



**Sonoma Pines Homeowners Management Ltd.  
Board Meeting Minutes  
March 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](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 9:03 a.m.

**Attendance**

**On behalf of Sonoma Pines Homeowners Association:**

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

**Absent:** David Reid

1) **Approve 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 February 7, 2018 be approved.

Seconded and CARRIED with all in favor.

3) **Correspondence:** There was no outstanding correspondence at the time of the meeting other than what is discussed in other parts of this agenda.

4) **Committee Reports:**

- a) **Clubhouse Committee:** nothing major to report
- b) **Communication Committee:** nothing to report
- c) **Finance Committee:** The Chairperson provided a verbal report to the Board.

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

Seconded and CARRIED with all in favor.

*MOTION:* Be it resolved that the Board approves the January 2019 financial statements.

Seconded and CARRIED with all in favor.

- d) **Landscape Committee:** The Chairperson gave a short verbal report to the Board. The Landscaping Committee monthly meetings will resume starting March 21st.
- e) **Irrigation Committee:** report attached
- f) **Maintenance Committee:** no report was provided for this meeting
- g) **Safety & Security Committee:** report attached
- h) **Social Committee:** The Board would like to thank the Social Committee for contributing \$1,500.00 for a carpet cleaner for the clubhouse. Happy hour will be once a month now, instead of twice.
- i) **Welcome Committee:** nothing major to report

5) **Coldwell Banker Operational Update:** nothing to report

6) **Community Services Coordinator Report:** The CSC gave a short report to the Board on some issues that he dealt with during the past month.

7) **Alteration Agreements**

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

Seconded and CARRIED with all in favor.

- a) **2233 Terrero Place-** installation of two arbors & paving stones
- b) **2127 Talavera Place-** installation of awning

8) **Old Business:** Nothing to report at the time of the meeting.

9) **New Business:**

- a) **Board Members for 2019-2020:** Several Board Members have given notice that they will be stepping down from their positions, and some new Board Members will be needed at the upcoming AGM.

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

11) **Termination**

The meeting was terminated at 9:42am

12) **Next Board Meeting**

Board meetings are generally 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 **Friday, April 12th, 2019.**

February 15, 2019

## Irrigation and Water Conservation Committee.

### Sustainable Irrigation System Improvements and Water Conservation Upgrade Program

The Irrigation and Water Conservation Committee has determined that **some work** on the irrigation system will *reduce* operational costs, water usage, and control efficiency.

In addition a Work Order System is in development for repairs and maintenance for 2019 Irrigation Season. This will directly have a positive impact on the efficiency and cost effectiveness of this program. All requests for service by Evergreen will be forwarded to Blake by Asahi. Evergreen endorsed this proposal. Committee will meet with Landscaping and discussion with Asahi.

Consensus of Committee, CSC and Evergreen that a project of this type be started at Startup of Season, for best effect.

The Irrigation and Water Conservation Committee recommends awarding the system improvement work to Evergreen Irrigation as all the money we spend will go directly to improving the system, whereas with the other two contractors most of the money we spend would be for the contractor to gather information and propose recommendations only. We are confident that Evergreen Irrigation is very familiar with the system and that they know where work needs to be completed without more information gathering.

### **Evergreen Irrigation – Proposal Estimated Cost \$10,500 for Budget 2019**

The Irrigation and Water Conservation Committee has prioritized the following work items in order of highest impact for money spent.

1. Install rain sensors on all 24 Main Clocks

**Details** - Installation of rain sensors on all 24 main clocks will reduce water use and prevent overwatering in certain areas where the irrigation will not operate during wet periods. This will also save on labour costs as manually adjust clocks during wet periods will not be required.

Installation of an environmental monitor on Clubhouse Park irrigation clock (as this is a large area) will adjust automatically to all environmental factors, not just rain.

2. Troubleshoot Battery Clock installations and remove as many Battery Clocks as possible and reconnect the zone valves to the main clocks.

**Details** - There are 42 battery clocks installed in the system. These clocks were installed where the control connection between the zone valve and main clock has failed. The problem with these clocks is they

don't operate as reliably as with the main clock control. They need to be adjusted and each individual in-ground location to change run times or troubleshoot which is labour intensive.

Options to repair a battery clock could be a simple wire reconnection, or new control wire will need to be trenched in. There is a labour cost to troubleshoot the problem for each battery clock location.

There are a couple battery clock clusters that will be a priority.

3. Replace some nozzles to lower flow or lower coverage nozzles to reduce water waste

**Details** - Some nozzles either spray water outside the design area or the flow is too high through the nozzle resulting in excess watering. Changing nozzles will reduce water use and cover areas more efficiently.

4. Replace some spray units with non-draining models as this will prevent the zone from draining after shut-down

**Details** - Installation of these nozzles at specific locations will prevent certain zones from draining after each shut-down. This will reduce water consumption and also prevent water hammer during start-up as the piping system will be pressurized at start-up.

5. Install water meters at all irrigation connections (5) to track water usage.

**Details** - Installation of water meters at all irrigation connections to the domestic water system will help to monitor water use. Meter installations will be a good-to-have options when our water costs start to escalate and help to monitor use and possible water leakage.

*Metering could be done at later budget year as it becomes a priority.*



**Sonoma Pines Homeowners Management Ltd.  
Safety & Security Committee Minutes for February 19, 2019 Meeting**

**Location:** Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive  
**Date/Time:** February 19 at 10:30 am  
**Present:** Co-Chair Paul Kaiser, Blake Elsasser (CSC) Rob Taylor and Larry Presta

**Regrets:** Chair Bob Scruton, Darrell Bellamy, Charlie Milazzo  
**Prepared By:** Co-Chair Paul Kaiser

**Welcome:** The Committee welcomed two new members Rob Taylor and Larry Presta. A brief overview updating the new members as to our issues we have been working on over the past year.

**Old Business**

1. Blake Elsasser (CSC) gave a report on cost for line and curb painting needs for 2019/20

RECOMMENDATION: That on going line painting and road maintenance be moved to the Maintenance Committee

2. Additional Speed signs to replace existing wooden ones.

RECOMMENDATION: That the 4 Speed signs that have been installed along Sonoma Pines Drive are adequate and that additional signage is not required.

3. Replace Wooden Stop signs with regulation signs

RECOMMENDATION: That as a private community we have no enforcement powers. We rely on respect for others. As a private community we do not require legal MOTI signage within the community. **The committee is recommending no replacement of the 30 existing wooden stops signs.**

4. Request by resident to consider cell phones to activate lower gates.

RECOMMENDATION: Further information is still required. PENDING

5. 2019 Meeting Dates April 15, 09:30 June 17, 09:30 August 19, 09:30 October 21, 09:30 December 16, TBD

## **New Business**

Blake Elsasser updated the committee on 2 MVC. Damage to personal property. Cost are expected to be handled by ICBC. Blake is in the process of getting 2 damage estimates.

**Next Meeting April 15 at 09:30 am in the Boardroom.**

## **Adjournment**

Chair requested meeting be adjourned at 11:35 with those present agreeing.

## **Recorded by**

Co-Chair Paul Kaiser

SPHM/Committees/Safety & Security/2018/SPHM S&SC Dec 17 2018 Meeting