



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
August 2, 2018**

NAMES	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL ADDRESSES
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	403-803-4334	bevanssonomapines@gmail.com
Bob Scruton	Director	▪ Safety & Security	250-707-4677	b_scruton@telus.net
Michael Trenn	Director	▪ Landscaping & Irrigation	250-768-7207	matrenn1@gmail.com
Tom McEwen	Director	▪ Clubhouse/ Social Committee	250-768-3439	tommc.strat@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, Brenda Evans, Bob Scruton (via Zoom), Michael Trenn

Absent: Tom McEwen, Terry Cross

On behalf of Coldwell Banker Horizon Realty:

Mike Makin, Katelyn Peters

1) Approve the Agenda – several items were added to the agenda.

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 July 5, 2018 to be approved.

Seconded and CARRIED with all in favor.

3) Correspondence- four pieces of correspondence were received and moved to the in camera session.

4) Committee Reports

- a) **Clubhouse Committee** – nothing major to report
- b) **Communication Committee** – nothing major to report
- c) **Finance Committee** – Bryon Dickie reported that investigation into financial statement audit is still ongoing.

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

Seconded and CARRIED with all in favor.

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

5) Coldwell Banker Operational Update – Kanina Wright has officially passed her position on to Katelyn Peters. All strata adjustment fees for April, May & June were processed on July 1st. Regular strata fees will commence August 1st. CSC interviews are still ongoing.

6) Alteration Agreements

MOTION: The Board approves the following new alteration applications.

Seconded and CARRIED with all in favor.

- a) **3692 Sonoma Pines Drive – installation of awning** – approved subject to neighbours' consent being obtained in writing.
- b) **2101 Candalera Place – installation of awning** – approved subject to neighbours' consent being obtained in writing.

7) Alteration Agreements – Deferred

MOTION: The Board approves the following alteration applications which were previously deferred.

Seconded and CARRIED with all in favor.

- a) **2403 Mesa Vista Court** – installation of new A/C unit
- b) **2169 Madera Court** – installation of pergola
- c) **4107 Solana Place** – installation of hot tub

8) Old Business

- a) **Lawn behind clubhouse to be used for fitness activities** – denied because non-residents would be using clubhouse
- b) **Flag protocol** – protocol has been uploaded to the website under clubhouse committee. The SPHMA Chairperson and two additional Board members agree to half mast the Clubhouse Flag on any occasion that they feel is appropriate. It is also recommended that Remembrance Day be observed annually by half masting the same flag.

9) New Business

- a) **Homeowners Insurance**- At our AGM in May a concern was raised by one of the homeowners that some insurance brokers/companies had not updated the named insured on the liability portion of some homeowner policies.

The Board undertook to look into this matter and it raised more questions than answers in many cases.

The Board has spoken to the following companies and individuals with respect to this issue to get a better understanding of what we recommend to our homeowners regarding home insurance.

Leane Stier - BFL Insurance,

Jennifer Nicholson - Valley First Credit Union,

Adrienne Staley - Pihl Law,

Peter Borszcz – Pihl Law

Barry Porrelli - Porrelli Law

Bob Bassett - homeowner, and lawyer involved with the original wording of the head lease and sub-leases.

Facts:

Sonoma Pines is a development located on Westbank First Nation's land. The Lease of the land is governed by the Headlease that was signed on May 12, 2003 between Her Majesty the Queen in Right of Canada ("HMQR") as the Lessor and Carrington Road Holdings Ltd. ("Carrington"), as the Lessee.

The Westbank First Nation ("Westbank") is now self-governing, pursuant to the Westbank First Nation Self Government Act, SC 2004, c 17, which was enacted by the Government of Canada on May 6, 2004. In Part XI Land Rules of Westbank's Constitution, Westbank First Nation has assumed all land management powers, previously held by HMQR; therefore Westbank is now the Lessor of the lands on which Sonoma Pines is located (referred to as the "Premises in the Headlease").

On April 20, 2017, Carrington assigned the Headlease to Sonoma Pines Multi Family Management Ltd. ("Sonoma Pines") with the consent of Westbank; therefore, Sonoma Pines is now the Lessee of the Lands.

The Headlease sets out insurance requirements for the Lands in section 18

There have been many discussions between lawyers and insurance companies on Clause 18 as many companies within the insurance industry no longer adhere to some of the points within the head lease – specifically subrogation, cross liability and 30 day notice.

We also inquired if a letter of modification to the headlease was available from Westbank and we were told no.

Recommendation:

Barry Porrelli, who has been dealing with Westbank and insurance companies for a number of years, provided us with what we believe, is the best approach. His recommendation is as follows:

All homeowners continue as they have in the past with the following adjustment to the liability section of their individual insurance policies:

1. That Westbank First Nation and Sonoma Pines Homeowners Management Ltd. be named insured on the premises liability portion of your homeowner policies

Additionally our Multi-Family homes and Common areas are covered under our commercial insurance policy with BFL and we meet and exceed the necessary insurance requirements. Multi-Family homeowners require contents and liability coverage as before, plus the named insured clause noted above.

Please visit the Sonoma Pines website and click on the insurance section for additional information on what may prudent for homeowners, or contact your individual broker for coverage options.

b) Lot 347 Lease – SPHML provided a wish list to WFN with regards to Lot 347. Negotiations are still ongoing.

The Board took a five minute break at 10:10am

10) In Camera

11) Termination

The meeting was terminated at 10:45 am

12) Next Board 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 **September 6th, 2018**.

SPHM LTD Landscape/Irrigation Committee
Meeting Minutes
Friday, July 12 at 9am
Clubhouse – Lower Level

1. **Call to order:** The meeting was called to order at 9:05am
2. **In attendance:** Judith Gregson, Gary Spears, Brent Voss, Bruce Dierk, Dagmar Leuenberger-Swift & Mike Trenn, Board of Directors Liaison. **Regrets:** John Fawcett & Leslie Padwick
3. **Recap of role of Board of Director Liaison:** Board liaison Mike Trenn described his role as follows:
 - a. To review procedures and decisions of the committee
 - b. To assist in improving the work load of the committee volunteers
 - c. Interface with the HOA Board of Directors
 - d. Identify areas where various HOA committees can work together to solve problems that may arise
 - e. Clearly identify who is the appointed chair of the committee
 - f. Assist in systemizing issues with landscaping /irrigation.
4. **Committee resignations and additions:** Suzanne Larouche has resigned from the landscape & irrigation committee. Dagmar Swift has offered to participate as interim chairperson until a more permanent candidate can be found.

Motion made to appoint Dagmar Leuenberger-Swift as chairperson for the landscape/irrigation committee. Second and upon vote. **Carried.**

5. **Approval of Minutes of the last meeting:** Motion made to approve. Second and upon vote. **Carried.**
6. **Additions/approval of agenda:** Motion made to approve. Second and upon vote. **Carried.**
7. **Landscape:**
 - a. **Outstanding issues:** An update on any outstanding landscape issues will be requested from Suzanne LaRoche
 - b. **Protocol:** The revised landscaping inquiry form was reviewed. The form now gives owners additional information to assist them in completing the form. Many thanks to Suzanne Larouche for her time spent on revising the form.
 - c. **Additional landscaping projects:** A concern was raised over additional landscaping projects being completed by Ashai. Where should the directive for additional projects originate, is this part of the committees mandate to review and prioritise projects, and what is the budgeted amount for these projects. Inquiries will be made to determine the process.
 - d. **Overgrown ground cover:** It was noted that the Juniper bushes throughout the multifamily and common areas are overgrown with dead undergrowth and overtaking adjacent plantings. This condition makes repairs to the irrigation difficult.
The committee will undertake a reconnaissance of the juniper bushes and submit a report to the board with recommendations for remediation of the bushes.
8. **Irrigation repair costs:** A review of the year to date irrigation repair costs was made.
9. **Xeriscape Oval Garden update:** Xeriscape Oval Garden report for July 12, 2018. We are very pleased to see that some of the xeriscape plants have started blooming and now we have some colour from the coneflowers. The plants look healthy and are growing larger and stronger as the summer progresses.

SPHM LTD Landscape/Irrigation Committee
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We thank our dedicated group of volunteers who been taking good care of the garden on their weeding schedule every 2 weeks. We are still planning on mulching the entire garden before the fall.

We have made a few adjustments to the water requirements. We feel that for the first year we need to give it a little bit of water every two weeks. We have had a shut off valve on the main sprinkler installed, (thank you Gary Sears) so that when we feel we need water, we can turn it on manually. This seems to be the best solution for now until the plants well established. We are pleased to be able to show how we plan to move forward with water conservation.

Please enjoy the garden as it really starts to flourish over the summer months.



10. Irrigation:

Report:

Irrigation Committee – Contemplated Actions and Impending Questions

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Mapping

- Continue updating the mapping showing what clocks and battery clocks are controlling what areas of watering – for how long and how many gallons per watering period are they using.
- We should develop a troubleshooting guide in conjunction with the map – show where valves are located (photos of the valve and valve box could be included in the manual)
- We must continue to update the list of addresses and locations that are served by clocks and battery clocks.

Water Conservation

In order to have a plan to reduce SPHOA costs or at least keep the costs where they are, the irrigation committee needs to obtain all consumption quantities from the water purveyor and the current method of calculating the costs associated with the consumption.

- We need to see the asset management (depreciation) report that was completed by the maintenance committee. This will help us to understand how the irrigation water and system fits into our current budget.
- Q. Does Asahi have some form of operations manual or troubleshooting guide we can incorporate into either the CSC's task list or
- Perhaps the irrigation committee could have some routine tasks or take some action on certain items.
- We need to have control of the clocks so that we can efficiently manage the water consumption.
- We need rain sensors and we need to have a centralized electronic control center where the clocks and battery clocks can be monitored, reset, shut off etc., as necessary.
- We should contact our WFN liaison to help us get some records from them.
- Q. How many meters are used by WFN for billing purposes? Where are they located? How often are they read?
- Q. How much does SPHOA pay for water annually?
- Q. Is the cost a flat rate for all water or is there a different cost for irrigation water?
- We need to have the billing explained to us.
- Q. What is the annual consumption?
- Q. Is the domestic/irrigation water a combined or separate system? If combined, should the WFN be separating this line so we don't have to pay for treated irrigated water?
- Q. Can we have a copy of the billing costs/consumption costs for the last 5 years?
- Q. Has WFN determined what their new billing system will look like?

Existing water programs

- Q. How many days per week is the complete water system working?
- Q. What is the area of the grass being watered?
- Q. Approximately how many spray nozzles are there in the system? How many gallons per hour do they use?
- Q. How many trees do we have? How much water do trees take? What are the best trees in terms of water conservation? When should trees be removed and replaced – do they become water guzzlers? Can we replace water guzzlers with water efficient trees over a period of time?
- Q. What is the area of the boulevards and we water in the complex? Do we have this broken down by street?
- Q. Are the trees and grass watered at the same time in the boulevards? If yes, is this efficient?
- Q. How many acres of land are currently being irrigated by small diameter piping (1/2") and drippers?
- Q. How many drippers or gal/hr would be used per square meter? (1m² = 10.76 sq. ft.). What is the average usage in gal/hr for each dripper? 1 gal/hr? 2 gal/hour and how long do they typically water for?

**SPHM LTD Landscape/Irrigation Committee
Meeting Minutes
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Clubhouse – Lower Level**

- a. Prepared for the landscape/irrigation committee meeting of July 12th. Brent Voss, Bruce Dierk and Gary Sears.
- b. **Irrigation and Landscape Calendar:** An update to the landscape/irrigation calendar has been requested.
- c. **Community Service Coordinator:** Committee member Gary Sears will continue to act as CSC until a suitable replacement is found.

11. Old business: None at the time of the meeting.

12. New business:

- a. **Invitation to Board President:** Board President Brian Dickie re-affirmed the mandate of the committee and requested that three items from the committee be presented to the board via the board liaison Mike Trenn. The items were to address any improvements or changes that the committee feels would enable them to be more efficient.

13. Next meeting: August 10, 2018 at 8am, lower lever board room.

14. Adjournment: Motion made. Seconded and upon vote, **Carried.**

July 16, 2018

Sonoma Pines Home Owners Management Ltd.

Minutes of July 9th Maintenance Committee Meeting

Date and Time : July 9th 2018 – 9.00am

In attendance: David Reid, Bob Nichol, Vern Valan, Glen Hemming, Terry Cross, Goze Vlasblom, Gary Sears

Absent: Vern Sarver, Nick Schritt (Nick has resigned form the Maintenance Committee)

Old Business Review

CSC Replacement Update

- We are receiving resumes from add placed in Castanet, no one selected as yet.

Fence Update

- Fence Painting – Vern
 - no update for this meeting.
- Fence Maintenance- Vern
 - – we will be setting up an Adhoc committee to review present state of fence Maintenance and Cost related to future depreciation.
- Fence repairs from recent Storm – Vern
 - - Complete
- Fence Rail Caps – Goze
 - – Goze had samples of Rail Caps that might be considered for our Wood Fences.
 - The thought was that these aluminum Rail Caps would prolong the Life cycle of our fences, but due to our varying condition of our wood fences, these caps could be used on new rail installation only.
 - Goze will attempt to get budgeting for pre cut caps that we would install our selves, all part of the Fence review that needs to done.
- New Map – Vern
 - – Vern to update present Community Fence Maps, DR to provide information.

Retaining Wall Del Mar Lane

- Completion
 - Work now completed,

2140 Serento – Sump Pump

- Furtyer review of Potential Sump required, Sprinklers have bee n cut back substantially in this area. DR to contact Owner to review option

- ...2

Side Walk / Driveway Repair 2174 Alverado

- 2174 Alvarado
- DR has contacted Contractor, work will proceed when Contractor is available.

House Painting

- Need input from Gord H.
 - – we now have RFP and Contractor Pricing for review.
 - Work will proceed when Contracts are negotiated.

Arbor / Cedar Trim Re Staining

- Need input from Gord H.
 - -- we now have RFP and Contractor Pricing for review.
 - Work will proceed when Contracts are negotiated.
 -

Mesa Vista Storm Water Drainage

- Glen Hemming Report
 - – it has been determined that there is no option to tie in currant RWL,s to existing Storm Drainage system, further review is required to propose alternate solutions and were the funds for this retro work will come from.

Telus Boxes Tripping Hazards

- Goze
 - – Goze has attempted contact with Telus, with no response,
 - He will now attempt to get a response from the Hydro supplier who installed the Access Boxes during our community development.

New Business

Street Lights

Requote replacement LED Lights Required

- Government Grant for LED Light replacement is now not available, our currant budget needs to be reviewed to confirm budgeted funds will complete the work

Eve Troughs Repairs

- Need to create list of recent Resident Complaints
Hire Contractor to repair

Road Way Cracks

- Vern Sarver and Terry Cross will contact Contractor and coordinate the work for later this summer

Lint Removal Quote

- Discuss Scope of work with Cascade
 - o – Contractor has been asked to provide a scope of work and budget for Dryer Vent Lint removal.

Preferred Contractor List

- The maintenance Committee will update our community Contractors List and Create a preferred Vendors List for the Residents information when it comes to their Individual Home Maintenance
- Contractors will include the following and any other Contractors that could be of use.
 - Eg: - Hot water tanks
 - Furnace Repairs
 - Duct Cleaning
 - Plumbing Repairs
 - Painting
 - Electrical

Glen Hemming will post request for Contractors on the SP Face book site to start the search for appropriate Contractors

Review Maintenance Calendar

Round Table Discussion

Meeting complete At 10.30 am

Next meeting will be Tuesday August 7th @ 9.am.