



**Sonoma Pines Homeowners Management Ltd.  
Board Meeting Minutes  
December 6, 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](http://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 (Via Zoom), David Reid (Via Zoom), Brenda Evans, Terry Cross, Tom McEwen, Michael Trenn, Bob Scruton (Via Zoom)

**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.

**Under Committee Reports:**

- Lot 347 Update

**Under Old Business:**

- RFP Updates

*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 November 1, 2018 be approved.

Seconded and CARRIED with all in favor.

- 3) **Presentation by homeowner of 3831 Sonoma Pines Drive re: bird feeder discussion:** Homeowner to receive a written letter from the property manager.
- 4) **Discussion with the Sonoma Pines Community Services Coordinator:** The CSC gave a short report on some maintenance issues that he dealt with during the past month.
- 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) **Clubhouse Committee:** report attached
  - b) **Communication Committee:** December's newsletter will be the last one for the year. No one has volunteered yet to take over the newsletter. Some of the Communication Committee members will be taking website training to help maintain the Sonoma Pines website.
  - c) **Finance Committee:** report attached

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

Seconded and CARRIED with all in favor.

Regarding previous discussions about having the financial statements audited, the Board has decided that it will not be necessary in light of the increased scrutiny paid to our financial statements beyond what is provided for most strata corporations. In addition to the work done by Coldwell Banker to prepare the bank statements and the bank reconciliations, Coldwell Banker is audited annually by Grant Thornton and their audit includes verification of a number of items on the Sonoma Pines balance sheet. In addition to this, we have a very active finance committee which inspects the monthly financial statements and conducts many checks and balances to ensure their accuracy.

*MOTION:* Be it resolved that the Board approves that there will not be an audit.

Seconded and CARRIED with all in favor.

- d) **Irrigation Committee:** The chairman gave a short report on the latest activities regarding the irrigation committee.
- e) **Landscape Committee:** report attached
- f) **Maintenance Committee:** report attached
- g) **Safety & Security Committee:** No written report for this meeting. The chairman advised that five new speed signs have been purchased and will be installed in the New Year.
- h) **Social Committee:** nothing new to report

- i) **Welcome Committee:** nothing new to report
- j) **Lot 347 Update:** Continuing discussions were held with WFN and more information will come forward once the Board receives it.

The Board took a short break at 10:40am

- 7) **Coldwell Banker Operational Update:** Katelyn Peters to take over performing updates to the Sonoma Pines website from Kanina Wright by the end of the year.

#### 8) **Alteration Agreements**

*MOTION:* The Board approves the following new alteration applications.

Seconded and CARRIED with all in favor.

- a) **2187 Alvarado Trail** - installation of hot tub
- b) **2187 Alvarado Trail** - landscaping alteration + installation of patio

#### 9) **Old Business:**

##### a) **Contract updates**

- 1) Asahi Landscaping Ltd. contract:

*MOTION:* Be it resolved that the Board approves a three year contract with Asahi Landscaping Ltd. Landscaping will be performed over a nine month period.

Seconded and CARRIED with all in favor.

- 2) Waste Management contract: We expect to have quotes in place by the end of January
- 3) Insurance: We expect to have quotes in place by the end of January.

- 10) **New Business:** There were no new business items added to the agenda at the time of the meeting.

- 11) **In Camera:** There was an in camera discussion on several matters with decisions reached.

#### 12) **Termination**

The meeting was terminated at 11:35am

#### 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 February 7th, 2019.



## Sonoma Pines Homeowners Management Ltd.

Report to Board from Tom McEwen Director Clubhouse Management Committee

The Committee is pleased to announce the completion of upgrades to outdoor lighting which provides increased security via perimeter lighting of the building and walkways. Outdoor plugs and conduit were installed by vendor to building code which provides ease of access to plug in seasonal decorations.

Additional storage is now constructed and finished with the room to store seasonal decorations, pop-up tents and equipment used to facilitate Social Club activities for the community. Labour and materials were funded by net proceeds from Social Committee Community events. No cost to homeowners.

A request for persons with interest in researching for a commercial carpet cleaner that would meet the needs of the carpet cleaning of the clubhouse was sent out to committee members with varied response. Item will on agenda for the next meeting

The Committee is meeting to discuss reducing cleaning supply costs by better management of inventory and consumption of cleaning supplies.

Clubhouse Director/Chairman is working together with Vice President Reid to forge a path forward with principles of Rykon Construction to remediate clubhouse settling issues. We will update when information becomes available.

This concludes my report for November 2018

Tom McEwen  
Director  
Chairman  
Sonoma Pines Clubhouse  
Management Committee



**SONOMA PINES**

**Sonoma Pines Homeowners Management Ltd.**

**Finance Committee Meeting Minutes**

**Location:** Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

**Date and Time:** Thursday, November 29/18 – 9:00 am

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

**Minutes Prepared by:** Terry Cross

1. Old business from the October 29, 2018 Finance Committee meeting reviewed.
  - Rycon monthly dues of \$158.33 are being reviewed for payment for this fiscal year by Mike Makin.
  - The MF gutter cleaning expensed to CRF will be corrected to operating expense by Mike Makin in November.
  - Major contracts for 2018/19 are still being established.
2. October Financials have been reviewed and a few minor changes and codes to be corrected in November. Ask board to accept.
  - FC to confirm that the October expense for COM & MF Landscaping is the last one for this year.
  - FC would prefer to show the budget for landscaping next year to the financials to reflect the actual expense for each month. ie: Dec/Jan/Feb would show zero budget. Because landscape expense is a big item better reflect our monthly budget comparison cash flow.
3. As audit consideration memo was reviewed and will be presented at the next board meeting.
4. The current reserve fund reconciliation for COM & MF was reviewed to October 31 and all balances to Financial Statements. It is noted the \$200,000.00 expense from April 17, 2018 was a new MF Investment at Valley First Credit Union.
5. Rockwall status is still not completed, to advise later.
6. Timeline for Budget planning.
  - Terry to discuss details with Bryon Dickie and report back.
  - Terry to ask CB for a print out of Fiscal 2018 details for each expense item. To begin gathering information to be given to each committee.
7. Financial Calendar for November
  - The FC is to initiate full insurance appraisals with Kent MacPherson as it is required every 3 years and will be needed for the 2019 Depreciation Report.
8. Meeting adjourned.

Next meeting date – Thursday, December 20, 2018 at 9:00 am – clubhouse.

Landscape Committee Meeting  
Thursday, November 15, 2019 at 11:00 am  
SP Clubhouse meeting room

Attendees: Mike Trenn, Brenda Evans, John Fawcett

Absent: Dagmar Leuenberger-Swift

Minutes of the previous meeting were approved.

1. Expenditures to Date

There are projects approved for work that will occur during the winter months and/or spring. These include tree branch removal at fence line that interfere with homes in Sonoma Pines and the juniper removal along Siringo and a couple other plants throughout the community.

2. Landscape Issues – current

landscape issues other than those listed in Item #2.

3. New Business

- The Landscape Committee Mandate has been revised and accepted by committee. To be attached to minutes to submit to the Board of Directors.
- During the winter months the committee will review and catalogue all approved plants and trees in our community to identify the water needs and drought tolerance of each.
- The Annual Calendar of Events for Landscape has been revised and accepted by committee. To be attached to minutes to submit to the Board of Directors.
- The No Trim/Red Stake program has been updated and the form revised. To be attached to the minutes to submit to the Board of Directors.
- The revised forms and documents after Board approval will be posted to the website for use, reference and document repository.
- Considerable discussion was held regarding the upcoming landscape contract award to ensure we have considered all concerns and are prepared to review and negotiate to the best value for homeowners.
- Leslie Padwick has resigned from the committee effective immediately, however, she is always ready to be a participating volunteer for project work.

4. Next meeting date –

Resume formal meetings in April 2019. Will meet and have to develop budget and present budget considerations for next year.

## Landscape Committee Responsibility

October 2018

Reporting to the Sonoma Pines Homeowners Management (SPHM), the Landscape Committee is responsible for the following:

Recommend and revise, as needed, the species of plants, perennials and trees for our community;

Recommend pruning guidelines for trees;

Recommend trimming guidelines for shrubs and perennials;

Recommend tree, shrubs and hedge height in the community;

Participate in the process to secure the grounds maintenance contractor;

Oversee the landscape contractor's responsibility and operating procedures;

Recommend, amend or change guidelines and procedures for adherence by homeowners;

Liaise and assist other committees and their members to facilitate the function of project and routine operations at Sonoma Pines; and

Participate in an advisory and research capacity as requested by the Board of Directors.



Sonoma Pines Homeowners Management Ltd. (SPHM)  
No Trim Program/Red Stake Program Request Form

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Address

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Homeowner's Name

Our landscape service provider conducts trimming in three scheduled times a growing season: spring, summer and fall. Trimming in the spring and fall are mandatory for all homes while homeowners may opt out of the summer trim only.

Residents who opt out of trimming in the summer trim agree as follows:

- Single family residents are responsible to trim all vegetation in their lot as per the Bylaws of SPHM.
- Multi family residents are encouraged to trim vegetation in beds adjacent to their residence, driveways or pathways.

**General Terms**

- This program is voluntary, and residents may withdraw from the program at any time. Notice must be given to the SP assistant at the office in the Clubhouse.
- All gardening activity must comply with the Bylaws of SPHM.
- The committee reserves the right to withdraw a resident's participation for non-compliance of program.

**Note:**

- Participants must sign up annually by April 15. No exceptions.
- Red stakes may be picked up at the SP office during regular hours.
- Red stakes will be picked up after the fall trim.
- A red stake must be displayed in the front and back of the home.

By signing below:

I/we acknowledge that I/we have read and understand the rules and regulations of SPHM and the landscape requirements. I/we will abide by the regulations and assume the care of my/our gardens apart from lawn cutting.

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Signature

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Date

## Landscape Committee Annual Calendar of Events

January 2019

<p style="text-align: center;"><b>January</b></p> <ul style="list-style-type: none"><li> Begin budget preparations</li><li> Revise plant &amp; tree list</li></ul>	<p style="text-align: center;"><b>February</b></p> <ul style="list-style-type: none"><li> Budget work continues</li><li> Notice for “no trim” program to homeowners</li></ul>
<p style="text-align: center;"><b>March</b></p> <ul style="list-style-type: none"><li> Budget deliberations</li><li> Present updated plant list to homeowners</li><li> Grounds and irrigation start up</li></ul>	<p style="text-align: center;"><b>April</b></p> <ul style="list-style-type: none"><li> No Trim program cut off – April 15</li></ul>
<p style="text-align: center;"><b>May</b></p> <ul style="list-style-type: none"><li> Add/remove plants in oval garden</li><li> Re-convene monthly meetings with CSC</li><li> Annual General Meeting</li></ul>	<p style="text-align: center;"><b>June</b></p> <ul style="list-style-type: none"><li> Weeding and maintenance at oval garden</li></ul>
<p style="text-align: center;"><b>July</b></p> <ul style="list-style-type: none"><li> Add mulch to oval garden</li><li> Mid season trim to community</li></ul>	<p style="text-align: center;"><b>August</b></p> <ul style="list-style-type: none"><li> Weeding and maintenance at oval garden</li></ul>
<p style="text-align: center;"><b>September</b></p> <ul style="list-style-type: none"><li> Trim oval garden</li></ul>	<p style="text-align: center;"><b>October</b></p> <ul style="list-style-type: none"><li> Winterize oval garden</li><li> Advise homeowners of seasonal watering shut down</li><li> Irrigation blow out begins</li><li> Fall trimming begins</li></ul>
<p style="text-align: center;"><b>November</b></p> <ul style="list-style-type: none"><li> Discuss next season plans and improvements</li><li> Leaf clean up in community</li><li> Conclude community trimming and clean up</li></ul>	<p style="text-align: center;"><b>December</b></p> <ul style="list-style-type: none"><li> Enjoy the holiday season with family and friends</li></ul>

Landscape committee meetings are held the third Thursday of the month at 11 am at clubhouse.

# **Sonoma Pines Home Owners Management Ltd.**

## **Maintenance Meeting November 2nd 2018 Minutes**

**Date and Time: November 2nd 2018 – 9.00am**

**In Attendance: David Reid, Bob Nichol, Terry Cross, Blake Elsasser, Vern Sarver, Goze Vlasblom**

**Absent: Vern Valan**

### **Old Business Review**

#### **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.
- Vern Sarver, and Blake Elsasser agreed to review all Fences within our community and report on condition, maintenance requirements and timing of fence replacements. Task targeted to be complete by end of December.

#### **Still outstanding**

##### **2140 Serrento – Sump Pump**

- Original Contractor not available, Green Park Landscaping will complete this work when Retaining walls are complete.
- No change to date.

#### **Still Outstanding**

##### **House Painting**

- 3 Triplexs and one Duplex have been repainted.
- Terry Blake and Goze to do a community review to establish house painting requirements for next year.
- Targeted completion, end of November

##### **Arbor / Cedar Trim Re Staining**

- Cedar trim Re Staining is ongoing, will complete by October 2<sup>nd</sup>
- Terry Blake and Goze to do a community review to establish house trim staining requirements for next year.
- Targeted completion, end of November 2nd

**Mesa Vista Storm Water Drainage** - It has been determined that there is no option to tie in current rain water leaders (down spouts) in to existing storm lines. Further review is required to determine alternate solution, and where funds will come from for this work.

Still outstanding, we are awaiting a decision from CHOA to determine next steps.

### **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 15<sup>th</sup>.

### **Work is complete**

### **Eve Troughs Repairs**

- We have canvassed the residents and are creating a final list of repair requirements.
- A contractor has been engaged to perform all eve trough repairs, what does not get complete this season, will be completed in the spring.

### **Road Way Cracks**

- Road way Crack sealing will be postponed till next year, will start in the spring as weather permits.

### **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.

Bob, Blake and Terry to assist in the creation of this list.

Targeted date for this list is end of January 3rd

### **SPD Rock wall Replacements**

- Rock wall replacements are ongoing, Green Park Landscaping is 100% complete. With a few deficiency's.

### **Club House Solar Option**

- Goze reported out on the option of installing Solar Panels that would generate power to supply the needs of the Clubhouse, and possibly sell back to the grid.
- Unfortunately with the set up of power displacement in our subdivision, this option would not be possible.
- Goze will investigate the possibility of a standalone solar option for the Clubhouse.

## **New Business**

### **Snow Removal**

Interior Snow and Ice has been contracted again this year to perform Community Snow removal, we will need a discussion with IS&I to review plowing priority's and expected conditions.

### **Dog Station**

- 1 new Dog Station has been installed close to the upper Mail Boxes on Sonoma Pines Drive.

### **New Maintenance Shed for Community Gator and Materials**

- We are creating a budget to be reviewed and voted on at AGM to cover the cost of a Maintenance Shed created from a Sea Container. This container will be placed in a new area that will be created in the upper RV Area.

### **Review Maintenance Calendar**

- Still to be completed this year are Roof inspections, Eavestrough repairs, Stucco repairs.

**Next Meeting will be Monday December 3rd @ 9.00 am**