



## Sonoma Pines Homeowners Management Ltd.

### Annual General Meeting Minutes

Westbank Lions Community Hall  
2466 Main Street, West Kelowna. BC  
Thursday May 31, 2018 @ 6:00pm

- 1) **Certify Proxies, Corporate representatives and issue voting cards:** Proxies were certified by the Property Manager and one of the sign- in committee member and voting cards were distributed.
- 2) **Determine a Quorum / Call Meeting to Order:** Be it noted that there were **107 homes represented, 88 in person, 19 by proxy.** Total voting cards were **214** which constitutes a quorum.

John Scott introduced the head table consisting of; John Scott, Peter Borszcz, Bryon Dickie, Bob Scruton, Brenda Evans, David Reid, Mike Makin and Kanina Wright.

**The meeting was called to order at 6:01pm**

- 3) **Elect a Chairperson, if necessary:** John Scott, President of the Corporation will serve as Chairperson.
- 4) **Present Proof of Notice or Waiver of Notice:** The Property Manager presented the Notice of Meeting distributed on or before May 11, 2018 as proof of notice of this meeting.
- 5) **Approval of Agenda: BE IT THEREFORE RESOLVED** as a majority vote resolution to approve the agenda as presented. Motion and a second. **Upon vote the motion carried as determined by the Chair.**
- 6) **Approval of the minutes: BE IT THEREFORE RESOLVED** as a majority vote resolution to approve the May 25, 2017 Annual General Meeting minutes. Motion and a second. **Upon vote the motion carried as determined by the Chair.**
- 7) **Unfinished Business:** none from last year's Annual General Meeting.
- 8) **Reports:**
  - a) **Board Report – (attached)** The President read the Board report.
  - b) **Financial Report** - Bryon Dickie presented the financial statements which were attached to the Notice of the Meeting.
- 9) **Approval of Financial Statements of the Year End** (Note-Financial statements are unaudited). **BE IT THEREFORE RESOLVED** as a majority vote resolution to approve the May 25, 2017 Annual General Meeting minutes. Motion and a second. **Upon vote the motion carried as determined by the Chair.**
- 10) **Waive the appointment of an auditor:** The Chairman pointed out after obtaining legal advice that it is necessary to have a unanimous vote to waive the appointment of an auditor. This must be a vote of all owners and not just those owners attending the AGM. Shortly, forms will be sent out asking owners to vote on this issue and if a unanimous vote is not reached an auditor will be appointed at a later date.

There was a short question and answer period with multiple questions from the floor.

- 11) **Ratify New Rules (majority vote) (as per Appendix A and B of the AGM notice):**

**BE IT THEREFORE RESOLVED** as a majority vote resolution of the Owners, Sonoma Pines Homeowners Management Ltd. to:

- I. Ratify the new or amended rules shown on Appendix A and;
- II. Ratify and approve the Rules pertaining to the Sonoma Pines Clubhouse rules shown on Appendix B and;
- III. For the purposes of Section 1.1 of the Sonoma Pines Homeowners Management Ltd. Subleases, the Rules and Regulations referenced in Article 1, Schedule E shall be interpreted as Bylaws under the *Strata Property Act*.

Motion and a second. **Upon vote the motion carried as determined by the Chair.**

The Chairman pointed out that there was an error and that the 4<sup>th</sup> line of the 1<sup>st</sup> page of Appendix A should be removed. Additionally, Special Resolution's # 3 and #4 were inadvertently included in the Appendix A and noted as previously approved. They were approved later in this meeting.

- 12) Report on Insurance Coverage.** Mike Makin made a short presentation and reviewed updates to the insurance coverage. It was noted that the water/sewer deductible has increased from \$5,000 to \$10,000.

It was noted that some owners may still have "Carrington Road Holdings" and "Her Majesty the Queen in the Right of Canada" still as a named insured on their policies. Supplemental to the AGM, the Board is getting a legal opinion on the proper wording for the named insured section of all homeowner insurance policies. Communication will be forthcoming.

- 13) Approval of the Operating Budget for coming year as proposed (as per Appendix C of the AGM notice)(Majority Vote):**

**BE IT THEREFORE RESOLVED** as a majority vote resolution of the Owners, Sonoma Pines Homeowners Management Ltd. to approve the operating budget as presented for the 2018/2019 year. Motion and a second. **Upon vote the motion carried as determined by the Chair.**

- 14) New Business:**

- a. **QUORUM BYLAW (as per BC Business Corporations Act) Special Resolution #1 (3/4 vote): BE IT THEREFORE RESOLVED** as a 3/4 vote resolution of the Owners, Sonoma Pines Homeowners Management Ltd., enact and follow a Quorum Rule, (and Bylaw for the purposes of the *Strata Property Act*) amending the Rules and Regulations as follows:

1. In order to conduct business at an Annual or Special General Meeting, at least 5% of the persons holding the voting shares must be present in person or by proxy. Since each household is issued 2 voting shares (even if there is only one owner), the actual number of shares issued is 990 and thus the number required for a quorum is 5% of 990 or 50 voting shares.
2. If within 1/2 hour from the time appointed for an Annual or Special General meeting a quorum is not present, then another 1/2 hour will be allotted to waiting for Quorum to present itself at which time the eligible voters present in person or by proxy constitute a quorum.

Motion and a second. **Upon vote the motion carried with a clear 3/4 vote as determined by chair.**

- b. **CONTINGENCY RESERVE EXPECTANCY Special Resolution #2 (3/4 vote): BE IT THEREFORE RESOLVED** as a 3/4 vote resolution of the Owners, Sonoma Pines Homeowners Management Ltd. to spend up to \$251,250.00 from the Common Contingency Reserve Fund for 2018/2019 and up to \$68,500.00 from the Multi Family Contingency Reserve Fund for 2018/2019. Motion and a second. **Upon vote the motion carried with a clear 3/4 vote as determined by chair.**
- c. **NOTICES TO OWNERS RE: RENTAL RESTRICTIONS Special Resolution #3 (3/4 vote): BE IT THEREFORE RESOLVED** as a 3/4 vote resolution of the owners, Sonoma Pines Homeowners Management Ltd. and shareholders of the Corporation entitled to vote at an annual meeting that the Rules and Regulations be amended as follows:

**Appended to Schedule E Division 1 - Duties of Owners, Tenants, Occupants and Visitors - Part 5 - New Owners to Inform SPHM and Notices to Owners**

1. No Owner of a residence within Sonoma Pines shall rent a residence or any portion of a residence for any period of less than 1 month. No short term rentals, being periods of less than 1 month, are permitted within Sonoma Pines.
2. An owner wishing to rent out a residence or a portion of a residence must first notify the Board. For clarity, the Board's approval is not required/ notification is sufficient.
3. The owner shall supply the property manager with the address and phone number of both the tenants and the owners in order that they may be contacted by the Board. If the owner's address changes then the owners shall notify the property manager within 5 business days.
4. The owner shall supply the property manager with a completed Strata Property Act, Form K, within 10 days of rental of the residence. The owner will supply the tenant with a copy of the current rules and regulations of Sonoma Pines. The owner is responsible for any violation of these rules and regulations by the tenant.

5. SPHM is entitled to deliver its notices, records, documents, replies and all other communication to each owner via the email address provided by the owner.

Motion and a second. **Upon vote the motion carried with a clear 3/4 vote as determined by chair.**

- d. **ROCK WALLS Special Resolution #4 (3/4 vote): BE IT THEREFORE RESOLVED** as a 3/4 vote resolution of the owners, Sonoma Pines Home Owners Management Ltd. entitles to vote at an annual meeting that the Rules and Regulations be amended as follows: Motion and a second.
  1. The rock walls in Sonoma Pines were installed as landscaping features and as such are not required to be engineered walls at the time of installation. As landscaping walls, they shall be permitted to be constructed to a maximum height of 4 feet.
  2. If the rock wall is under 4ft and an owner wishes to alter, modify or extend the rock wall. Board approval of the alteration is required.
  3. If the rock wall is under 4ft and crosses a property line and an owner wishes to repair, alter, modify or extend the rock wall. Board approval of the alteration is required.
  4. If the Rock wall is over 4ft and an owner wishes to repair, alter, modify or extend the rock wall, both engineering approval and Board approval is required.
  5. All repairs or replacements of walls must be constructed to a similar design, including the same size rock components of the wall as was used in the original wall.
  6. Rocks used shall be Kettle Valley Granite.

Motion and a second. **Upon vote the motion carried as determined by the Chair.**

#### **15) Election of Directors – nominations accepted from the floor:**

The following four Board members allowed their names to stand for a further term:  
Bryon Dickie, David Reid, Bob Scruton, Brenda Evans

John Scott nominated Michael Trenn  
John Scott nominated Suzanne Larouche  
Tom McEwan nominated Terry Cross

Each of the nominees said a short introduction about themselves.

Motion and second to cease nominations. **Upon majority vote the motion carried as determined by the Chair.**

**BE IT THEREFORE RESOLVED** by majority vote that the following 7 people will serve as the board for the coming year. Motion and a second. **Upon vote the motion carried as determined by the Chair.**

Bryon Dickie  
David Reid  
Brenda Evans  
Bob Scruton  
Michael Trenn  
Terry Cross  
Suzanne Larouche

#### **16) Termination of the Meeting:** Motion and a second to terminate the meeting. **Upon majority vote the meeting was terminated at 7:10pm.**

2018 Sonoma Pines Homeowners Management Ltd.  
Annual General Meeting  
Board Report

We are pleased to report another successful year for the Sonoma Pines Community. Overall it has been a very productive and successful year.

Financially, Bryon and the finance committee delivered excellent results from the 2017-18 budget and they have been working since December along with the other committees to produce the draft budget for the coming year. We'll hear more from Bryon in a minute.

One of the first projects taken on by the new Board in 2017 was to find a new lawyer to represent SPHOM and last June we signed an agreement with Peter Borzcz, of PIHL Law in Kelowna. Peter has a depth of experience with the BC Strata Act and WFN leases making him a valuable partner going forward for Sonoma Pines.

Front Gate sub committee met and came up with what the front gate would look like and a solid estimate of cost. Due to the proposal of a high density townhouse complex at the corner of Carrington and Sonoma Pines Drive the Board has decided to take a more in depth look at a gate proposal.

Neighbourhood Block Watch was established and staffed with 21 Captains and co-captains, on the lookout, throughout the community. Many thanks to Karen Dickie and her team for getting this group up and running

SP 2017 Golf Tourney was again a huge success. Our Board of Directors was well represented on both the first and third place teams.

Our Social committee had another very social year, with too many events to mention- Happy hours

Our Easter Pancake breakfast      Garage Sale

Canada Day Celebrations

Christmas collections for toys and the food bank

Thanks very much to Jean and Lorna and all the ladies on the social committee

A lot of the work gets done in this community as a result of our volunteer committees and our 3<sup>rd</sup> Annual Volunteer dinner took place in October. This event serves to recognize the volunteers who help keep the community looking immaculate and running smoothly. Sonoma Pines committees have met regularly to help manage maintenance, landscaping and irrigation, the clubhouse, welcoming new members to the community, social events and publication of a monthly newsletter within the community. A special thank you to all members of our volunteer committees and many thanks again to Kim Reid and her team for a fun and interactive evening.

We tried something different this year. If you recall there was a provincial by-election and for the first time we sponsored two candidates meetings, at the clubhouse. Turned out to be two, very interesting evenings for those in attendance.

In January, WFN notified us of a request to rezone the property adjoining Sonoma Pines and Mesa Vista from low density MF to high density MF, in order to accommodate 350 new homes.

The Board put together an ad hoc committee and with the help of about 80 homeowners, mounted a successful campaign to challenge the proposal.

At the end of last year we received some good news from WFN and based on conversations with WFN it appears that we are close to seeing construction of a 4 way stop at Carrington and Sonoma Pines Drive. Further to this there will be a town hall on June 13<sup>th</sup> at 7:00 PM where Graeme Dimmick, Senior Planner from WFN will be here to discuss the proposal.

For the coming year, there will be some interesting projects for the Board and committees.

- We will be completing the 3-year review of our depreciation fund.
- We will initiate a project early in the year to begin a review of our insurance policy with a view to seeing if we can uncover any cost savings while maintaining high levels of service and coverage.
- WFN has announced a review of water rates and water meters. We expect that this will impact Sonoma Pines residents with higher water rates. We also think that it is important for the Board or its representatives to meet with WFN in advance of any changes to ensure rates are implemented fairly for our homeowners.
- Finally the Board will be keeping a close eye on any developments along Carrington Road bordering Sonoma Pines Drive.

We have set up a sub committee to meet with WFN and establish some development covenants, which hopefully will allow for continuous, reasonable and safer access for pedestrians and drivers in and out of Sonoma Pines.

Please join me in thanking the current members of the Board.

Brenda Evans, Bryon Dickie, David Reid and Bob Scruton. Not only have they spent many hours on Board activities but also helping our committees as they take care of business. And I will leave you this evening with some very good news. Brenda, Bryan, David and Bob have all agreed to let their names stand for board positions for one more year. Thanks to all of them for their continued service to Sonoma Pines.