



Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
February 7, 2019

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 & Landscaping	403-803-4334	bevanssonomapines@gmail.com
Bob Scruton	Director	▪ Safety & Security	250-707-4677	b_scruton@telus.net
Michael Trenn	Director	▪ 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 9:05 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

Present: Bryon Dickie (Via Zoom), Brenda Evans (Via Zoom), Tom McEwen (Via Zoom), Michael Trenn, Bob Scruton (Via Zoom)

Absent: Terry Cross, David Reid

1) **Approve the Agenda: The following items were added to the agenda.**

Under Old Business:

- Mesa Vista Dry Wells

Under New Business:

- Ron Derrickson Letter

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 December 6, 2018 be approved.

Seconded and CARRIED with all in favor.

3) **Correspondence:** There was one outstanding item added to the agenda and was moved to in camera discussion.

4) **Committee Reports:**

- a) **Clubhouse Committee:** report attached
- b) **Communication Committee:** nothing to report
- c) **Finance Committee:** there was no January Finance committee meeting. The December 2018 financial statements will be approved at a later date.
- d) **Irrigation Committee:** report attached
- e) **Landscape Committee:** nothing to report
- f) **Maintenance Committee:** no report was provided for this meeting.
- g) **Safety & Security Committee:** report attached
- h) **Social Committee:** nothing to report
- i) **Welcome Committee:** nothing new to report

5) **Coldwell Banker Operational Update:** Nothing major to report. Work will soon begin on this year's budget.

6) **Alteration Agreements**

MOTION: The Board approves the following new alteration applications.

Seconded and CARRIED with all in favor.

- a) **2135 Madera Court-** Deck Extension

7) **Old Business:**

- a) **RFP for Garbage and Recycling:** Garbage Recycling RFP to be signed with a 'request' to have seasonal counts in 2019 and adjust the 2020 numbers to reflect those counts.

MOTION: Be it resolved the Board approves a two-year contract with Waste Connections Ltd.

Seconded and CARRIED with all in favor.

MOTION: Be it resolved the Board approves the following that Mike Makin is to sign the Waste Connections Ltd. contract on behalf of Sonoma Pines.

Seconded and CARRIED with all in favor.

- b) **Insurance Quotes:** The Board to approve insurance quotes at the March 7th Board meeting. Expiry is March 31, 2019
- c) **Proof of Loss Form:** The Board asked that Mike Makin follow up with homeowner regarding the deductible payment of \$5000 and that the amount owing should be paid before March 31st. If payment is not received before March 31st, the Board will initiate legal action against the homeowner.

MOTION: Be it resolved the Board agrees to ask Mike Makin to sign the proof of loss form on behalf of Sonoma Pines. This is to finalize the insurance claim for the last year's fire.

Seconded and CARRIED with all in favor.

- d) **Efflorescence Issue:** Tom McEwen, David Reid and Bryon Dickie to meet with Rykon in regards to the efflorescence issue. The strata manager continues corresponding with the warranty company but is not optimistic.
- e) **Mesa Vista Dry Wells:** The Maintenance committee to look further into this matter.

8) **New Business:**

- a) **Marijuana in Sonoma Pines:** There was a Board discussion on the marijuana issue. The Board will do more research on this issue and may consider bringing a new bylaw to a future general meeting.
- b) **Speculation Tax Letter from WFN:**

MOTION: Be it resolved the Board agrees that Coldwell Banker email a speculation tax letter from WFN to all homeowners.

Seconded and CARRIED with all in favor.

- c) **Two Traffic Accidents:** There have recently been two traffic accidents on our property, one at the front entrance and one across from the clubhouse. The strata manager and the CSC are working with the respective insurance companies to arrange repairs.
- d) **Sonoma Pines Credit Card:** Coldwell Banker to obtain a Sonoma Pines credit card to assist with regular monthly expenses.
- e) **Letter from Lawyer Re: Bylaws:**

MOTION: Be it resolved that a letter from our lawyer regarding our bylaws confirms their enforceability although they are not to be registered.

Seconded and CARRIED with all in favor.

- f) **Ron Derrickson Letter:** Ron Derricksons request to meet in his hands to schedule as he wasn't available when Board members were.

9) **In Camera:** There was an in camera discussion with a decision reached.

10) **Termination**

The meeting was terminated at 10:35am

11) 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 **March 7th, 2019**.



Sonoma Pines Homeowners Management Ltd.
Sonoma Pine Clubhouse Management Committee Meeting

Meeting Minutes of December 6th 2018

Present; Tom McEwen, Gerry Tonn, Lorna Wright, Jean Scheidl

Absent: Al Brown, Ivars Dravinskis, Gary Sear, Patti Sear Charlie Milazzo

Meeting commenced 1900 hrs.

Topic: Cleaning Supply Management

Discussed and agreed that all cleaning supply inventory be stored in Storage room #1. and drawn upon as required. All ordering and any outside vendors services must be approved by the Chairperson.

Members toured storage room #1 to see existing inventory.

A maximum / minimum system has been set up to assist with inventory management.

Upper and lower supplies are stored together in storage room #1. Cleaners are to ensure adequate inventory and supplies are maintained upstairs as per the contract. Tom will arrange for members to have a copy of cleaner's duties.

Topic: Exterior Lighting

Discussed current exterior lighting improvements and agreed the lighting is adequate and increases building security through illumination. Request to install motion sensors in upstairs washrooms. Approved.

Topic: Carpet Cleaner

Discussed the purchase of a professional grade carpet cleaner extractor which will meet the needs of the clubhouse. Request to set budget \$1500. Approved. To be submitted as 2019 budget item. Lorna to look into.

Topic: Bulletin Board

It was discussed and agreed only information pertaining to Homeowners is allowed to be posted on the board through Katelyn Peters. Commercial advertising or solicitation of any type is in violation of current by-laws

Meeting Adjourned: 20:00 hrs.

I'm currently on the road and forgot my notes at home, if anyone else has anything to add please let me know, otherwise these are the minutes of this meeting. Next meeting will be held in April 2019. Any questions? I'm available on-line.

Enjoy the Holidays

Regards

Tom McEwen

Director/Chairman Sonoma Pines Clubhouse

Management Committee

MINUTES OF MEETING - JANUARY 14TH, 2019
SONOMA PINES Irrigation & Water Conservation Committee

Present: Brent Voss, Gary Sears, Mike Trenn, Blake Elsasser

Guest: Dave Reich from Evergreen Irrigation

Agenda

1. Call to Order: 11:02 AM
2. Additions to Agenda – added items to new business.
3. Adoption of December 11, 2018 minutes MSC
4. Mike introduced Dave Reich of Evergreen who is interested in our RFP.
 - a. Dave wanted to get a general idea of what the committee's long and short term goals were. Good discussion and Evergreen is very familiar with our system and would be well suited for the work. Mike thanked Dave for coming to the meeting. Dave left the meeting at 11:40.
5. Financial Report – by Mike Trenn
 - a. Irrigation budget is \$75,000. Same as 2018

Common	\$15,000
Multi-family	\$40,000
Asahi	\$34,500 (Within new contract)
 - b. Mike to ask Terry with respect to the 2018 budget of \$40,000, how much is remaining.
 - c. Mike to check with Terry to see if we can have up to date financials for our meetings.
 - d. Mike checked Asahi/Evergreen 2018 invoices and could not see obvious double charging. The invoicing was confusing but looked to be in order.
 - e. Invoices received? None for 2019 yet. Usually start receiving invoices in April or perhaps middle of March.
 - f. Mike did a tally of the irrigation invoices (Asahi extra work) for 2018. Total was \$11,207.00 for 117 invoices. We hope to realize some savings this year with better control on work orders and doing some first responding on minor items.
 - g. Recommendation/approval of invoices. It was agreed the committee would like to be apprised of the invoicing at our monthly meetings but would not necessarily get into invoice by invoice approvals which would be too time consuming and inefficient. Blake will be able to handle the invoicing through the work order system.
 - h. Discussion on parts and work area. C-can will be installed perhaps in one of the RV parking areas with one end used for parts for CSC.
6. Old/Unfinished Business
 - a. Request for Proposal Update

- i. Some interest and questions from a couple of contractors. Some follow up will be undertaken by Blake to encourage bidders. Our system is complex and might be overwhelming for some contractors. Committee to review contractor statements as they come in.
 - b. Send out 2019 Irrigation and Water Conservation Action Item Calendar Mike to send draft for review to committee.
 - c. Water Conservation. Committee is still working on obtaining a total volume of water used. There is no master meter installed for the development. WFN has indicated they may install one this year. Until it is installed we are unable to quantify Sonoma Pines total usage. This is important to know, so that we have a bench mark from which to determine conservation savings. There are meters in multifamily and single family residences but we are currently charged lump sum for water and sewer.
- 7. New Business
 - a. Correspondence -NONE.
 - b. Blake to request updated January 14, 2019 MF package data from Asahi.
 - c. WFN water and sewer increases? Discussion on what approach to take with respect to upcoming increases – Residents association or WFN rep at our Board Meeting?
 - d. Blake to request a quote from Evergreen to replace Clock 4.
- 8. Adjournment – 1:00 pm
- 9. Next Meeting Feb 18th, at 11 am

Sonoma Pines Irrigation & Landscape Calendar

rev.July 23

<p style="text-align: center;">JANUARY</p> <ul style="list-style-type: none"> • Review 20-year projected expenditure worksheet. • Send out RFP's for irrigation services if required 	<p style="text-align: center;">FEBRUARY</p> <ul style="list-style-type: none"> • Review & update Irrigation information on the Community Website. • Begin budget preparations. • Discuss startup schedule with contractor • RFP Irrigation and Water Conservation Review with Next Steps
<p style="text-align: center;">MARCH</p> <ul style="list-style-type: none"> • Notify all Residents of irrigation start up schedule 	<p style="text-align: center;">APRIL</p> <ul style="list-style-type: none"> • Start-up of all Multi-Family, Single Family, and common areas systems • Perform all repairs as required found during startup • Office send out irrigation schedule notice • Review Irrigation Invoices
<p style="text-align: center;">MAY</p> <ul style="list-style-type: none"> • Start weekly meetings with CSC and Irrigation committee • Review irrigation Invoices 	<p style="text-align: center;">JUNE</p> <ul style="list-style-type: none"> • Review Irrigation Invoices
<p style="text-align: center;">JULY</p> <ul style="list-style-type: none"> • Review irrigation Invoices 	<p style="text-align: center;">AUGUST</p> <ul style="list-style-type: none"> • Review Irrigation Invoices
<p style="text-align: center;">SEPTEMBER</p> <ul style="list-style-type: none"> • Review irrigation Invoices 	<p style="text-align: center;">OCTOBER</p> <ul style="list-style-type: none"> • Winterize all irrigation infrastructure. • Review Irrigation Invoices with Total for Year.
<p style="text-align: center;">NOVEMBER</p> <ul style="list-style-type: none"> • Conduct meeting with all Irrigation staff and contractors to discuss past season operating issues. 	<p style="text-align: center;">DECEMBER</p> <p>Discuss next season plans and/or upgrades</p>

NB:Schedule Irrigation Committee meetings 2 weeks prior to Board meetings



SONOMA PINES Sonoma Pines Homeowners Management Ltd.

Safety & Security Committee Minutes for December 17, 2018 Meeting

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive
Date/Time: December 17 at 13:30
Present Co-Chair Paul Kaiser, Nick Schritt, Darrell Bellamy Blake Elsasser (CSC)
Regrets: George Legett, Charlie Malazo and Bob Scruton Chair CTR
Prepared By: Co-Chair Paul Kaiser

Old Business

1. Chair advised Parking Regulations were included in recent Newsletters and Parking Infraction Notice were printed with two booklets left with CSC and office.
2. Discussion on line and curb painting needs for 2019/20 as every three years thought adequate with needed touch ups completed by handyman or CSC. Blake advised he'll be inquiring into costs for every 3rd year with budget from maintenance.
3. \$1,000.00 budget for 2018/19 approved though a line for S&S requested.
4. Speeders and resolve option discussed with the Newsletter as best option, though consideration given to other options including speed bumps, traffic calmers and road relaxers.

RECOMMENDATION: on having SPD upper entrance and lower gate wooden signs replaced with legitimate speed signs and two more installed near Clubhouse. The signs have been purchased are to be installed within the week. (COMPLETED)

Business Arising Out of the Minutes

1. Five 40Kph Speed Signs have been ordered, received and are expected to be installed by week's end replacing the wooden speed signs. Stop signs have not been ordered at this time. **Moved to Feb 18 Budget Meeting**
2. Lower gate can be opened by responders using their sirens. Chair contacted Fire Inspector Mitchell of WKFR who checked out the siren activator and found it operates correctly.
3. Request by owner to consider cell phones to activate lower gates. This person was to give us more detail and costs and as yet we have not heard back. **Moved to February 18 meeting**
4. 2019 Meeting Dates Feb 18, April____ June ____ August____ October ____ Dec _____ Recommendation the 2nd Monday . **Moved to Feb 18 Meeting**
5. Nick Schritt resigned from the Safety and Security Committee. We thank Nick for his many years of Service with this Committee

Next Meeting February 18 at 09:30 in the Boardroom.

Adjournment

Meeting was adjourned at 15:00

Recorded by

Co-Chair Paul Kaiser



Community. Leadership. Pride.

January 28, 2019

RE: **Speculation Tax on Westbank First Nation Land**

Attention Homeowners in Sonoma Pines Development

The Speculation Tax does not apply to Westbank First Nation taxpayers, as Reserve lands, treaty lands and lands of self-governing Indigenous Nations are not part of the taxable regions.

As taxpayers you pay your taxes to Westbank First Nation, therefore should not be receiving or completing any forms regarding this Provincial Speculation Tax

Information is available on our website wfn.ca

Donna Reid
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