



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
April 12, 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 9:00 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

Present: Bryon Dickie, David Reid, Brenda Evans, Terry Cross, Tom McEwen, Michael Trenn, Bob Scruton

Absent: None

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

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

Alteration Agreements:

- Single Family House Painting

Old Business:

- Efflorescence Issue

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 March 7, 2019 be approved.

Seconded and CARRIED with all in favor.

3) **Correspondence**

- a) **Letter from WFN- Hotel Application:** Sonoma Pines provided a response to a letter received from WFN.
- b) **Revised Rental Restriction Bylaw:**

MOTION: Be it resolved that the Board has approved updates to the bylaws. Homeowners that rent out their home and violate the bylaws will be issued a \$500.00 fine for every 7 days they are in violation.

Seconded and CARRIED with all in favor.

- c) **Owner Feeding Birds:** Coldwell Banker to send a letter to a second homeowner who is feeding birds contrary to the bylaws.

4) **Committee Reports:**

- a) **Clubhouse Committee:** nothing to report
- b) **Communication Committee:** The Communication Committee may have a volunteer to take over the monthly newsletter. More information will follow when available.
- c) **Finance Committee:** report attached

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

Seconded and CARRIED with all in favor.

- d) **Landscape Committee:** report attached
- e) **Irrigation Committee:** Irrigation Committee to look into the Mesa Vista Court water issue. Report attached.
- f) **Maintenance Committee:** The Chairperson gave a short verbal report to the Board.
- g) **Safety & Security Committee:** no report was provided for this meeting
- h) **Social Committee:** report attached
- i) **Welcome Committee:** nothing to report

5) **Community Services Coordinator Report:** The CSC gave a short report to the Board on some of the issues that he has been dealing with during the past month including:

- 1) Snow clearing
- 2) Garbage collection
- 3) Street sweeping
- 4) Two car accidents

6) **Alteration Agreements:**

MOTION: The Board approves the following new alteration applications.

Seconded and CARRIED with all in favor.

- a) **2108 Del Mar Court-** installation of paving stones
- b) **2203 Terrero Place-** installation of retractable phantom screen.
- c) **Single Family House Painting:** All homeowners must submit an alteration application before painting the exterior of their home.

7) **Alteration Agreements – Deferred**

- a) **2380 Mesa Vista Court** - installation of hot tub - incomplete application
- b) **2235 Terrero Place-** landscaping alteration + installation of paving stones - incomplete application
- c) **2187 Alvarado Trail-** installation of cedar arbor - incomplete application

8) **Old Business:**

- a) **Efflorescence Issue:** Letter to be sent to Rykon in regards to this issue. Action: Mike Makin

9) **New Business:**

- a) **Introductory CPR/AED Course:** Sonoma Pines is planning on offering a first aid course and it will be free to all homeowners. More information to follow.
- b) **Gym First Aid Kit:** Sonoma Pines to purchase and install a first aid kit in the clubhouse gym.
- c) **New Zoning Proposal from WFN:** A committee organized and arranged by the Board President will meet with WFN.
- d) **Insurance Renewal/CRF Loan:** Going forward an insurance committee will be established by the Board for review of Sonoma Pines insurance policies. If homeowners are interested in volunteering please contact the strata manager.

MOTION: Be it resolved that the Board approves borrowing up to \$270,000 from the multi-family CRF to assist with paying the insurance premiums. It is to be repaid by the end of the fiscal year.

Seconded and CARRIED with all in favor.

- e) **AGM & Budget Preparation:** The Board discussed and finalized the 2019-2020 budget and all of the preparations for the upcoming May Annual General Meeting. The Budget Town Hall is scheduled for May 7th at 7:00 p.m. and will be at the Clubhouse.

The Board took a short break at 11:13 a.m.

- f) **Marmot & Rodent Control:** The Sonoma Pines Community Services Coordinator will now take care of all the marmot issues, which will result in a cost savings.

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

11) Termination

The meeting was terminated at 12:31 p.m.

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 2019 AGM is scheduled for Wednesday, May 15th at Westbank Lions Hall. Further details to be communicated to all owners.

The next Board meeting will be **May 2nd, 2019.**



Sonoma Pines Homeowners Management Ltd.

Clubhouse Monthly Report

April 4, 2019

Currently there's not a lot to report as Settling Issues with the Clubhouse are being addressed by Rykon Construction and their Contracted engineering company. Next step is to insert a camera in the perimeter drain at the base of the foundation to check for water retention and or damage to the drainage piping. Will follow up with more information in next monthly report.

Report of glass doors fogging up and possible seal leakage. Blake advises it was a temporary issue which has corrected itself.

CSC reports he has completed a yearly maintenance schedule for the clubhouse .

Repairs to games room overhead fan, and the installation of four motion detector switches in the upstairs/ downstairs washrooms will commence Monday April 8 2019.

An accident in the gym was reported and investigated. Clubhouse Chairperson met with homeowner to discuss injuries sustained and what happened. Accident was preventable. Homeowners and guests are reminded to use all equipment in a safe and efficient manor to prevent injuries.

Social committee has provided the financial statement for 4th quarter October, November and Dec 2018. 1st quarter Jan- March 2019. See attached documents.

Chairperson will schedule a meeting in April with Clubhouse Management Committee to discuss procurement of commercial carpet cleaner funded by the Social Committee.

Tom McEwen

Director

Chairperson

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, March 28 – 9:00 am

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

Minutes Prepared by: Terry Cross

1. Old business from the Finance Committee meeting reviewed.
2. February Financials have been reviewed and accepted. The bank statements for February have not been received yet.
3. It was noted the quarterly invoice for utilities from WFN and the final snow removal costs for the season were not in the February month end.
4. Terry to ask the maintenance committee if we have any results of electrical cost savings from the street light conversions.
5. The Reserve Fund reconciliation worksheet was reviewed.
6. The SP investments were reviewed. It was noted that 8 of our investments mature in 2019, starting June 1. Due to the current financial climate the committee will talk to Credit Union and Banks to get their advice on what type and terms of investments they would suggest.
7. The current SP insurance quotes, with the huge increases were discussed.
8. Meeting adjourned.

Landscape Committee Meeting
Thursday, March 21, 2019 at 11:00 am
SP Clubhouse meeting room

Attendees: Brenda Evans, Dagmar Leuenberger-Swift, Mike Trenn
Regrets: John Fawcett

Minutes of the previous meeting were sent to committee members for review.

1. Expenditures to Date
Other than the monthly contract costs for Asahi, no expenditures for this season .
2. Landscape Issues – current
No current issues.
3. Old Business
 - The perennial plant list review is complete. All plants meet current criteria for drought resistance and gardening zone tolerance. The tree and shrub plant list will undergo the same type of review.
 - The Red Stake program was reviewed and Blake was brought up to date on the program.
4. New Business
 - Discussed the notice to be sent to homeowners regarding the yard waste pick up program.
 - High level discussion regarding the pin oaks along the boulevard.
 - The oval garden will be mulched this season after the perennials have shown through. There was also discussion to have the amount of water put on the garden to be decreased even more this season.
 - Mike Trenn attended the meeting to bring us information regarding the work that has been done regarding irrigation. He spoke of the work his committee hopes to get done this year to repair function problems in the system. He updated the group on the recent meeting with WFN regarding their intent to enforce water restrictions and regulations.
5. Next meeting is April 18, 2019 at 11:00 am

Irrigation & Water Conservation Committee

MONTHLY MEETING MINUTES

MARCH 11TH, 2019 AT 3999 SONOMA PINES

Present: Gary Sears, Mike Trenn, Blake Elsasser

Guests: Krista Derrickson, Manager of Operations, WFN

Agenda

1. Call to Order: 11:04 am
2. Adoption of January 14th, 2019 minutes MSC
 - a. Welcome Krista Derrickson - Discussion on WFN activities for 2019.
Krista outlined the following points:
 - i. A residential bulk water meter will be installed near Carrington – pending relocation determination of the one way couplet at entrance. They will bill based on the consumption recorded on this new meter. Sonoma Pines will have to determine how to bill internally.
 - ii. New rates for 2020 should be determined by end of April but are subject to several meetings of Band Council and rate payers information sessions before implementation. WFN has one of the lowest rates for consumption in the valley. Any increase will seem like a huge hike as their rates have been historically low.
 - iii. A flat rate to a specific volume of water use is being considered by WFN, with rates increasing into another “tier” for consumption in excess of the water allotment established by the WFN. This type of system is used by Municipal water systems. The decision on the rates and format have not been finalized, however.
 - iv. January 2020 would be the earliest we will see rate increases and likely be no increases for three years after that – pending grant approvals and water treatment plant cost confirmation.

- v. WFN is considering putting up mock invoices on their website for public information. The public would check their current consumption at their address and would be able to see what future water costs will be based on their current consumption.
- vi. RDCO waste water rates are not slated for increases this year.
- vii. Grant application by WFN has been completed and final approval should be known by the end of May. If the grant is fully funded there would be no extra costs passed on to the WFN consumers.
- viii. All 496 Sonoma Pines residences had meters required at time of construction but currently there are many residences that they have no meter information for. This could be due to antennas being disconnected or absent, or the meters were never installed. Krista asked that Sonoma Pines investigate the residences that do not have water meter information as they use the information to help them identify inefficiencies in their system and identify over consumption by block or by residence. Brent has a list of these residences which was forwarded from WFN that can be referenced.
- ix. WFN will continue to read meters in Sonoma Pines monthly and bill quarterly. They will notify residents of excessive over use in the future.
- x. WFN intends to enforce their water bylaws this year. Regulations attached. Notices will go to Sonoma Pines Home Owners Association if action and/or follow up is needed on a residence by residence basis.
- xi. Any new meter installations required will have to be Neptune meters that are compatible with their reading apparatus.

3. Financial Report – by Mike Trenn

a. Budget

- i. Clarification of Board Approval of 2019 funds for Committee – coming in April. Minimum will be \$15,000 for common and \$25,000 for multifamily. We have asked for \$7500.
- ii. There is about \$4300 remaining in the 2018 budget.

2018 funds to be utilized for:

1. Rain sensors have been ordered (15)
2. Control clock ordered for clock #4
3. Battery clock wiring: Blake to coordinate with Doug of Evergreen for field review. Up to \$1000 for this item. We will then review how far we have gotten and perhaps authorize more field review.

iii. Invoices received - none.

4. Old/Unfinished Business

a. Evergreen Contract

- i. Award – interim approval – Blake to coordinate with Evergreen.
- ii. Notice to other bidders – Blake has contacted the contractors about our intentions.
- iii. Discussion on strategy for works.
 1. Mike has made request to Landscape Committee to help us determine areas of problem watering and update on their xeriscaping plan. Liaising with this committee is important. Mike and Blake to attend maintenance meeting and discuss projects etc and to notify of WFN watering bylaws.
 2. Our committee should take an active role in determining water problem areas as well as obtaining reports from the Landscape committee.
- iv. Meeting with Asahi to review watering schedules. Blake to discuss with Kevin of Asahi at start up to keep water levels low and to discuss WFN bylaws on watering days. How will this affect the landscaping?

b. 2019 Calendar done – was sent to Katelyn and put on community web page – Mike to follow up with the Board on this. No date confirmed for start up of irrigation as yet.

5. New Business

a. Correspondence

- i. Arizona water conservation notes received from Brenda Evans. Some of these tips can be incorporated into our conservation tips.
 - b. Water Conservation objectives/Action plan for 2019/2020
 - i. Strategy – Manage consumption as proposed in the Prioritized Irrigation Improvement Upgrade Plan, submitted February 15. Clarification at March 7 Board meeting that first 4 items of recommendation were priorities as minimum requirement for 2019/2020. Item 5 were referring to Meters for Phase 2 of project.
 - ii. Implement WFN Water Regulations for Water Conservation.
 - iii. Notices to owners about their meters.
 - 1. Direction needed from the Board on what to do with the 90 or so meters that are not hooked up.
 - c. Water Conservation tips – to be tweaked and reviewed before sending out. Gary to review and update and forward to the committee for review at the April meeting and perhaps included in the community newsletter or webpage.
 - d. Other – thank you note to be sent to Krista Derrickson for attending our meeting and bringing very useful information. – Brent to forward an email.
- 6. Adjournment 1:27pm.
- 7. Next Meeting – April 8th 11 am

WFN Watering Regulations:— Sprinkling is only permitted at residential, commercial, and other non-agricultural properties as follows:

- Even numbered addresses: Watering is only permitted on even calendar days
- Odd numbered addresses: Watering is only permitted on odd calendar days
 - Automatically controlled underground sprinkling systems (residential and commercial):
- Properties equipped with an automated time clock sprinkler system may only sprinkle between the hours of 12:00 a.m. to 6:00 a.m. on the days permitted by the sprinkling regulations as described above.
 - Manually controlled sprinklers (residential & commercial):
- Properties equipped with only manually controlled sprinkling systems, including those attached to outside taps, may only operate from 6:00am to 11:00 a.m. and from 6 p.m. to 12 a.m. on the days permitted by the sprinkling regulations as described above.
- Sprinkling is not permitted between the hours of 11 a.m. and 6 p.m. during any day at any time of the year
- Only one ½ inch diameter outlet (outside tap) may be used at any time for sprinkling, and further, it is not permissible to use an open pipe or hose for irrigating purposes
Under certain situations, such as drought conditions, protection of works and the efficiency of the system as a whole, and whereby determined by the WFN Utility Department, additional stages for regulations may be imposed, and are in effect until determined by the WFN Utility Department.

Minutes of Social Committee Meeting March 6th 2019

Attendees: Lorna Wright, Jean Scheidl, Sue Dravinskis, Sandi Bellamy, Connie Rendell

Absent: Heather Bishop, Wendy Delaney, Linda Morris, Linda Hardy, Gail McEwen, Pat Huber, Lynne Laird

ST PATRICK'S: Sandi suggested that we do a couple of games this year to make it a bit more interesting, such as Irish Trivia. Sandi will look after this. We have some \$10 Tim Horton's Gift Cards that we will use as prizes.

Lorna and Jean will go shopping for the gift basket and napkins. We have rolls of green tablecloths in the basement.

Set up is 3:00pm

TRIVA NIGHT: Sandi & Sue will take care of the questions. Copies will be printed off at Shoppers Drug Mart for 10 cents a copy. Sandi will buy the wine for prizes.

CARPET TILE: Lorna has a lead on a carpet supplier that can get us a quote on commercial grade carpet tiles to replace the present ones. We would need to get more than 1 quote. If we are still interested in pursuing this, then we would need to take it to the Clubhouse Mgmt Committee and then the Board.

TRAVEL REIMBURSEMENT: It was brought up at the meeting that at some point volunteers drive out of their way to pick up things, i.e. Costco for our events. But, as we are all volunteers most of us feel it is not necessary to be compensated for their expenses. If you feel that it is necessary, it was decided upon that we follow the government guidelines and use the rate of 55cents per km.

50/60's: Dinner will be Spaghetti and Meatballs plus a white sauce Pasta dish that Connie had tried and thought would be good. Connie will get the recipe. There will also be Caesar Salad, Garlic Bread and our Ice Cream Sundaes & cookies (only 1 jar of Chocolate sauce needed).

Cost will be \$10 per person

There will be 2 prizes for best costume

4 Spot Dance prizes

Raffle

Lorna to do poster

GOLF TOURNAMENT: As Terry Burkholder and Jim Diachuk are not doing the tournament this year, Lorna will put it out in the next Upcoming Events this week. Hopefully someone will be interested as it would be a shame to no longer have this popular event (and fundraiser)

Next meeting – Monday April 8th 7pm

Social Committee Financial Report – 4th Quarter Oct, Nov, Dec 2018

	Bank Account	Petty Cash
Opening Balance October 1 st	15,737.34	374.86
October: Revenue	515.00	1,182.50
Expenses	1,631.55	956.45
November: Revenue	861.20	390.35
Expenses	1,360.60	265.30
December: Revenue	200.00	1,177.40
Expenses	1,742.23	817.05
Closing Balance December 31 st	12,579.16	1,086.31
TOTAL	\$13,665.47	

Social Committee Financial Report – 1st Quarter Jan, Feb, Mar 2019

	Bank Account	Petty Cash
Opening Balance January 1st	12,579.16	1,086.31
January: Revenue	60.00	91.85
Expenses	850.13	294.55
February : Revenue	522.00	165.00
Expenses	17.60	452.35
March: Revenue	185.00	225.00
Expenses	15.00	103.95
Closing Balance March31 st	13,346.16	1,568.16
TOTAL	\$14,914.32	