteration application

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 March 1, 2018 be approved with the following correction; The alteration agreement for 2154 Serrento Lane which included installation of natural gas for kitchen stove, it was stated in the minutes that approval was not required as gas was already to the home. Further clarification has been discussed with the homeowner and the Board requires the homeowner to re-submit their application with all relative documentation for further review and approval.

Seconded and CARRIED with all in favor.

- 3) **WFN Advisory Council Update – presentation by Krista Derrickson from WFN Utilities** – presentation attached. Krista gave a very informative presentation to the Board and discussed current and future plans for WFN utilities. There was a question and answer period where she was able to answer many of the questions raised by the Board. She mentioned she is available by phone or email to any Board member who has any specific questions.
- 4) **Presentation by owner of 2153 Serrento Lane re: solar panels for clubhouse / street lights** – presentation attached. The Board agreed that this is an endeavor worth looking into and that further information and a future presentation from the homeowner would be welcomed.
- 5) **Correspondence**
 - a) **Sonoma Pines Drive – request to re-instate doggy bags** – doggy bags will not be re-instated.
 - b) **Sonoma Pines Drive – snow removal – flagging and sidewalks** – the sidewalks are sanded when required however related discussions will be taking place in the future with the maintenance committee.
 - c) **Sonoma Pines Drive – AGM voting on budget surplus / budget explanation** – The Board has the authority to determine what happens to the budget surplus which is outlined at the AGM. Budget Town Hall meetings are held prior to the AGM and the current process will remain.
 - d) **Request for additional doggy station & community garbage cans** – the request for community garbage cans was denied.

MOTION: Be it resolved that the Board approves the installation of a new dog station closer to the mailboxes near the entrance to Sonoma Pines Drive.

Seconded and CARRIED with all in favor.

- e) **Fire tables on common property** – fire tables are not permitted on common property.
- f) **Request for additional information regarding voting to be documented in meeting minutes** – no changes are required. The minutes will continue to be recorded as they are now.
- g) **Sonoma Pines Drive – speed concerns** – John Scott spoke with this individual however the Board agrees that no action will be taken at this time. Discussions will continue to be ongoing.
- h) **2074 Candalera Place – driveway concerns** – this is a cosmetic concern and structurally there are no concerns with the integrity of the driveway. The maintenance committee will be discussing this concern in the future to come up with a solution for all homes affected in the community.
- i) **3889 Sonoma Pines – vinyl decking concerns** – this is a cosmetic concern and investigations have been done which determined there are no structural concerns with this deck. The maintenance committee will be discussing this concern in the future to come up with a solution for all homes affected in the community.
- j) **Pine Vista Place – request for “visitor parking signs”** – signage is not required as the Rules and Regulations stipulate parking throughout the community. Coldwell Banker to send a warning letter to the individual violating the rules.
- k) **Mesa Vista Court – dog poop over fence** – homeowners are reminded to clean up after their pets and dispose of their waste in garbage cans or doggy doo stations. Homeowners are encouraged to report any violations in writing to Coldwell Banker.
- l) **Del Mar Court – settling concerns** – John Scott discussed this concern with the homeowner who was advised to speak with Rykon as their first point of contact.

6) Committee Reports

- a) **Clubhouse Committee** – nothing to report.
- b) **Communication Committee** – John Scott and Bryon Dickie will speak to Valley First about obtaining a credit card for small billings such as charges for the Sonoma Pines website.
- c) **Finance Committee** – report attached.

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

Seconded and CARRIED with all in favor.

The multi family contingency reserve fund is currently sitting at \$920,023.00 which is ahead of the depreciation report recommendation for the end of the fiscal year.

The common contingency reserve fund is currently sitting at \$1,389,888.00 which is 99.7% of the depreciation report recommendation for the end of the fiscal year.

MOTION: Be it resolved that the Board accept the lower contingency reserve fund contribution for both the multi family and common areas as recommended by the finance committee.

Seconded and CARRIED with all in favor.

The budget town hall meeting for 2018/2019 is confirmed for May 9th at 7pm in the Sonoma Pines clubhouse.

MOTION: Be it resolved that the Board approves moving \$200,000 from the current bank account into the Valley First multi family contingency reserve fund.

Seconded and CARRIED with all in favor.

11:25am - the Board took a short break.

- d) **Landscape & Irrigation Committee** – report attached
- e) **Maintenance Committee** – nothing to report
- f) **Safety & Security Committee** – nothing to report
- g) **Social Committee** – nothing to report
- h) **Welcome Committee** – nothing to report

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

8) **Alteration Agreements**

Approved

- a) **3907 Sonoma Pines Drive** – installation of gas fireplace
- b) **3809 Sonoma Pines Drive** – addition of landscape rock
- c) **2084 Candalera Place** – installation of new front door
- d) **3686 Sonoma Pines Drive** – installation of 2 privacy screens
- e) **2392 Mesa Vista Court** – installation of overlay of existing concrete patio
- f) **2310 Pine Vista Place** – replace rocks with pavers

Denied

- a) **2392 Mesa Vista Court – installation of patio cover** – request for patio cover is denied as it does not conform to community standards.
- b) **3903 Sonoma Pines Drive – installation of landscaping on common property** – request is denied as this is common property.

Deferred

- a) **3909 Sonoma Pines Drive – installation of removable patio slabs** – pending review by the Board
- b) **3903 Sonoma Pines Drive – extension of existing concrete patio** – pending review by the Board

9) **Old Business**

- a) **Mesa Vista – back yard flooding** – discussions are ongoing
- b) **Del Mar Lane** - rebuilding of the wall at the end of Del Mar Lane is under way and will be completed this week. WFN will be contributing \$3,000 and Sonoma Pines will contribute \$7,000.
- c) **Rock wall replacement quotes** – a motion will be put forward at the May Board meeting along with the budget.

10) **New Business**

11:50am – Bob Scruton left the meeting

- a) **Pest Control Procedures Update** - attached - the revised policy has been added to the Sonoma Pines website.

MOTION: Be it resolved that the Board accepts the revised procedures for the pest control policy within Sonoma Pines.

Seconded and CARRIED with all in favor.

- b) **Irrigation and landscaping assistance protocol** – a new protocol was discussed and information will be forthcoming.

c) **Pruning of trees** - attached

MOTION: Be it resolved that the Board accepts tabling the revised rules for pruning of trees within Sonoma Pines. To be reviewed at the AGM.

Seconded and CARRIED with all in favor.

11) In Camera

No items were discussed.

12) Termination

The meeting was terminated at 12:05am.

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. Homeowners wishing to address the board should submit a request to Coldwell Banker 2 weeks in advance of the meeting in order to be added to the agenda.

The next Board meeting is scheduled to be held on **May 3rd, 2018** at 9:00 a.m. in the clubhouse.



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Water Meter Program Review January 2018



Agenda

- Accomplishments to Date
- Current Status of Meters
- Where to Go From Here





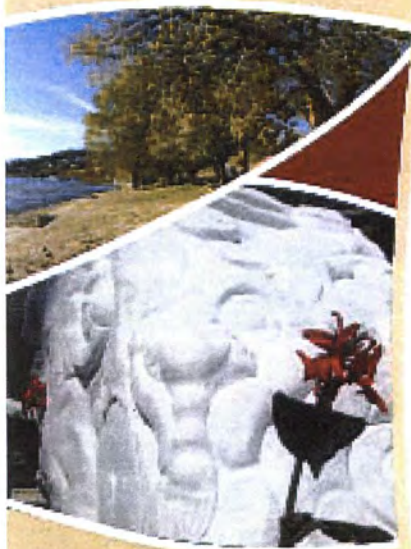
Accomplishments to Date

- January 2017 the first Quarterly Utilities Invoice went out with the Water Mock Meter Consumption readings shown
- Existing meter list reviewed for deficiencies
- Over 100 meters added to List
- First full year of meter readings completed
- Meter replacement list created
- List of missing meter numbers completed



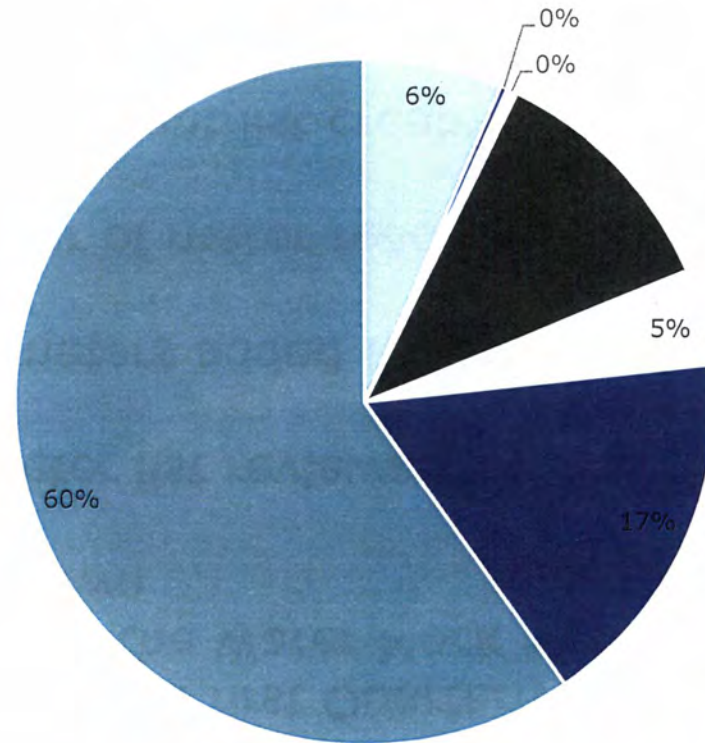


WESTBANK
FIRST NATION



Current Status of Meters

December 2017 WM Status



No Read

■ Non Billable

Reverse Flow

■ Zero Consumption

New Accounts

■ Missing WM

■ Good Readings



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Breakdown of Meters

- 160 No Read
- 8 Non Billable
- 12 Reverse Flow
- 289 Zero Consumption
- 113 New accounts to be added to reads
- 429 accounts missing a meter
- 1788 Readings with consumption data



Where To Go From Here

- Utilities to do list:
 - Continue to complete quarterly water meter reads
 - Provide plan for the replacement of broken meters and installation of new meters, this will require a LRL as estimated costs are between \$250,000 - \$300,000
 - Establish a contract for meter replacement & repairs
 - Confirm rate levels for unit billing
 - Prepare rates for Council approval January 2018
 - Customer Notification to start after new rates approved, this will include: Information packages, information meetings, PowerPoint presentation uploaded to the website for those that would prefer to get their information online.
 - Begin unit billing with new rates effective July 2018
 - Continue with Monthly meter reads for operational issues
 - Meter replacements and inspections
 - Provide information packages and Tips & Tricks to help with water conservation.



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March 8 2018

Proposal for solar panels for the SonomaPines Club House

The club house electrical use in 2016 was 14.681 kWh. The way that Corix charges is very complicated, but the annual charge is around \$1500

Recently BC hydro has been allowed to increase its rate by 4%.

It is expected that Hydro rates will increase by 3 to 5% per year.

Conservative estimates predict that the capital cost of a grid tie system will be more than offset by the metering savings in the first year.

I have consulted the Bank of Montreal and financing could be easily arranged.

The club house will need a two way meter at a cost of \$600. This means that the electricity generated, but not used will be fed into the BC Hydro grid. And for this amount of electricity we will be credited at the regular rate.

The roof of the club house is well oriented and has the potential of generating 70-80% of the power needed for the club house.

Installing voltaic solar panels on the clubhouse will generate interest in the concept and may inspire private residents to follow. Many homes in Sonoma Pines have

roofs that are more suitable for solar panels than the club house.

If this prospect is feasible, than we could look into the possibility of installing solar panels for the street lights. The street lights use more than 5 times as much electricity as does the club house. Major savengs are to be had there. I have consulted with Integrated Power Systems, a company that instals these systems and they will provide a comprehensive proposal if the board agrees in principle.

Submitted :

Goze Vlasblom
2153 Serrento Lane



Sonoma Pines Homeowners Management Ltd.
Finance Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive & Zoom

Date & Time: March 26, 2018 – 10:00am

Attendance:

Present: Bryon Dickie, Suzanne LaRouche, , John Scott, Brian Diemert, Bob Scruton, Brenda Evans
Regrets: Bill Dartne;;

Minutes Prepared By: Bryon Dickie

1. The February 2018 financial statements were reviewed and the Finance Committee recommended that the Board at their next meeting approve them. Mike Makin to respond on the invoices from Asahi for our landscaping contracts
2. Suzanne presented an extensive review of the Contingency Reserve Fund and the relationship with the current Depreciation Report. We are in excellent shape as far as both the Common and Multi-Family CRFs are concerned
3. The insurance quotation and property assessments have now been received and there have been significant increases in both the value of our properties and the resulting cost to insure them. It was also noted that our deductible has gone up from \$5000 to \$10,000.
4. The 2018-19 proposed budget was reviewed and a small number of changes were made to the operating expense portions. A presentation will be made to the Board on April 6 with the recommended CRF contributions for the next fiscal year. As a result of increased costs in insurance, the various committees were asked to hold the line or reduce where possible any discretionary expenses.
5. Kent-MacPherson has been asked to provide a quote on preparing a new three-year Depreciation Report. This quote should be coming within the next 30 days and an ad hoc committee has been set up to work with K-M on the assumptions, models and criteria going forward.
6. All account transfers for the year-end have been done with Coldwell Banker. Thank you Suzanne
7. 2018-19 Budget town hall meeting has been confirmed for May 9 at 7:00 pm in the Clubhouse and all homeowners are encouraged to attend

Next meeting Dates – TBD

Sonoma Pines Homeowners Association Landscape / Irrigation Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date and Time: March 15th 2018 – 3 PM

Present: Brenda Evans, Dagmar Leuenberger, Gary Sears, John Fawcett, Brent Voss,

Absent: Judith Gregson, Bruce Dierk

1. The meeting was called to order at the Clubhouse Boardroom lower level at 3:05 PM.
2. Approval of minutes of last meeting. The Minutes of the last meeting were approved.
3. Budget Planning for 2018. This is in progress with reviews expected for end of March.
4. Landscaping.
 - Dagmar will be sending out an invitation for volunteers to participate in the upkeep of the Oval Garden. For xeriscaping, the existing soil will be. A plan is being developed to determine drip lines, native plants that will tolerate dry conditions and costs. Input will also be sought from the local xeriscaping club.
 - The mandate of the Landscape Committee was discussed. Discussion was held regarding upcoming season of landscape emails. The emails should be directed to the CSC for response. The landscape committee is available for consultation and guidance to adhere to rules and regulations.
 - The Red Stake no-trim summer only program will require owners to sign up again this year by registering with Kanina.
 - The 12 high visibility vests, 4 safety cones, and a safe work sign (sandwich board) had been approved last fall by John Scott. These items will be purchased for the upcoming season and stored in the downstairs closet of clubhouse for easy access.
5. Irrigation.
 - Discussion held on the Committee's role in handling major water leaks, issues and the operation and management of the irrigation system.
 - The purchase of curb stop wrenches and valve keys will come from the irrigation budget.
 - When replacing rotators and sprayer heads, the Committee will be seeking to purchase better quality replacement parts.

- A procedure is being developed for dealing with emergency home owner irrigation issues for both daytime and after hours call outs. Gary Sears is looking for a group of volunteers to create an on-call schedule. He will provide the information and training.

6. New business.

- Discussion was held regarding the replanting of trees in the common areas in front of multi-family yards. The committee's concern is that we be prudent with costs while following the guidelines for the community's tree standards.
- Cody Tree Services completed tree pruning in January for the common and multi-family areas. They have advised that they will not crown or crop trees as this does not support healthy, uniform growth. Planting of trees between the homes may not have been a wise decision, and, as trees continue to grow, they will obstruct homeowner views. The Committee considers that a healthy tree supersede a view.

7. Next meeting Date - Wednesday, April 11, 2018 at 3 pm

8. Adjournment. The meeting was adjourned a 4:40 pm.

Sonoma Pines Procedures for Pest Control

Insects

For ants or wasps we ask that homeowners purchase off the shelf products to deal with the specific insect.

If a homeowner is having significant problems with pests they may contact our Property Manager.

Depending on the nature of the complaint the Property Manager will advise the homeowner if whether if it is the responsibility of the homeowner or SPHOM.

Options based on investigation

1. Based on a subsequent inspection and discussion with the homeowner, the CSC (Community Services Coordinator) would make the decision to have the homeowner deal with the insects, the CSC will deal with it, or the CSC will contact a pest control contractor.
2. If the pest control contractor is contacted, the CSC is to ensure the contractor is aware to separate the invoices between the interior (homeowner's responsibility) and exterior (SOPHM responsibility).

Generally problems inside the home (including the attic) are the responsibility of the homeowner.

Rats

Sonoma Pines has a rat control program in place year round with Orkin Canada and bait stations are placed throughout the community.

If you see rats near your home please email the Property Manager. Your complaint will be passed onto Orkin who will manage their bait stations accordingly.

Marmots

During the spring and summer months Sonoma Pines has a contractor on call to remove marmots.

In the event of a marmot sighting owners can contact Roger or Pete @ Wise Wildlife Control either by email or text:

sonomapinesmarmots@gmail.com / 250-503-7151

Try to determine where the marmot's hole is located or where they enter the rock wall and send that information to Roger or Pete. Please include an address or detailed description of the marmot sighting.

Traps will be set based on this information and the marmots will be removed. Do not tamper with the traps.

Mice/Voles/Moles

For issues with mice, voles or moles we suggest that the homeowner purchase traps. If the homeowner is not comfortable managing these issues inside or outside their home we suggest they contact a pest control company. Sonoma Pines Homeowners Management Ltd. does not handle concerns regarding mice/voles or moles.

Bird Feeders

Seeded bird feeders are **NOT** allowed in Sonoma Pines as they attract vermin.

Rules regarding tree height, pruning and removal

2) Trees/Conifers

- a) No Willow Trees or Fruit trees allowed to be planted. Only trees on the approved SPHOM list will be allowed
- b) Tree growth will not be allowed to exceed a height or width that will interfere with views, grow over driveways, roads, across walkways, block vision to roads (at intersections), interfere with infrastructure, reach the roof height and/or touch a building.
- c) Trees along the boulevard on Sonoma Pines Drive are excluded from the above.
- d) New trees can no longer be planted by homeowners unless one dies and needs to be replaced. An approved Application for Landscaping & Irrigation Alteration is required. A list of approved trees is available. This will allow for the documented history and inventory of community trees.
- e) Cedars, Junipers, and Yews maximum height is 8 feet. All are pruned in the fall.

Multi Family Homes

The Sonoma Pines Landscaping committee will budget for, direct and oversee arborists regarding tree pruning. *An owner is restricted from pruning trees or hiring individuals to prune trees on common property.* The practice of topping to control tree size or growth is not justified. This sort of severe pruning adversely affects the tree's appearance, weakens the tree's structure and encourages heavy growth of water sprouts.

Should a homeowner notify the board that a tree has interfered with their view; there are two options for that homeowner.

- 1) Pay for the removal of the tree in question, providing there is agreement of the homeowners immediately adjacent to the tree and approval of the board

- 2) If the adjacent homeowners do not agree to the removal of the tree; the person who has filed the complaint, with the approval of the board may pay to have the tree removed and replaced with a smaller, more suitable species for its growing space.

Single Family Homes

Single-family homeowners are responsible for the pruning of the trees on their property, in accordance with the rules of SPHOM.

If the board receives a complaint regarding a tree or trees on an adjacent single family property interfering with views, the board, may at it's discretion, request that the owners of the tree(s) correct the situation within a reasonable period of time.

An approved Application for Landscaping & Irrigation Alteration is required should homeowners want to plant or remove trees.