



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
June 13, 2019**

NAMES	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL ADDRESSES
David Reid	Board Chairman	<ul style="list-style-type: none"> ▪ Maintenance, WFN, Coldwell Banker, Pihl Law 	250-826-3751	davidr.strata@gmail.com
Brenda Evans	Vice Chairman & Secretary	<ul style="list-style-type: none"> ▪ Communications & Landscaping 	403-803-4334	bevanssonomapines@gmail.com
Greg Marshall	Director	<ul style="list-style-type: none"> ▪ Safety & Security 	403-852-4095	gregmarshall@gmail.shaw.ca
Michael Trenn	Director	<ul style="list-style-type: none"> ▪ Irrigation & Insurance 	250-768-7207	matrenn1@gmail.com
Tom McEwen	Director	<ul style="list-style-type: none"> ▪ Clubhouse/ Social Committee 	250-768-3439	tommcstrata@gmail.com
Terry Cross	Treasurer	<ul style="list-style-type: none"> ▪ 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 David Reid at 9:00 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

Present:, David Reid, Brenda Evans, Tom McEwen, Michael Trenn, Greg Marshall

Absent: Terry Cross

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

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

Under New Business:

- Lot 347 Update
- Website Update
- Insurance Committee

MOTION: The agenda to be approved as amended.

Seconded and CARRIED with all in favor.

2) Election of Officers

MOTION: The Board ratified the election of officers at an earlier management meeting as follows:

David Reid - Chairman
Brenda Evans - Vice Chairman & Secretary
Terry Cross - Treasurer
Greg Marshall - Director
Tom McEwen- Director
Michael Trenn - Director

3) Previous Minutes:

MOTION: The minutes for the Board Meeting of May 2, 2019 be approved.

Seconded and CARRIED with all in favor.

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

5) Committee Reports:

- a) **Clubhouse Committee:** nothing major 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 contingency reserve fund statements for March 31, 2019.

Seconded and CARRIED with all in favor.

- d) **Irrigation Committee:** Report attached for the Irrigation Committee. All Sonoma Pines homeowners are being advised not to alter the irrigation time clocks. Should any homeowners have any irrigation concerns, please contact the Community Services Coordinator.
 - e) **Landscape Committee:** report attached
 - f) **Maintenance Committee:** The Chairperson gave a short report on the latest activities regarding the Maintenance Committee.
 - g) **Safety & Security Committee:** nothing to report
 - h) **Social Committee:** report attached
 - i) **Welcome Committee:** report attached
- 6) 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) Common property maintenance issues
 - 2) Sonoma Pines entrance gate
 - 3) AED/CPR training course was a huge success
 - 4) Emergency irrigation contact list

5) Two first aid kits have been purchased and installed in the clubhouse and fitness room AED boxes.

7) Alteration Agreements

MOTION: The Board approves the following new alteration applications.

Seconded and CARRIED with all in favor.

- a) **2133 Madera Court** – installation of sidewalk blocks
- b) **3705 Sonoma Pines Drive** – installation of sun shelter
- c) **2163 Talavera Place** – installation of awning
- d) **2205 Terrero Place** – installation of doorbell cam & peephole
- e) **2144 Serrento Lane** – installing glass window insert into front exterior door

8) **Old Business:** There were no old business items added to this agenda.

9) New Business:

- a) **Lot 347 Update:** The Sonoma Pines Board is still in ongoing discussions with WFN.
- b) **Website Update:** The Sonoma Pines website is being reviewed and will be updated with new and current information.
- c) **Insurance Committee:** The Board has agreed to establish a brand new Insurance Committee. Mike Trenn will chair the Insurance Committee and will have 4/5 members. An initial meeting will be called within the next few weeks.

The Board took a short break at 9:55am

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

11) **Termination:** 10:35am

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 **July 18th, 2019**.



SONOMA PINES

Sonoma Pines Homeowners Management Ltd.

Finance Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date and Time: Friday May 31, 2019 – 9:00 am

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

Minutes Prepared by: Terry Cross

1. Old business from the Finance Committee meeting reviewed.
2. April Financials have been reviewed and accepted. It is noted that the budget is not included yet and the Strata fees and CRF monthly fees and the SF landscape recovery are still to be adjusted to the new rates
3. Mike Makin will be asked to charge last years Telus for the mid gate to designated funds at \$13,155.90
4. The new CRF spreadsheets will be attached to our April financial package for discussion. Perhaps quarterly updates for this year if agreed to. Send to all homeowners?
5. The financial calendar was updated for 2019/20
6. We reviewed the financial summary in the new depreciation report and will input for next years budget.
We noted the depreciation report estimated interest earnings do not factor in the current CRF accounts and the insurance borrowing in multi-family which attracts little or no interest.
7. We are having current discussions with Valley First Credit Union re GIC's maturing in June. We will give quarterly interest accruals this year for investments.
8. Meeting adjourned.

Sonoma Pines Common
Contingency Reserve Fund Summary
Year ended March 31, 2019

	<u>Actual</u>	<u>Budget</u>
CRF Balance, April 1, 2018	1,402,952	1,402,952
Monthly contributions	223,044	223,440
Expenditures (below)	(237,309)	(251,250)
Interest earned	20,940	21,044
CRF Balance, March 31, 2019	<u><u>1,409,627</u></u>	<u><u>1,396,186</u></u>

Expenditures by budget category

Retaining walls	199,139	200,000
LED Street Lighting	29,700	30,000
Concrete sidewalk maintenance	6,742	5,000
Clubhouse rock wall lighting	861	3,000
Sanitary flushing	-	5,000
Catch basins	-	8,250
Fence Gate	867	-
	<u><u>237,309</u></u>	<u><u>251,250</u></u>

Sonoma Pines Common
Contingency Reserve Fund Summary
Three months ended June 30, 2019

		<u>Actual</u>	<u>Budget</u>
CRF Balance, April 1, 2019		1,409,627	1,409,627
Monthly contributions	20,833	62,500	62,500
Expenditures (below)		-	(35,250)
Interest earned		-	28,770
CRF Balance, June 30, 2020		<u>1,472,127</u>	<u>1,465,647</u>

Expenditures by budget category

Sea Container maintenance shed		-	10,000
Fences, repairs and maintenance		-	12,000
Sanitary flushing		-	5,000
Catch basins		-	8,250
		<u>-</u>	<u>35,250</u>

Sonoma Pines Multi Family
Contingency Reserve Fund Summary
Year ended March 31, 2019

	Actual	Approved Budget
CRF Balance, April 1, 2018	936,197	936,197
Monthly contributions	218,063	218,063
Expenditures (below)	(55,951)	(68,500)
Interest earned	15,033	14,043
CRF Balance, March 31, 2019	<u>1,113,342</u>	<u>1,099,803</u>

Expenditures by category

Exterior wall and trim painting	25,095	25,000
Wood accent, pergolas and fascia	17,903	18,000
Roofing inspection	-	3,500
Roofing repairs	-	5,000
Driveways and patios	-	6,000
Superstructure and foundation	5,954	11,000
Del Mar Lane retention wall insurance deductible	7,000	-
	<u>55,951</u>	<u>68,500</u>

Sonoma Pines Multi Family
Contingency Reserve Fund Summary
Three months ended June 30, 2019

	Actual	Approved Budget
Balance, April 1, 2019	1,113,342	1,113,342
Monthly contributions	18,333 55,000	55,000
Expenditures (below)	-	(42,500)
Interest earned	-	17,074
Balance, June 30, 2019	<u>1,168,342</u>	<u>1,142,915</u>

Expenditures by category

Exterior wall painting and door trim repair	-	24,000
Wood accent, pergolas and fascia	-	15,000
Roofing inspection		3,500
	<u>-</u>	<u>42,500</u>

Irrigation & Water Conservation Committee

MONTHLY MEETING AGENDA

MAY 27TH, 2019 AT 3999 SONOMA PINES DRIVE

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

Guests: none

1. Call to Order: 9:03 am.
2. Adoption of April 29TH 2019 minutes M/S/C
3. Financial Report – by Mike Trenn
 - a. 2018 Budget – Clock 4 change out and rain sensor installations were done with remaining 2018 budget funds.
 - b. Budget 2019/2020
 - i. \$35,000 is approved (\$10k for common and \$25k for multifamily)
 - ii. Capital expenditures aka Water management improvements. \$7,540 is approved.
 - iii. We have Climate Logic Sensor, Rain sensors budget available in this years budget.
4. Old/Unfinished Business
 - a. 2019 Evergreen Contract (Capitol program)
 - i. Battery clock removals – **Blake and Gary to meet with Doug early in June** to review the battery clock removals and Climate Logic Sensors. They can go ahead but will report back to committee before proceeding.
 - ii. Meeting with Doug (our capitol contractor) and Asahi to be set up to review water conservation objectives and schedules.
 - b. Asahi correspondence/barriers to conservation – sent to the Board.
 - c. Water Conservation Tips – **Gary to amend** the tips to reflect larger volumes savings for next meeting.
 - d. Discussion on irrigation workshop for single family users to be set up for 2020 irrigation season.
 - e. Standardized list of materials – Doug to be given list of materials and he can recommend models, types etc. for: Sprayers, nozzles, rotors, drip heads, solenoid valves, flow control valves, back flow preventors, pressure reducing valves. Battery clocks and main control clocks. Blake should also try to have inventory on some of the items in our possession. Work in progress
 - f. **Blake to talk to Vern Valon** regarding electronic inventory and updating the irrigation system in AutoCAD.

- g. Landscape committee meeting. We need to encourage the landscape committee to remove dead trees and revise/check the irrigation. Minutes to be forwarded to Landscape Committee **(Mike)**.
 - h. Metering plan (main lines). Maps have been printed. Maps to be verified and updated to finalize a metering plan. Ongoing.
 - i. **Blake to continue** adding breaks and repairs to map in his office.
 - j. WFN exemption for system operations. **Mike to review** the wording in SPHOA Bylaws. Is WFN aware of our bylaw?
 - k. Non functioning meters – **Mike to get approval** from the Board to send out notices to the individual owners. The data sheet will be forwarded to Mike by Brent.
 - l. No contact from WFN on water rates, installing bulk meter etc.,
5. New Business
- a. Asahi extras. MIKE TO SEND BRENT INFO TO ADD IN HERE.
6. Adjournment at 10:55 am.
7. Next Meeting – Jun 24th Monday at 9 am. Last Monday of the month.

**Sonoma Pines Homeowners Association
Landscape Committee Meeting
Thursday, May 16, 2019
10:00 am, SP Clubhouse**

Present: Brenda Evans, Dagmar Neuenberger-Swift, John Fawcett, Mike Trenn, Blake Elsasser

Minutes

Approval of previous minutes

Expenditures to date

- \$450 for a truck load of Organic mulch that will be used in the oval garden and throughout the community.

Customer Service Coordinator Report

- Blake reported on the general queries he has received from homeowners such as cutting back trees for view, tree replacement, irrigation repairs he has attended to.
- The committee and Blake discussed general questions regarding bylaws and if homeowners disregard the bylaws.

Oval Garden

- The oval garden will be mulched on May 28. The extra mulch will be used around the community.
- A few plants were replaced after the harsh winter. The lavenders from the front gate area were transplanted to the oval garden. The perennial Turkestan onion bulbs survived the winter.
- The garden has been edged with recycled rubber bricks courtesy of Jim Swift. Thanks Jim.
- The garden is doing well and now is set to grow for the summer with minimal care or water.

New Business

- No new business at this time.

Old Business

- Discussion was held regarding the health and future of the oak trees along SP Drive. We will need to determine our options and other costs involved regarding the trees.
- The plant and tree lists for Sonoma Pines has been revised with considerable time spent to research the best options for our community. The list will be presented to the Board for approval and broadcast to homeowners.

Irrigation

- Mike Trenn attended the meeting to update our committee on what is happening with irrigation. He also wanted clarification on what irrigation work was covered by Asahi in their annual contract with SP.

Next meeting date – June 20, 2019 at 10:00 am.

Minutes of Social Committee Meeting May 29, 2019

Attendees: Lorna Wright, Jean Scheidl, Sandi Bellamy, Gail McEwen, Wendy Delaney, Linda Hardy

GARAGE SALE: Jean reported that a profit of \$731.00 was made at the Garage Sale Event..

It was decided that peeling the wieners and cutting the onions the night before the sale was a benefit to be continued as it saved time for the Hot Dog Sale the next day.

Gord and Calvin warmed (toasted) the buns and this should be continued as it made the buns less likely to fall apart and people seemed to like the buns this way.

Also it was suggested that, in the future, to serve the Hot Dogs in paper holders. Jean has bought 200 for next year.

Lorna has purchased new strut signs from Amazon for the signs next year.

Chilli Cookoff: This Event will be limited to 60 people plus the Contestants and Social Committee.

The Rules for the Contestants are:

- Each Contestant is to make a large Crockpot full of chilli
- Contestants must be at the Club House by 3:30 for setup
- Each Contestant must name their Chilli and advise Lorna so she can make the signs
- Each Chilli will remain Anonymous
- Contestants will be reimbursed \$20.00 for food costs incurred.
- All tastings are to be blind tastings

It was decided to use the Red Solo Cups which Sandi will pick up. She should get approximately 400 cups.

Lorna will print up 70 Ballot forms at Shoppers Drug Mart.

Plastic spoons will be used.

Coleslaw and Caesar Salad will be provided. Hazel has volunteered to make the Coleslaw.

Lorna will purchase 5 large bags of Romaine Lettuce as well as 2 bags of Italian Buns. She will also purchase Parmesan Cheese, 2 Bags of Tex-Mex cheese, Butter and Margarine.

Table Cloths for the Chilli will be red, white and green.

Jean will pick up the wine to be given to the contestants.

Sep up will be at 2:45.

CANADA DAY: Jean and Lorna will do the the shopping for the for the groceries as well as the Basket to be raffled.

2 more BBQ's will be required so will see who will lend us theirs.
There will be no Car Show as Don Bridges stepped down.
As we have had a new Popcorn Machine donated, popcorn will also be provided. Lorna will contact Don Bridges for instructions.
The time for the Canada Day Event will be 3pm until 7pm.

BBQ COVER: A new BBQ cover is needed so Tom McEwen will be in charge of the purchase of this item.

Meeting adjourned at 8:00 P.M.



Sonoma Pines Homeowners Management Ltd.

Welcome Committee

Meeting Minutes

Location: Clubhouse

Date & Time: May 23, 2019 - 2:00pm

Attendance

Present: Kim Reid, Kathy Hovorka, Lucy Lee, Linda Morris

Absent: Shari Bouzane, Cheryl Johnson

Minutes Prepared By: Kim Reid

- 1) New Homeowners have moved into the community but the Welcome Committee has not been notified of their names and contact information.

The Welcome Committee is still not receiving new home owners names. Kim is going to email Katelyn and cc Mike Makin and Dave Reid regarding this.

- 2) Many Homes for sale in the community

Welcome committee has done an inventory and noted supplies needed. They will be obtained and Welcome packages will be updated with the new contact information as obtained from the AGM. Orientation scheduled for Thursday June 27th 1:30 pm in the clubhouse. Packages will be delivered, to the new home owners we are aware of, with invites once they are updated

- 3) Volunteer Appreciation Event

We were hoping to hold the event on Friday September 6/19 from 3 to 7pm. in place of the regular happy hour. Unfortunately, this is not possible. Alternate date is booked for Saturday September 7th from 2 till 5 pm. Clubhouse is booked, theme is set and planning is underway.

Next meeting TBD