



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
July 18, 2019**

NAMES	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL ADDRESSES
David Reid	Board Chairman	<ul style="list-style-type: none"> ▪ WFN, Coldwell Banker, Pihl Law, Maintenance Committee, 	250-826-3751	davidr.strata@gmail.com
Brenda Evans	Vice Chairman & Secretary	<ul style="list-style-type: none"> ▪ Communications & Landscaping Committee 	403-803-4334	bevanssonomapines@gmail.com
Greg Marshall	Director	<ul style="list-style-type: none"> ▪ Safety & Security Committee 	403-852-4095	gregmarshall@gmail.shaw.ca
Michael Trenn	Director	<ul style="list-style-type: none"> ▪ Irrigation & Insurance Committee 	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 Committee 	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 9:01 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

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

Absent: None

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

Under New Business:

- Recycling Issue
- Emergency Contact List
- Board Meeting Minutes

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 June 13, 2019 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:** report attached
- b) **Communication Committee:** nothing to report
- c) **Finance Committee:** Report attached for the Finance Committee. There were some long term investments that have now matured and were reinvested with the interest earned as noted below.

June 1, 2019	\$254,905.23
June 21, 2019	\$50,000.00
June 21, 2019	\$58,357.00
July 17, 2019	\$468,442.62
July 17, 2019	\$102,000.00 (Est.)

The head of the Finance Committee explained to the Board that we have surplus funds in the common CRF in the amount \$200,000.00 dollars plus. It is normal to transfer surplus funds to our investment portfolio at Valley First Credit Union.

MOTION: Be it resolved that the Board approves to transfer \$200,000.00 from the common CRF into investments at Valley First Credit Union.

Seconded and CARRIED with all in favor.

Due to recent changes in the makeup of the Board it is necessary to change the signing authorities at Valley First Credit Union and for other financial documents.

MOTION: Be it resolved that the Board removes Bryon Dickie and appoints David Reid, Brenda Evans and Terry Cross as signing officers going forward.

Seconded and CARRIED with all in favor.

MOTION: As recommended by the head of the Finance Committee, be it resolved that the Board approves the April 2019 financial statements.

Seconded and CARRIED with all in favor.

MOTION: As recommended by the head of the Finance Committee, be it resolved that the Board approves the May 2019 financial statements.

Seconded and CARRIED with all in favor.

- d) **Insurance Committee:** report attached
- e) **Irrigation Committee:** report attached

The Board is unable to properly monitor water usage for certain homes at Sonoma Pines due to the missing water consumption date. The strata manager is asked write to those homeowners for which are missing this information and ask those homeowners to assist in providing the necessary information. The emails will be sent out over the next several weeks and homeowners receiving the emails are asked to respond.

MOTION: Be it resolved that the Board approves that Coldwell Banker is to email a notice to homeowners who have inactive water meters.

Seconded and CARRIED with all in favor.

- f) **Landscape Committee** report attached
 - g) **Maintenance Committee:** report attached
 - h) **Safety & Security Committee:** Report attached for the Safety & Security Committee. Of note, three cars have been broken into at three different properties. Homeowners are reminded to lock their car doors and remove all valuables.
 - i) **Social Committee:** The Board would like to thank the Social Committee for all the wonderful work that they have been doing.
 - j) **Welcome Committee:** report attached
- 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) **Lower gate access has been installed for first responders:** An inspection was done by the West Side Fire Department at the lower gate. It was found when we tested the activation system it worked. The CSC will work with the Safety & Security Committee to order a sign to put on the gate so first responders know to use it to enter the lower gate. It was also found the lock boxes for the fire department had been damaged by someone sticking a screwdriver or something in the lock. Two locks were replaced at the bottom gates. The gates at Solana Place were also tested and seem to be in great shape.
 - 2) **Removed nine battery clocks:** Working with Evergreen we were able to remove nine battery clocks in the community. This accounts for more than over fifty valves that are now accessible in one box with two controllers this will make it easier for Asahi Contracting to adjust and tweak. We now have seven battery clocks that are spares in case others fail
 - 3) **Marmots:** We have been actively baiting the Marmots and seem to have limited success. 50% percent of the locations that CSC was called to had some type of garden or vegetation the Marmots were dining on. We need to look into other measures to deal with the marmots next year.
 - 4) **Boucherie Road construction:** The sewer and water crossing at the bottom of the lower gate is almost complete. It was complicated by having to cross a huge amount of utilities and other services that were blocking the way. The finishing touches like replacing curbs are being done and hope to have it repaved by the end of the month

6) Alteration Agreements

MOTION: The Board approves the following new alteration applications.

Seconded and CARRIED with all in favor.

- a) **2125 Talavera Place** - installation of awning
- b) **2291 Pine Vista Place** - installation of paving stones
- c) **2085 Candalera Place** - installation of arbour
- d) **4107 Solana Place**- installation of two Phantom Screens
- e) **2230 Terrero** - installation of retractable roller shade

7) Alteration Agreements – Deferred

- a) **3813 Sonoma Pines Drive** - installation of cedar top screen & solar tube – incomplete application

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

9) New Business:

- a) **Recycling Issue:** Our new garbage/recycling contractor, Waste Connections, is having some difficulty with our recycling schedule. Coldwell Banker is presently discussing the matter with Waste Connections and more information will be provided once it becomes available.
- b) **Emergency Contact List:** The Board is working on an emergency contact list which will be made available to all Board members in the event that an emergency occurs.
- c) **Board Meeting Minutes:** It has been suggested that The Board meeting minutes should be more descriptive and the Board will attempt to provide more detail in the minutes effective immediately.

The Board took a short break at 10:25am

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

11) Termination

The meeting was terminated at 10:32am

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 **August 1st, 2019**.



Sonoma Pines Homeowners Management Ltd.

Clubhouse Monthly Report

July 18, 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. Director McEwen will follow up with more information if available next monthly board meeting.

Director McEwen met with Social Committee Chair Lorna Wright and Co- Chair Jean Scheidl to revise the Clubhouse Rules, Rental and insurance documents currently posted on the website. Documents were revised and uploaded to *sonomapinesinfo*

Social committee has provided the financial statement for 2nd quarter April 1 through June 30 2019. See attached document.

Carpet and window cleaning has been scheduled to be done in the month of July 2019.

Social Committee has requested and received three quotes to replace clubhouse flooring in the ballroom and games room. Flooring will be replaced in time with clubhouse settling remediation.

Chairperson will schedule next meeting in September to discuss matters related to the Clubhouse.

Tom McEwen

Director

Chairperson

Sonoma Pines

Clubhouse Management

Committee

Social Committee Financial Report – 2nd Quarter April - June 2019

		Bank Account	Petty Cash
Opening Balance April 1st		12,463.10	717.30
April:	Revenue	1,420.00	179.50
	Expenses	615.07	388.75
May :	Revenue	1,750.00	2,089.25
	Expenses	427.73	1,926.25
June:	Revenue	2,185.00	2,478.40
	Expenses	128.79	578.50
Closing Balance June 30 th 2019		16,646.51**	2,570.95
**As of July 1st \$3,500 + paid out for rentals, fobs and Canada Day Expenses			



SONOMA PINES

Sonoma Pines Homeowners Management Ltd.

Finance Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date and Time: Tuesday July 9, 2019 11:00 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. The May Financials and bank statements have been reviewed and accepted by the Finance Committee. We will move that the Board accept the May Statements.
3. The Common current CRF account at May 31 is \$258,327. With an additional \$20,833. going in each month. The approved Common CRF expenditures for 2019/2020 is \$35,000. Therefore we move that the Board approve moving \$200,000 to Valley First interest bearing investments.
4. We noted that the Common investments at Valley First have a bond and a GIC maturing on July 17th for a total of \$576,000. The Finance Committee will be in discussion with them to get suggestions on the best reinvestment of the funds, including interest at this time.
5. The Committee would like to get an update from the insurance renewal Adhoc Committee for next year.
6. The Finance Committee will ask the Maintenance Committee if they have the electrical savings that we have earned from converting to LED street lights.
7. Meeting adjourned



Sonoma Pines Home Owners Management Ltd.

Home Owners Insurance Committee Meeting June 24th, 2019 Minutes

Date and Time: June 24th 2019 – 1.00pm, Clubhouse Boardroom

In Attendance: David Reid, Mike Trenn, Dave Michie

Absent: Joining Committee after the meeting, Brian Boschee

Purpose of Meeting

This is a new Committee that has been created on behalf of the SPHOA, with the intention of assisting Coldwell banker to Research, Investigate and Procure a Timely, Cost Effective, Complete Coverage of the Home Owners Insurance required for our Community.

New Business

It was discussed and decide that the first steps that this Committee would be as follows.

- Request from Coldwell Banker (Mike Maikin) the Documents and historical information related to our Last Secured Insurance Policy's for the committee review.
 - Action by Dave Reid
- Reviews of documents and report out to the committee by Dave, Brian and Mike
 - Action by Dave Michie and Brian Boschee, Mike Trenn
- Set up a meeting with Coldwell Banker and BFL (after Dave and Brian's, Mike's review) to discuss Currant Policy's and options going forward.
 - Action by Dave Reid
- Research other options (Company's) and or opportunities for our next round of insurance discussions
 - Action by Committee

Next Meeting:

The date of the next meeting will be set after receipt of currant insurance documents.

Irrigation & Water Conservation Committee

MONTHLY MEETING MINUTES

JUNE 24th 2019 AT 3999 SONOMA PINES DRIVE

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

Guests: none

1. Call to Order: 9:10 am.
2. Adoption of May 27th 2019 minutes M/S/C
3. Financial Report – by Mike Trenn
 - a. Budget 2019/2020
 - i. Monthly financial report to be brought to our meetings – from Terry Cross.
 - ii. Discussions on contract conditions and billings. Mike to forward a copy of the contract to members of the committee for further discussion and clarity.
4. Old/Unfinished Business
 - a. 2019 Evergreen Contract (Capitol program)
 - i. Battery clock removals. Removed 2 clocks (#36 and #37) More work being done on the reconnaissance. (Gary and Doug from Evergreen)
 - ii. Control Clock Logic Control has not been ordered yet. Blake to check with Doug of Evergreen to see if we can get a more competitive price (wholesale) through him.
 - b. Asahi has been advised to cut back on some of the water in our system and has done so. The results are being monitored.
 - c. Water Conservation Tips – Gary submitted first draft of Water Conservation tips to committee for review. They should be finalized and sent out for board approval and then to owners.
 - d. Discussion on irrigation workshop for single family users to be set up for 2020 irrigation season – on going.
 - e. Standardized list of materials – Clocks and rain sensors have been purchased and model numbers etc., added to our standardized list. It is important that we retain some replacement parts for the existing system but when there are replacements of the entire sprinkler head for example that we go to a best product list. On going discussions with Doug of Evergreen to determine best products for replacement items and a list is being developed.
 - f. Updating our mapping - Blake talked to Vern Valon and he will update our irrigation system on his map. Blake to ask Vern about his software and the files he has and see if the information is transportable to Blakes computer.

- g. Metering plan - Ongoing. This will need to be developed for 2020 budget considerations (November draft?)
 - h. Water breaks and repairs. Blake to continue updating his list and maps. Blake will provide a monthly tally of requests for services, including breaks and repairs for presentation at our monthly meeting. This list will be useful in our report to the board. Blake is keeping a list in his office.
 - i. WFN exemption for system operations. Sonoma Pines system cannot operate with the current WFN watering conditions. There is more to discuss on this as new bylaws will be passed by WFN, including fines for bylaw contravention. The Board is aware of the situation but until we have better information on our consumption and any bylaw changes, a meaningful plan for system improvements will have to wait.
 - j. Non functioning meters – It was agreed that we will send out an email to the owners (After we receive board approval) that do not have meters or do not have meters that are connected to the WFN recording devices, in order to help determine the total consumption within the Sonoma Pines community. Brent will review the mail out information and forward to Mike for a once over before the strata manager forwards the information.
 - k. WFN correspondence from Utilities Department? Brent has requested an update from the WFN Utilities manager on bulk meter installation and information on possible rate increases or bylaw changes.
5. New Business
- a. The landscape committee requested our review on the over watering on multi family homes. Mike to send the email to committee and a we will report back to the landscaping committee and the Board (for their July meeting). The report will be considered part of this meetings minutes.
6. Adjournment at 11:12 am.
7. Next Meeting – Jul 29th at 9 am. Last Monday of the month.

**Sonoma Pines Homeowners Association
Landscape Committee Meeting
Thursday, June 20, 2019
10:00 am, SP Clubhouse**

Present: Brenda Evans, Dagmar Luenberger-Swift, John Fawcett, Blake Elsasser

Minutes

Approval of previous minutes

Expenditures to date

None noted other than our contract costs.

Customer Service Coordinator Report

- Time spent lately changing out battery clocks for irrigation system. Discussion was held regarding trees in the community that are leaning and what to do for them.
- A tree against the upper RV lot may need to come down.
- The pathway thru the grass area around the clubhouse needs some attention.

Oval Garden

- Dagmar reports lots of great feedback on the oval garden.

New Business

- No new business at this time.

Old Business

- More 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 have been revised and will be submitted to the Board for approval in due course.

Next meeting date – TBD



Sonoma Pines Home Owners Management Ltd.

Maintenance Meeting June 11th, 2019 Minutes

Date and Time: June 11th 2019 – 1.00pm

In Attendance: David Reid, Bob Nichol, Blake Elsasser, Vern Valan, Ken Smith

Absent: Goze Vlasblom, (Goze has resigned from the Maintenance Committee) Terry Cross, Vern Sarver

Old Business Review

Preferred Contractors list

- List is still being developed, Blake finalizing a few categories and required Contractor Credentials.
- it was also discussed that there would be an Emergency Contact list Created for the community that clearly identifies the first call People and procedures for all issues within the Community. Blake working through this with Committee leads.

Stucco Cleaning / Repairs

- Contractor will be selected shortly for this work; a list will need to be developed to include all homes that need Cleaning and or Repairs.
- Still outstanding,

New Business:

The following items need to be Tendered and or scheduled for this season.

- Fence Repairs, replacements and painting
 - separate meeting was held. Vern to develop a schedule for fence repairs and or replacements, this schedule will identify the priority areas so that residence can be notified. Also discussed was the Manpower requirements to finish areas identified to be completed this year.
 - To be reviewed at next Maintenance meeting.
- House Painting
 - RFQ will be sent out shortly, still need short list of home to be repainted.
- Wood Trim Staining
 - With the review of our past 3 seasons Trim Staining schedule's, we will have very few homes that will require Trim Staining this season. Spot checks will be done through the community to confirm.



2..

- Gutter Cleaning

RFQ will go out next month.

- PRV Testing, Back flow valve annual testing

- Small Valves have been complete, Large PRV,s will require a shutdown.

Coordination with Fire Department and Insurance Company's required. ???

- Hydrant Flushing

- Complete

- Road surface repairs

RFQ out for Quotes

- Eaves Troughs Repairs

- Complete

- Yellow Line and Curbs,

RFQ out for Quotes

- Roof Inspections

- Still Outstanding

- Sanitary Sewer Flushing

- Discussion required on this process, still outstanding

Discussion Items / New Business

Multi Family Decks Surfaces

- we were given a list of home owners that have identified there home have issues with the deck surfaces, a few have cuts to the surfaces, and a few have what could be call premature failure of the surface materials. We're in the process of identifying the manufacturer of thee decks surfaces and attempting to get them to come to the community and review theses issues.

If we can not get the manufacturer to come and review these issues, the maintenance committee will review and respond.



3...

- CSC Report

The repairs to eaves throughs and downspouts is complete.

Light Post on Acacia to be straightened.

Green Park still has deficiencies to finish, Dave / Blake to push to get these complete.

Green Park to review Rock wall repairs required on Madera.

- Club House Update

- Rycon will be surveying the Clubhouse again this week and will compare to past reports. If settling has ceased, they are committed to start repairs on areas of the clubhouse that have sustained damage due to settling.

Still waiting for response from Rycon.

Effervescence Discussion

- Coldwell Banker to send Correspondence to Rycon to remind them again that there is an issue with Effervescence in certain areas of the neighborhood that need to be addressed.

- Still Outstanding

Upper RV Lot

- It was identified that the South Fence in the Upper RV lot is actually 12 feet short of the existing Sonoma Pines Property Line. It will be investigated to establish if this addition space could be utilized for additional RV Storage (Income) or possible Maintenance Shed location.
- This was discussed and decided that the cost to recover this area far exceeded any additional revenue that could be achieved by reclaiming this area.

2019 / 2020 Maintenance Schedule

- The new Maintenance Schedule was reviewed and accepted.
 - o From this schedule it was identified that Multi Family Home Inspections are required this season.
 - o It was decided that these inspections would be done by the maintenance committee on July 9th, but unfortunately the check sheets and identification of the home owners has not been completed. A new date will be selected at our July 9th maintenance meeting.

Next Meeting

The next meeting will be held in the boardroom on July 9th , 2019 @ 9.00am.



Safety and Security Committee

Meeting June 24, 2019

Present: Greg Marshall, Paul Kaiser, Charlie Milazzo, Rob Taylor, Darrell Bellamy

Old Business

-YELP Emergency Access System - discuss with Blake the current status of the YELP and the use emergency services. Are they wanting to use it? Can they activate the YELP system when exiting the property. The bottom gate has a lockbox that can be accessed by emergency services but box is seized. Blake to contact locksmith for repair. Looking into a sign for the bottom gate to alert emergency services that YELP is available.

-Lower Gate Access With Cell Phone - this project has been deferred.

-Speeding - discussed ongoing issues with speeding in the community. Any enforcement of new rules is difficult. We are currently examining a flashing radar sign board to see if this may be an option. Installing speed bumps will have significant impact on snow removal program and is not a practical solution.

-Car Thefts - Ongoing problem with people going through the community at night checking for open car doors. There has not yet been a reported incident of forced entry. Best deterrent is leaving outside lighting on and insure car doors are locked

New Business

-Block Watch Captains Update - Greg to contact Karen Dickie to get update on Block Watch Captains and submit for SP website.

-Discussed issue with people jumping over rock wall at lower gate to avoid using pedestrian gate. Looking into options.

-New development on Butt and Carrington - General discussion on what impact construction may have on Sonoma Pines with regards to safety and security. It is too early at this time but will continue to monitor situation.

Next meeting - August 19, 9:00 am



Sonoma Pines Homeowners Management Ltd.

Welcome Committee

Meeting Minutes

Location: Clubhouse

Date & Time: July 11, 2019 - 1:30pm

Attendance

Present: Kim Reid, Kathy Hovorka, Lucy Lee, Shari Bouzane

Absent: Linda Morris, Cheryl Johnson

Minutes Prepared By: Kim Reid

- 1) Orientation Session - Homeowners from four homes (6 persons) attended the session. Good response to the session. It seemed to be helpful.

- 2) Meeting with Mike Makin June 27, 2019 regarding notification of new home owners.
Process reviewed with Linda Morris and I. Realtors/Lawyers are not obligated to submit a Form F when a home sale is complete. This is how Katelyn is aware of a sale. Previously Kanina would review the listing forms every 2 -3 weeks and follow up on them. Mike has asked Katelyn to do the same going forward. Kim Reid will also endeavor to help with any sale information she is aware of.

- 3) Volunteer Appreciation Event
Clubhouse is booked for Saturday September 7th from 2 till 5 pm. Planning is underway. Invitations are being made up. I will be asking for all the volunteer names this week so invites can go out.

Next meeting TBD