



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
July 5, 2018**

NAME	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL
Bryon Dickie	Chairman	▪ WFN, Coldwell Banker, Pihl Law	250-864-1040	bryondickie@shaw.ca
David Reid	Vice Chairman	▪ Maintenance	250-826-3751	davidr.strata@gmail.com
Brenda Evans	Secretary	▪ Communications / Social Committee	403-803-4334	bevanssonomapines@gmail.com
Bob Scruton	Director	▪ Clubhouse / Safety & Security	250-707-4677	b_scruton@telus.net
Suzanne Larouche	Director	▪ Landscaping & Irrigation		sularsonoma@gmail.com
Michael Trenn	Director	▪ Process Improvement	250-768-7207	matrenn1@gmail.com
Terry Cross	Treasurer	▪ Finance	250-768-3172	terrycross.sp@gmail.com

NAME	PORTFOLIO	PHONE	EMERGENCY	EMAIL
Mike Makin	Strata Manager	250-860-1411	250-860-1411	mmakin@kelownarealestate.com
Katelyn Peters	Unlicensed Assistant	778-754-7929	250-860-1411	smassistant@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 Bryon Dickie at 9:00 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

Present: Bryon Dickie, David Reid, Terry Cross, Brenda Evans, Bob Scruton, Michael Trenn

Absent: Suzanne Larouche

On behalf of Coldwell Banker Horizon Realty:

Mike Makin, Kanina Wright, Katelyn Peters

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

- Under New Business –
- letter from homeowner on Talavera Place
- Lot 347 developments

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 May 3, 2018 to be approved.

Seconded and CARRIED with all in favor.

3) Election of Officers

MOTION: The Board ratified the election of officers at an earlier management meeting as follows:

Bryon Dickie - Chairman
David Reid – Vice Chairman
Terry Cross - Treasurer
Brenda Evans - Secretary
Bob Scruton - Director
Michael Trenn - Director
Suzanne Larouche - Director

Seconded and CARRIED with all in favor.

Bryon Dickie reported that Susan Larouche has resigned from the Board effective today and Tom McEwan was selected by other Board members to take her place as a new Board member.

MOTION: The Board approves the election of Tom McEwan as a new Board member.

Seconded and CARRIED with all in favor.

4) Presentation by John Cole

John Cole made a presentation to the board suggesting compensation for Board members and offered to serve on a committee to research this issue. The Board to discuss and get back to John at a later date.

5) Correspondence

- a) **Serrento Lane – anchor bolt** – An owner wrote to state that he believes there may be a problem with his anchor bolts. The Board discussed this issue and concluded it is not necessary to alert other home owners. Coldwell Banker to contact homeowner. No further action required.
- b) **Sonoma Pines Drive – installation of dogwood tree without Board approval** – Coldwell Banker to send letter to the homeowner. Homeowners are reminded that regardless of the reason, most landscape alternations must have Board approval prior to work being initiated.
- c) **Lawn behind clubhouse to be used for fitness activities** – deferred pending further review by the Board.
- d) **Serrento Lane – marmot control** – Coldwell Banker to set up meeting with current marmot contractor to discuss process and plans for improvement.
- e) **Sonoma Pines Drive – parking violation** – Coldwell banker to send letter to homeowner.
- f) **Sonoma Pines Drive – parking in front of fire hydrants** – Coldwell Banker to send letter to homeowner.
- g) **Sonoma Pines Drive – subsurface drainage** – Maintenance Committee to investigate.
- h) **Alvarado Trail – landscaping concerns** – no further action is required.
- i) **Parking for clubhouse functions** – homeowners are reminded to advise their guests of parking regulations when attending clubhouse functions.
- j) **Sonoma Pines Drive – neighboring trees may blow over** – Coldwell Banker to send letter to homeowner.
- k) **Landscaping contractor concerns** – the Landscaping Committee discussed the homeowners concerns with the landscaping contractor. All homeowners are reminded to not disturb the landscaping crew on Tuesdays. Please remove any personal items on the lawns on the days they are mowing or working in the area.
- l) **Sonoma Pines Drive – irrigation / water ingress concerns** – concern has been addressed with the homeowner. No further action required.
- m) **Del Mar Lane – settling concerns** – Maintenance Committee has done a site inspection and has agreed to proceed with the gutter repair. The cracks will be reviewed at a later date. The settling is not considered serious.

6) Committee Reports

- a) **Clubhouse Committee** – report attached
- b) **Communication Committee** – the committee is currently looking for new volunteers.
- c) **Finance Committee** – there was a short presentation by Terry Cross on the financials and current investments. The Finance Committee will bring investment recommendations to the board at a future date.

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

Seconded and CARRIED with all in favor.

- d) **Landscape & Irrigation Committee** – report attached
- e) **Maintenance Committee** – quotes are being obtained for gutter and vent cleaning. The chairmen of the committee provided a brief update of upcoming projects
- f) **Safety & Security Committee** – report attached. Homeowners are reminded to review the Clubhouse Rules and Regulations prior to using the clubhouse.
- g) **Social Committee** – report attached
- h) **Welcome Committee** – report attached

7) **Coldwell Banker Operational Update** – Mike Makin's new assistant Katelyn Peters now has her own email address (smassistant@kelownarealestate.com), Kanina Wright has now moved on and owners are asked to no longer use her e-mail address.

All the new strata fees and variances for July 1st have been processed.

Coldwell Banker will place an ad on the Castanet website for a Community Services Coordinator.

8) **Alteration Agreements – (previously reviewed)**

MOTION: The Board approves the following alteration agreement applications previously reviewed at a management meeting as there was no Board meeting last month..

Seconded and CARRIED with all in favor.

- a) **2154 Serrento Lane** – new gas line
- b) **3800 Del Mar Lane** – patio extension
- c) **3980 Sonoma Pines Drive** – landscaping alteration
- d) **2165 Alvarado Trail** – landscaping alteration + installation of arbour
- e) **2163 Alvarado Trail** - landscaping alteration + installation of arbour
- f) **2161 Alvarado Trail** - landscaping alteration + installation of arbour
- g) **2393 Mesa Vista Court** – installation of new AC unit
- h) **2163 Serrento Lane** – installation of new basement window
- i) **2167 Talavera Place** – installation of awning
- j) **2169 Talavera Place** – installation of awning
- k) **2103 Candalera Place** – landscaping alteration
- l) **2105 Candalera Place** – landscaping alteration
- m) **2113 Talavera Place** - installation of awning
- n) **2392 Mesa Vista Court** - installation of awning
- o) **4147 Solana Place** – landscaping alteration
- p) **3690 Sonoma Pines Drive** – installation of arbour
- q) **3688 Sonoma Pines Drive** - installation of awning
- r) **4144 Solana Place** - landscaping alteration
- s) **2186 Pine Vista Place** – installation of arbour
- t) **2109 Verona Lane** – installation of awning
- u) **3895 Sonoma Pines Drive** – installation of awning
- v) **2087 Candalera Place** - installation of awning
- w) **3692 Sonoma Pines Drive** - landscaping alteration
- x) **3812 Siringo Lane** – landscaping alteration
- y) **2303 Terrero Place** – installation of privacy screen
- z) **2281 Pine Vista Place** – landscaping alteration
- aa) **2204 Terrero Place** – installation of awning

Alteration Agreements –

MOTION: The Board approves the following additional alteration agreement applications.

Seconded and CARRIED with all in favor.

- a) **2127 Talavera Place** – landscaping alteration
- b) **2171 Alvarado Trail** – landscaping alteration
- c) **2169 Alvarado Trail** – landscaping alteration

- d) **2088 Candalera Place** - installation of deck extension

9) Alteration Agreements – deferred

- a) **2169 Madera Court** – installation of arbour – incomplete application
- b) **2403 Mesa Vista Court** – installation of new A/C unit – Board members to do site visit
- c) **4107 Solana Place** – installation of hot tub – incomplete application
- d) **2109 Verona Lane** – installation of awning – incomplete application

The board took a five minute break at 10:23

10) Old Business

- a) **Mesa Vista – back yard flooding** – discussions are ongoing. The Maintenance Committee will discuss concerns with engineers
- b) **Rock wall replacement quotes** – an onsite meeting with Green Park Landscaping is scheduled today to discuss the proposed contract
- c) **Upper Gate** – nothing further to report at this time
- d) **Serrento Lane – reclamation work** – the Maintenance Committee will be scheduling the necessary repair work
- e) **Alvarado Trail – sidewalk repair** – the Maintenance Committee will follow up

11) New Business

- a) **Code of conduct forms for Board Members**– Mike Makin and Bryon Dickie will research an appropriate form for this purpose.
- b) **Watering of lawns for single family homes** – single family homeowners are reminded not to water their lawns on Tuesday (mowing day).
- c) **Belligerent homeowners** –There have been instances of homeowners becoming belligerent with staff and/or contractors when they perceive that they are not getting what they want. A communication will be distributed in a future newsletter stating that belligerent behavior will not be tolerated. Signage to be installed in the clubhouse.
- d) **Terms of reference communications committee – memorandum** attached
- e) **Preferred contractor list** – Maintenance Committee to prepare a preferred contractor list.
- f) **Insurance wording for brokers**– discussions are ongoing and communication to homeowners will be forthcoming once the wording has been finalized
- g) **Sorrento Lane - paint and stucco damaged, leaking eaves** – Maintenance Committee will follow up with homeowner.
- h) **Legal opinion on audit request/requirement** – At our recent AGM it was stated that our lawyer would conduct a vote of all homeowners as a unanimous vote is needed to waive the requirement for an audit. After further discussion the Board has concluded that the chance of getting unanimous approval of 495 owners is nearly impossible. The legal cost for the vote would be substantial and it would be practical to put those costs toward an audit which will almost certainly be required. The Board will now research what type of an audit is needed. More information will follow as it becomes available.
- i) **Fence Capping** – Maintenance Committee will investigate and provide a report to the Board.
- j) **CHOA 2018** – Board members are welcome to attend CHOA events
- k) **3907 Sonoma Pines Drive - RV on driveway** – A warning letter was sent to the wrong address and the recipient filed a complaint. Coldwell Banker to apologize to the homeowner. The complainant provided incorrect address
- l) **Update on lot 347** – The Board will ask our lawyer to draft a letter to be sent to WFN outlining our continuing concerns.
- m) **2157 Talavera Place – damage to pergola from fire.** Coldwell Banker to contact insurance adjuster to determine damage sustained is included in the original insurance claim.

12) In Camera

13) Termination

The meeting was terminated at 11:56pm.

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. 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 will be August 2nd, 2018.



Sonoma Pines Homeowners Management Ltd.

SONOMA PINES Clubhouse Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: June 12, 2018 at 10:00

Present: Jean Scheidl, Lorna Wright, Bob MacDonald, Gerry Tonn, Ivars Dravinski, Al Brown and Bob Scruton (Chair/Board Liaison).

Absent: Marshall Wolski, Dianna, Marlene Knoblick

Old Business:

1. Additional lights for clubhouse may proceed as 2018/19 budget approved. Gerry Tonn tasked though requires the quote(s) for further review. Chair to request and provide what's available.
2. Jean and Marlene take care of the Clubhouse bookings, with a slow start to the year.
3. New signs for gym ordered which will cover off having to complete any waivers. Discussion on need for sign-in sheets with Chair to follow-up.
Equipment will be serviced on a periodic (annual basis) as recommended by our lawyer.
Ivars advised there was a near miss when an owner fell off a treadmill after starting off too fast. Be Careful!

Business Arising from the Minutes

1. Flag purchased and Protocol for setting flag at half mast recommended by Al (Remembrance Day and occasions recommended by SPHM Chair and two other Board members).

New Business

1. Maintenance activities coming up include: *Furnace and AC to be serviced and AED Battery to be replaced this summer.* Query on **free** CPR courses for residents with Chair to follow-up.
2. Lorna asked if upcoming Car Show requires traffic Control? Chair to bring up with Safety & Security Committee.
3. Ivars mentioned residents have observed someone using the Games Room without permission and possible underage. Suggestion all doors be checked on leaving to ensure locked and follow the rules.
4. Lorna advised new back door keys aren't working so lock to be replaced with bill forthcoming to Kanina.
5. Recommendation to ask if others are interested in stepping up to assist.

Committee wants to Recognize and Thank Willie Riewe (Clubhouse Committee) and Pauline Marshall (Library) for their contributions and ongoing support as both have stepped back. Willie remains available to assist in projects as needed.

Next meeting: August 28, 2018 at 10:00

Adjournment

Chair adjourned the meeting at 11:00.

Recorded by

RE Scruton, CTR

Chair

Sonoma Pines Homeowners Association
Landscape / Irrigation Committee Meeting Minutes

Location: Sonoma Pines Clubhouse Boardroom, 3999 Sonoma Pines Drive

Date and Time: June 8th 2018 – 9 AM

Present: Suzanne Larouche, Dagmar Leuenberger-Swift, Gary Sears, John Fawcett, Brent Voss, Judith Gregson, Bruce Dierk, Leslie Padwick

Guest: Michael Trenn

1. The meeting was called to order at 9:00 AM and Dagmar welcomed Suzanne, who is our new Landscaping/Irrigation Chair and Board member. Suzanne introduced herself and discussed her objectives for the Committee:
 - There is frustration about the way that landscaping and irrigation was set up initially by the developer;
 - There is a need to put Sonoma Pines in a better financial position by adjusting landscaping costs;
 - A review of our customer relations will be done, to help defuse some of the landscaping issues;
 - WFN water costs are set to rise as WFN improves its water systems and our irrigation processes will need to be reviewed;
 - A review of the Landscaping/Irrigation portfolio will be done with recommendations made to the Board.

2. Approval of minutes of last meeting. The Minutes of the May meeting were approved.

3. Landscaping.
 - A new Landscaping Inquiry Form is now being used for owner inquiries and requests, and 20 were received last month. All landscape inquiries will be reviewed by Suzanne. Although the Form is working well, it will be revised to make it more user-friendly.
 - A report on the Xeriscape Oval Garden was received and the report is attached to these Minutes. Discussion followed on possible landscaping changes and improvements by the road approach to the lower gate entrance.
 - The Landscaping/Irrigation Calendar is a work-in-progress and continues to be developed.
 - Discussion followed on the Red Stake Program for shrub pruning and whether the annual re-registration process should continue. No changes are proposed to this program.
 - The by-law for tree pruning and removal did not proceed for approval at the AGM. The protocol for tree pruning/removal will continue to be covered by the SPHA Rules and Regulations.

4. Irrigation.

- The numbers of service requests for Irrigation were reviewed. For April, there were 42 requests, primarily related to the start-up process, and for May the number of request was 23. The majority of requests were referred to Evergreen for resolution.
- The current irrigation system is a piecemeal, complex system that is difficult to maintain. Discussion followed on replacing timers and clocks with internet based hardware that can be more responsive to limiting the amount and frequency of watering based on weather patterns. Conversion of timers and clocks to a web-based/Wi-Fi solution would be a major capital project.
- Weekly meetings have now started with the Community Services Coordinator to discuss items that require action.
- The major irrigation leak on the corner of Madera Court and Sonoma Pines Drive has been repaired and the area is being monitored in case other leaks were missed.
- Hydrant flushing was completed in May.
- The Irrigation Inquiry Form has been updated and will be passed to the Chair for review.
- All fire hydrants were inspected for compliance for shrub and vegetation clearance. Six hydrants required action and have been brought into compliance. Further information is attached to these Minutes.

5. New business.

- For owners who require assistance with plant removal/replacement and minor alterations (subject to Board approval of such alterations), a number of small, private landscaping contractors are available and information will be posted on the Clubhouse noticeboard.
- The list of Approved Plants will be reviewed and further perennials may be added.

6. Next meeting Date – Thursday, July 12th , 2018 at 9 am

7. Adjournment. The meeting was adjourned a 10:30 am.

Xeriscape Oval Garden Report for June 2018

Our garden has been cared for as it's been growing by Brenda Evans who spent about 4 hours removing all the weeds from the garden for the first time since we planted it in May. Our thanks go out to Brenda for the time she has spent in the garden.

Brenda and I met on Wednesday morning (June 6) to discuss how and when we will purchase the mulching and the timeline to place the mulch on the garden. We want to give the plants a chance to get established before we mulch. We have discussed the watering issues of the garden and have asked Kevin from Asahi to turn down the water so that it can truly be a Xeriscape Garden. We will also be assessing if we need more colour in the garden and as we do, we will update the SPHOA perennial list. We are in consultation with the Xeriscape Garden in Kelowna for guidance.

Both Vern and Gord spent an entire day placing rocks behind the sign at the entrance to Sonoma Pines. We appreciate the hard work that they did so that the volunteers don't have to weed that area which has been difficult to grow flowers because of the heavy clay soil that exists.

It's our plan to move forward slowly with the Xeriscape garden and not overfill it with plants. This way we can really take the time to see which plants will do well with very little water in our semi desert climate. Once we have decided when the mulching will take place I will send out an email to our volunteers and Gord has offered to help us purchase to deliver the mulch to the garden.

We are very appreciative of all of the volunteers that help within the Sonoma Pines Community in keeping it looking so beautiful.

Dagmar Leuenberger-Swift

Judith Gregson

From: Brenda Evans <bevanssonomapines@gmail.com>
Sent: April 28, 2018 4:01 PM
To: Judith Gregson
Subject: fire hydrant clearance
Attachments: Fire Hydrants regulations 2017.docx

Hi Judith,

Dagmar was telling me that you will be researching fire hydrant clearance in Sonoma Pines.

All the hydrants were inspected last fall and six were deemed to need remediation regarding vegetation.

Gord and I brought all into compliance.

I visited and called Westbank and West Kelowna fire departments. in our community we are required to have 2 metre clearance on the hydrants around the access points.

Some people wanted the hydrants near their homes covered with plants because they felt the hydrants are unsightly. The colour is necessary because it defines the water pressure level and the port sizes.

I am attaching a bit of information that I kept regarding this.

Please feel free to use or discard.

Hope all is well.

Brenda

Fire Hydrants 31. In addition to the requirements of the B.C. Fire Code, the B.C. Building Code and the Fire Services Act:

31.1 Private hydrants shall conform to the requirements for hydrants as specified in the subdivision bylaws for the area in which the hydrant is to be installed.

31.2 The owner or occupier of a parcel on which a hydrant is installed, shall maintain a clear and unobstructed area having a radius of one (1) meter around each fire hydrant or standpipe.

31.3 Each hydrant shall be in clear view of the adjacent access roadway or its location shall be made clearly obvious by other means.

31.4 The color of all fire hydrants shall be as specified by the Fire Chief in accordance with the current National Fire Protection Association (N.F.P.A) standard that references hydrant colors.

31.5 During repairs or construction, owners of private fire hydrants shall mark the hydrant as "Out of Service" and immediately notify the Fire Department.

Regulations 44.

The most current edition of the B.C. Fire Code & B.C. Building Code applies. Prohibitions Page 15 of 16

45.1 No person shall cause an alarm to be transmitted to the Fire Department by telephone, fire alarm system, in person or by other means, knowing that an emergency or incident does not exist.

45.2 No person shall refuse to allow the Fire Chief or persons he designates to work on his behalf to: a) enter premises, at any reasonable time, for the purpose under this bylaw; b) enter at any time, premises or property where an incident has occurred or is occurring, or to allow the entry of any fire fighter, apparatus or equipment deemed necessary to deal with the incident; c) enter or pass through or over buildings or property adjacent to an incident or allow apparatus and equipment to enter or pass through or over buildings or property where deemed necessary to gain access to the incident or to protect any person or property.

Penalty 46. Any person who violates any bylaw provision may, on summary conviction, be liable to the maximum penalty under the Offense Act, plus the cost of prosecution, for each offense. The penalties imposed under this section are a supplement and not a substitute for any other remedy to an infraction of this bylaw.

47. Ticketable offences under this bylaw and the fines shall be those set out in the Municipal Ticket Information Bylaw No. 0095 and Bylaw Notice Enforcement Bylaw No. 0093. Severability

48. If a court of competent jurisdiction holds any portion of this bylaw invalid, then that invalid portion shall be severed and the remainder of this bylaw shall be deemed to have been adopted without the severed portion.

PASSED FIRST READING, DECEMBER 14, 2010

PASSED SECOND READING, DECEMBER 14, 2010 PASSED THIRD READING, DECEMBER 14, 2010

ADOPTED, FEBRUARY 8, 2011 _____



Sonoma Pines Homeowners Management Ltd. Safety & Security Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: June 18, 2018 at 09:30 (Chair apologized as e-mail indicated 10:00 not 09:30)

Attendance: Robert Scruton, Chair; Paul Kaiser, Co-Chair, Darrell Bellamy, Nick Schritt and Paul Leggett

Absent: Charlie Milazzo (Skype not working)

Old Business

1. Chair advised Parking Regulations were included in the May Newsletter with discussion on keeping it as a regular reminder in the Newsletter.
Two part Parking Rule Notice not prepared due to concerns (antagonistic, policing, enforcement, etc.)
2. Chair advised budget for painting curbs limited and looking at every two years instead of annually.
Curbs on Del Mar and SPD require painting for designated Fire Lane and curve near the entrance in front of 3686 and 3688 Sonoma Pines Drive be painted for No Parking due to the narrowing of the roadway.
Line and curb painting needs for 2018/19 as every two years though some may be painted by handyman.
3. No Parking signs installed on Sonoma Pines Drive and added at lower end SP Dr. by Tuscan Villas.
4. \$1,000.00 budget for 2018 / 19 approved.
5. Townhall for Carrington/Butt well attended (four way stop pending 2018).

Business Arising Out of the Minutes

1. Clubhouse Rental Agreement revision include Parking request
2. May Newsletter contained information on Solicitors as well as Parking and Manual garage door openers.
3. Chair to be copied information from Block Watch for info purposes and information on keeping ones' home safe was included in Mays Newsletter

New Business

1. Speeders and resolve options (lower speed limit, speed bumps, painted crosswalks) discussed with Newsletter as best option.
2. Traffic Control for car show June 29 – not needed as route defined along with parking on Terraro.
3. Properly securing Clubhouse after use – unwanted visitors included in recent Newsletter.
4. Trespasser on Pine Vista with photos e-mailed out and RCMP advised with a file open.
5. Chair asked about Other Items and Paul asked about Lower Gate access with discussion on Siren Operation System and FD lock boxes.
6. 2018 meeting dates: August 20 and Oct 22 at 09:30.

Next Meeting August 20 at 09:30 am though Chair unavailable (in AZ).

Adjournment

Chair adjourned the meeting at 10:35.

Recorded by

RE Scruton, CTR

Chair

Terms of Reference Communications Committee

Committee Members:

Chair: Brenda Evans. Members: Maggie Gilmour

The purpose of the Communications Committee is to provide a tool for Sonoma Pines homeowners to contribute ideas, articles, or comments to the Committee or Council members. Such submissions will be managed and/or published on a monthly basis in the Sonoma Pines Sun Newsletter, the Sonoma Pines website <http://www.sonomapines.info/> the community bulletin board. The Communication Committee will also administer the community Google calendar (the Social/Clubhouse Committee will update those calendar events held in the clubhouse).

- The newsletter will serve to push information out to homeowners on a monthly basis and the website to pull them in, providing a forum for community dialogue and information on historical publications, community governance and general interest stories relating to our community.
- The email account sonomapinesinfo@gmail.com will provide a weekly update via a topical link format that residents can quickly review.

All community communications will be channelled through the Communications Committee.

Content for Newsletter:

- Profiles on council members, volunteers and people in our community
- Articles on activities and places of interest to SP homeowners: experiential and non-promotional in nature i.e. restaurant reviews (not ads), articles on local hikes that homeowners have enjoyed (authored by SP residents)
- Updates on committees and their initiatives
- Notifications of updates to Sonoma Pines governance
- Letters to the editor as well as editorials and discussions on potential changes to rules and regulations
- Community events and photos
- Community Calendar

Note: articles / publicity will be limited to Sonoma Pines community events

Sonoma Pines Email

Email for the community. The Communication Committee will maintain the mailing list (based on the most current list from property manager) and the admin rights. This is tested over a few months to determine how many residents are utilising. Initially published 15th of each month with one sponsor. The format, frequency and advertising to be discussed.

Email and Newsletter Distribution:

Given the number of people in Sonoma Pines that do not have email access or functional computers do we want to set up distribution stations i.e. real estate-like plastic listing boxes alongside mailboxes?

Content for Bulletin Board

- Current issue of the SP Sun Newsletter and key community and clubhouse contact information
- Posters and notices of upcoming events (max size 1 page, 8" x 11"), classified/want ads
 - general guidelines for ads: limited to residents, no business ads (max size ½ page 8" x 5")

- Ads will be dated for expiry 30 days from posting
- Complete guidelines to be posted on the Bulletin Board. Contact John Scott at jdscott650@gmail.com

Content for website: sonomapinesinfo@gmail.com

- A forum for community dialogue and events
- A “library” of historical publications, minutes, financials, bylaws, community governance etc.
- Community links: restaurants, area activities, book reviews and other general interest topics

Newsletter / Website Advertising

- Newsletter we offer two annual banner ads at a price of \$750 to cover the cost of production.
- Advertising limited to two advertisers to optimise community content and reduce clutter.

Submission Guidelines:

Please submit articles in Microsoft Word format, other submit via email. All articles will be edited (to a minimum). Suggest a maximum of 400 words. Lengthier articles may be abridged with full version published on the website.

Photos for the newsletter should be accompanied by an email listing the names of those in the photograph as well as the acknowledgement by the person submitting the photo that they have permission of those in the photo to publish in the newsletter.

Website Discussion Guidelines:

It is the intention of the Communications Committee to allow as much freedom as possible to have relevant discussions on the community site. However, we are also responsible to ensure that discussions stay polite, safe and relevant. Comments will not be published live but moderated by the site administrators so all users can participate without fear of intimidation by other users, or being subjected to offensive content.

The Communications Committee will have final say on all content. Homeowners may, of course, approach Council if they disagree with the decision of the Committee. Constructive input or criticism is the best way to help shape our communication plans and improve the community. Please email enquires or comments to SonomaPinesNews@gmail.com and including your name and telephone # to ensure a response. If you wish your comments to be made public please let us know. Anonymity is assured if you specify this.

Deadline:

Deadline for submission of articles is the 20th day of the month prior to publication. Publication date will be the first of each month.



SONOMA PINES

Sonoma Pines Homeowners Management Ltd.

Welcome Committee

Meeting Minutes

Location: Clubhouse

Date & Time: June 12, 2018 - 4:00pm

Attendance

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

Absent: Shari Bouzane, Linda Morris

Minutes Prepared By: Kim Reid

- 1) Welcome Orientation session was attended by a total of 5 homes.
Next orientation session date to be determined as need arises.
New packages made up with up to date contact information of the new board members.

- 2) Volunteer Appreciation Event
Date set at September 17th. This will hopefully include the snowbirds that leave in October. It will also allow us to utilize the patio as the weather is "usually" very nice in September.