



Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
October 4, 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, Terry Cross, Tom McEwen, Michael Trenn

Absent: Bob Scruton

On behalf of Coldwell Banker Horizon Realty: Mike Makin, Katelyn Peters

- 1) **Approve the Agenda:** The following items were added to the agenda and there were some items that were in camera:

New Business - Snow Removal

New Business - Board Credit Card

New Business - Madera & Siringo Pathway

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 August 2, 2018 be approved.

Seconded and CARRIED with all in favor.

- 3) **Presentation by John Cole:** To encourage all Sonoma Pines homeowners to vote in the upcoming election for director seat on the Regional District of Central Okanagan Board.
- 4) **Presentation by Charlie Milazzo:** Charlie Milazzo gave a quick update regarding the current Internet outage that affected both Internet & Television service in the clubhouse.
- 5) **Correspondence:** There was no outstanding correspondence at the time of the meeting other than what is discussed in other parts of this agenda.
- 6) **Committee Reports:**
- a) **Chairman Report:** The Chairman gave a verbal report of some ongoing issues. These are excerpts from his report:
- a. The 4-Way Stop at Butt Road & Carrington Road will still proceed as scheduled but will not be as extensive as thought. No date yet has been set yet for completion, but the hope is for some time in the fall.
 - b. There has been a request from Westbank First Nations to give back Lot 347. The committee will continue ongoing negotiations with WFN. More information will be provided as it becomes available.
 - c. A meeting was held to gather the information necessary for the completion of the depreciation report. Thanks to Suzanne Larouche for her assistance in this. The next step is for a site visit by the preparer of the report, Kent McPherson which will be scheduled shortly.
 - d. SPHML is responsible for many of the repairs to Multi family units but not so much for Single family units. However, it is important that single family homes are maintained to the standards required by the community. Accordingly, the Board feels that it is important to have a single-family homeowner maintenance program to inform owners when maintenance is necessary.

MOTION: Be it resolved that the Board initiates a single-family homeowner maintenance program.

Seconded and CARRIED with all in favor.

b) **Clubhouse Committee:** report attached

MOTION: Be it resolved that the Board approves an expenditure of \$1,600 to assist in building a storage room within the multi-purpose room.

Seconded and CARRIED with all in favor.

c) **Communication Committee:** The Communications Committee is currently looking for new members.

d) **Finance Committee -** report attached

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

Seconded and CARRIED with all in favor.

e) **Landscape & Irrigation Committee:** Brenda Evens has taken over as the Landscaping Committee Chair from Dagmar- Leuenberger-Swift. Report attached.

MOTION: Be it resolved that the Board consider an independent Irrigation & Water Conservation Committee.

Seconded and CARRIED with all in favor.

f) **Maintenance Committee:** report attached

g) **Safety & Security Committee:** report attached

MOTION: Be it resolved that the Board defers the implementation of a parking infraction notice until further review.

Seconded and CARRIED with all in favor.

h) **Social Committee:** nothing major to report

i) **Welcome Committee:** report attached

7) **Coldwell Banker Operational Update:** nothing major to report

8) **Old Business:**

- a. **Efflorescence issue:** Coldwell Banker will write to Travelers Insurance for assistance in dealing with this issue.

9) **Alteration Agreements**

MOTION: The Board approves the following new alteration applications.

Seconded and CARRIED with all in favor.

- a) **3903 Sonoma Pines Drive** - solar tube installation in living room.

10) New Business

- a) **Snow Removal:**

MOTION: The Board approves renewal of a contract for one year with last year's contractor, Interior Snow Removal at the same rate.

Seconded and CARRIED with all in favor.

- b) **Board Credit Card:** The Board wishes to have a credit card for ongoing monthly expenses presently being paid by the former President and then recovered from SPHML. The card could then also be used for regular expenses. Coldwell Banker will obtain a credit card.
- c) **Madera & Siringo Pathway** - The Madera & Siringo pathway in its present form could be dangerous and some improvements may be necessary. This matter is to be discussed by the Landscaping Committee.
- d) **Neighborhood break-ins** - Homeowners are reminded to lock and remove any important items from their vehicles.

The Board took a five minute break at 10:30am

Tom McEwen left the board meeting at 10:35am

11) In Camera: There was an in camera discussion on several matters with no major decisions reached.

12) Termination

The meeting was terminated at 11:38am

13) Next Board Meeting

Board meetings are held on the first Thursday of every month; at 9:00am. 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 **November 1st, 2018**.

SONOMA PINES CLUBHOUSE MANAGEMENT MEETING MINUTES

<u>Date:</u> Sept. 5, 2018	<u>Time:</u> 7:00pm	<u>Clubhouse Board Room</u>
<u>Meeting Called by</u>	Tom McEwen	
<u>Type of meeting</u>	Clubhouse Committee Meeting	
<u>Chairman</u>	Tom McEwen	
<u>Note Taker</u>	Patti Sears	
<u>Attendees</u>	Tom McEwen, Gary Sears, Al Brown, Marshall Wolski, Gerry Tonn, Ivars Dravinski, Jean Scheidl, Lorna Wright, Patti Sears, Bob Scruton (absent)	
<u>Absent</u>	Willie Riewe	

1. Exterior Lighting and continuation of lighting on Rock Wall at Clubhouse

Diagram of lighting was presented by Gerry Tonn

Add new lights around the outside of Clubhouse. CSC Company

The three back motion lights will be exchanged and leave the one in the front as a motion light

\$3,000 budget for lights, additional expenses will be covered by Social Committee

SC reported they have funds to finish the lighting of the rock wall

Action: Gerry to contact vendor to secure pricing on materials and installation

2. Update on repairs to clubhouse settling

Gary met with Rykon to get a report on the settlement of the building. Rykon is saying they won't do anything until movement stops.

Action: Dave Reid to follow up with Rykon report

3. Increase size of Refuse container to provide storage for additional seasonal equipment

Use garbage area as dual purpose inclusive of storage area, put up temporary moveable shed until repairs to the clubhouse settling issue are performed.. The shed will facilitate storage of various social committee and clubhouse assests. Shed has to have a light and switch.

Action: Marshall will do up some sketches for temporary shed. Not adding to concrete pad at this time.

Gerry Tonn will get a quote regarding the power to the shed.

4. Social Club is owed \$1400 for the cost of resurfacing the tables. They have funding for more lights.

Action: Tom to check out minutes of March meeting and report to the board if the money is owed to the Social Committee.

5. **Replacement of carpet tiles**

Social committee reported the cost of cleaning carpet tiles has ballooned to \$300. for each cleaning, and that the tiles are showing extreme wear and are in need of replacement.

Action: Lorna and Jean have contacted vendors for quotes and will report back. Needs board approval .

6. Discussion of construction of a pergola around the concrete patio to provide shade and privacy for residents

Action: Marshall to provide sketches and recommendations and cost estimates

7. **Gym Waiver and Login**

Discussed and decided to rescind the waiver, however it is still the responsibility of homeowners to sign in for security reasons

Action: Al Brown to draft up notice for homeowners to put into the newsletter

8. **Gym orientation for New Homeowner**

New people need orientation on equipment

Action: Ivar will help Al Brown with this

Procedure on Repairs

Recumbent bike needs repairs

Should maintenance come in regularly or just when a machine breaks down

Looking into getting a gentleman from Penticton or Osoyoos to do the maintenance

Preventative maintenance

Someone suggested Rocky Mountain Fitness is a reliable company

Action: Ivar will find a guy to fix the bike and talk to Bob Scruton to see who his contacts are

9. **Painting of high traffic areas in Clubhouse**

Needs touchups on walls

Doors need some work

Racks for the pool cues need to be finished off

Marshall will repair this and then touch up the paint

When flooring is done, maybe get the pool tables leveled

Darts for the dartboard

Fan in games room is working intermittently

Action: Blake- CSC Community Services Coordinator may be available for winter work

Gerry will make a list of areas to be painted

Lorna to purchase darts

Marshall to finish cue rack and make and install ball racks

Willie to look at overhead fan in games room.

10. Housekeeping

Windows cleaning budgeted \$400.00. They need cleaning and the cost should not be from the Social Committee.

Chairs may need repairs

Action: Jean will get name of window cleaner

Clubhouse maintenance budget to pay for window cleaning

Lorna is looking after cleaning supplies

Marshall will look at chairs and make repairs

New keys were given to some members and to Clean Sweep staff to gain entry into Storage room #1

Other Business

Marshall wants to put together a budget and sketches for a pergola

Look into a company to build this knowing this is very expensive

Will be brought forward and look at it at next meeting

Ivar suggests a survey to go out to homeowners to see what the response is for all the updates to clubhouse

Al Brown brought up flag protocol for discussion. Will continue discussion at next meeting on both items

Meeting adjourned at 8:45 pm

Next Meeting:

Proposed October 27 2018

Where: Clubhouse Boardroom

Time: 7pm

Duration: 1.5 hrs.

Tom McEwen

Director

SPHOMC

250.768.3439



SONOMA PINES

Sonoma Pines Homeowners Management Ltd.

Finance Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date and Time: Friday, September 21/18 – 2:30 pm

Attendance: Terry Cross, Roy Evans, Bill Dartnell, missing Brian Diemert.

Minutes Prepared by: Terry Cross

1. August statements were reviewed and accepted by the committee.
 - Terry to ask the board to accept at the Oct 4/18 board meeting
2. Investments at Valley First were reviewed and it was noted that 5 common GIC's mature in 2019 and 3 multi family GIC's mature in 2019. Valley First will accrue earned interest on GIC's to September 30, 2018. Terry will forward to CB to enter interest earned.
3. The financial calendar was reviewed for August/September. We are to follow up with Dave and Dixie re insurance providers and rate options for next years' COM and MF insurance policies.
 - Terry to discuss with Bryon
 - The finance committee will attend depreciation meetings.
4. The committee would like to know the outcome of the house fire on Medera Court; re the insurance deductible paid by SP.
 - Bryon to advise
5. Roy presented a lot of information on possible review or audited statements. He would like to present his findings in camera or at a management meeting.
 - Board to comment
6. The Finance committee would like to meet at CB to meet the accounting staff and discuss their processes in regard to SP.
 - Terry to call Mike
7. The FC would like to review current major contracts, snow removal/garbage/landscaping.
 - Bryon to provide.

Next meeting date – Thursday, October 25,18 at 9:00 am – clubhouse.

SPH Ltd Landscape Irrigation Committee

Notice of Meeting

Friday Sept 14, 201

1. **Call to Order:** Meeting called to order at 9:05 AM.
2. **In Attendance:** Dagmar Leunberger-Swift, Leslie Padwick, Brent Voss, Bryon Dickie, Mike Trenn. **Regrets:** Gary Sears, Judith Gregson, John Fawcett and Brenda Evans.
3. **Additions:** Committee Adjustments. Introduce Blake Elsasser new Community Services Coordinator.
4. **Approval of Minutes of last meeting:** Motion made to approve, seconded, voted to approve. Carried.
5. **Committee Adjustments:** Dagmar Leunberger-Swift is stepping down from her interim role as Chair but will stay on the committee. Brenda Evans has volunteered to return in October as Chair of Committee. The Committee thanks Dagmar for her service and to Brenda for stepping in as Chair.
6. Dagmar Introduced Blake Elsasser to Committee. Blake shared his background that includes construction, also experience with a Strata Association. Dagmar explained that the Committee role going forward will be more directional, than operational, while still working closely with the CSC. Blake made reference to doing a tree service review.

The Committee welcomed Blake and looks forward to working with him in his role as Community Services Coordinator.
7. **Landscape issues.** Dagmar reviewed Red Stake program. Ashai Spring and Fall pruning. No summer pruning, after March 15th. Ashai start pruning mid-September. Junipers continue to be an issue. Remediation program to be initiated. Pruning and watering at issue.
Siringo lane issues have been addressed.

Leaning tree at clubhouse: Blake will discuss with Cody Tree Services and perhaps apply some stakes to "persuade" the tree to straighten.

October 25th is deadline to turn water off.

Of note **Red Stake program cut-off date is March 15, 2019, No exceptions. Forms to come out January 2019.**
8. Bryon Dickie made reference to Community Standards, as applied to Single Family Landscaping.
9. Dagmar reported on Oval Garden Xeriscape Initiative. Watered only 3 times this season, weeding only every 2 weeks. Report was approved.

Bryon made reference to Oval Garden. Future plans for Oval Garden and Couplet Landscaping are to be made minimal as result of ongoing discussions and negotiation re Lot 347- Lease Transfer to WFN WFN development.

10. Brent reminded that Irrigation will shut off will be the week of October 21 and suggested a notification be put on Calendar. Brent is doing extensive analysis of SPHOA water usage. As a result an estimate is needed for the upcoming budget.

Going forward the following motions were made:

1. In order for SPHOA to be proactive with respect to the 2019 budget, the Landscape and Irrigation Committee recommends that SPHOA Council increase the budget allocation for the purchase of water by 25%.

Preliminary discussions with WFN indicate water costs are expected to increase significantly in the near term.

2. As a result of the increasing cost of purchasing water from the Westbank First Nation related to the costs of treating water, it is recommended that the Board take actions to quantify the current water consumption in single family, multi-family and common areas and develop a long range strategy of water conservation.

3. We recommend that the Board initiate public education forums (Town Hall meetings) with the Sonoma Pines homeowners regarding water consumption and rates and rate increases to water rates from WFN.

Blake to check with Kevin at Asahi to see if water can be shut off earlier. Blake to send out notices of shut offs to the owners.

10. Dagmar thanked Brent Voss and Gary Sears for all their volunteer time and effort on Landscape and Irrigation requirements on behalf of Sonoma Pines Homeowners. She also referred to reviewing this at separate committee meeting including a review of the report from Suzanne Larouche

11. Bryon thanked Dagmar as we all do, for her service with the Landscape and Irrigation Committee.

Meeting adjourned 10:00 AM

Next meeting Oct 12, 8:00 AM

Brenda will Chair the next meeting.

Sonoma Pines Home Owners Management Ltd.

Maintenance Meeting Sept 10thth 2018 Minutes

Date and Time : September 10th 2018 – 9.00am

In Attendance: David Reid, Bob Nichol, Glen Hemming, Terry Cross,

Absent: Goze Vlasblom, Vern Valan, Vern Sarver, Gary Sears.

Old Business Review

CSC Replacement – Blake Elsasser has been hired as the new CSC, Welcome aboard Blake.

Blake will be sitting in on Future Maintenance Committee Meetings

Fence Update

- The committee will be undertaking a entire Fence Maintenance review this fall. To establish the repair Replacement requirements over the next 5 years. The results of this review will be compared to the Community's Depreciation report.
- Community Fence Map needs updating - Vern Valan and Dave Reid to review.

2140 Serento – Sump Pump

- Original Contractor not available, Green Park Landscaping will complete this work when Retaining walls are complete.

Side Walk / Driveway Repair 2174 Alverado

- **Complete**

House Painting

- 3 Triplexs and one Duplex have been repainted.

Arbor / Cedar Trim Re Staining

- Cedar trim Re Staining is ongoing, will complete by October 2nd

Mesa Vista Storm Water Drainage

- It has been determined that there is no option to tie in currant rain water leaders (down spouts) in to existing storm lines. Further review is require to determine alternate solution, and weer funds will come from for thnjis work.

New Business

Street Lights

Duo Tech Electrical have been contracted to replace all of our Street Lights to LED,s. this work will be completed by November 15th.

Eve Troughs Repairs

- We have canvassed the residents and are creating a finalist of repair requirements.

Road Way Cracks

- Road way Crack sealing will proceed immediately.

Preferred Contractor List

Glen Hemming has created first draft of potential Recommended Contractors that have serviced residents in our community, list need to be refined and expanded prior to release.

SPD Rock wall Replacements

- Rock wall replacements are ongoing, Green Park Landscaping is approximately 50% complete.

Review Maintenance Calendar

- **Still to be completed this year are Roof inspections, Eavestrough repairs, Stucco repairs, and Snow Removal RFP.**

Next Meeting will be Monday October 1st @ 9.00 am



**Sonoma Pines Homeowners Management Ltd.
Safety & Security Committee Meeting August 20, 2018 Minutes**

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive
Date & Time: August 20 at 10:00 am
Present: Mike Trenn SPHOA, Nick Schritt, Darrell Belamy, Paul Kaiser
(Chair) George Legget
Regrets: Charlie Malazo, Bob Scruton
Prepared By: Paul Kaiser

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
2. Line and curb painting needs for 2018/19 as every two years thought some may need to be painted by handyman (CSC)
3. \$1,000.00 budget for 2018/19 approved
4. Speeders and resolve option discussed with the Newsletter as best option. Do not want to spend some funds (@ \$300.00 for two Flex Speed Signs as per e-mail August 13 Ped-Zone Signs. Should we do so, we need to see if the No Parking Signs and labour were charged to our account that were installed/moved by Gord earlier this year. We have/had \$1,000.00 budget for the year. Katelyn checking to see if funds available.

Business Arising Out of the Minutes

1. Chair to be copied information from Block Watch for info purposes and information on keeping ones home safe was included in Newsletter
2. Town Hall Meeting (Four Way Stop at Carrington/Butt / Sonoma Pines Drive. The Safety and Security Committee hopes the intersection of Carrington / Butt / Sonoma Pines Drive with a 4 way stop will minimize the problem of this intersection. This decision did not fall under the guidelines of the Safety and Security Committee.
3. Lower Gate Access. A brief update of the Siren Activation System for the lower gates was given. Mike Trenn was to contact either EMS or fire to test the system. It is unknown at this time if the system currently installed at the gate is active or not.

New Business

1. Items and Budget for 2019/20 budget
Members of the Safety and Security Committee are to consider future budget and be prepared to introduce and discuss any items at our October 22nd meeting.
2. December Meeting Date - December's will be decided at the October Meeting, as December is a very busy time and scheduling for the entire committee may be challenging.

3. Update on Punctured RV Tires - there is a correction to the agenda as the above incident took place in Solana Place. Darrell Belamy reported that the person involved did report this incident to the RCMP. It was felt this was a random incident and not targeted.
4. Safety aspect regarding the trees and foliage on the median island at the curve just before you get to the entry to Mesa Vista. Discussion regarding the intersections of Sonoma Pines Drive and Pine Vista (across from 3845 SPD) resulted in the committee going to these two locations to observe the situation. It was determined that both intersections are obstructed by bushes and /or grasses.

It is the committee's recommendation that:

- a. Mess Vista - 14 Hydreanga Plants be removed and/or replaced by ground cover plants.
- b. Pine Vista - vehicles turning left must move into Sonoma Pines Drive in order to see any approaching traffic. Recommendation is to lower the ground and remove the tall grasses. The grasses may be replaced by ground cover plants.

Next Meeting October 22 at 09:30 am.

Adjournment

Recorded by

Paul Kaiser



Sonoma Pines Homeowners Management Ltd.
Welcome Committee
Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date & Time: Sept18, 2017 – 5 pm – 8 pm

Attendance

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

Absent: Linda Morris

Minutes Prepared By: Kim Reid

1) Volunteer Appreciation Event

The event was held on Sept. 17/18 5pm to 8 pm with an attendance of approximately 85 people. Catering was done by Crumbs of Comfort and Save-on foods. Wine was supplied by Intrigue Winery and Sumac Ridge.

2) Welcome Packages and Information Session

To date we have delivered 17 Welcome packages to new homeowners. We are hosting the next information session on Tuesday October 2/18 at 4 pm and hope to have all of the new owners present. New welcome packages will be made up next week as currently there are several listings in Sonoma Pines.

Next meeting to be determined.