



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
August 1, 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 9:02 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

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

Absent: Tom McEwen

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

Under New Business:

- Real Estate Signs

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 July 18, 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:** The Board is waiting for the geotechnical report from Rykon regarding the Clubhouse.
- b) **Communication Committee:** There was nothing to report from the Communication Committee at this time.
- c) **Finance Committee:** The head of the Finance Committee discussed common and multi-family investments for Sonoma Pines. The investment report will be posted on the Sonoma Pines website for homeowners to view. The June financials will be approved at the next Board meeting.
- d) **Insurance Committee:** The head of the Insurance Committee has advised that insurance policies are still under review.
- e) **Irrigation Committee:** Report attached for the Irrigation Committee.
- f) **Landscape Committee:** Report attached for the Landscaping Committee.
- g) **Maintenance Committee:** The Maintenance Committee will be installing a twenty-foot Sea-Can container in the upper RV lot for extra storage. No campers, trailers or motorhomes will be impacted by the Sea-Can's placement.
- h) **Safety & Security Committee:** The next Safety and Security meeting will be Monday, August 19, 2019.
- i) **Social Committee:** No report was provided by the Social Committee.
- j) **Welcome Committee:** There was nothing to report from the Welcome Committee at this time.

- 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:

- a) **Rock wall & light standard:** Green Park Landscaping came out and repaired a 20' section of the rock wall that seemed to be leaning towards the road. The section of rock wall was fixed and repaired. Green Park Landscaping also fixed a leaning light standard at the bottom of Acacia Lane.
- b) **Line painting & crack filling in Sonoma Pines:** Final details for line painting and crack filling are still being worked out. A contractor has been selected and work will begin sometime in August. The line painting and crack filling will need a traffic controller, and a letter will be sent out to all Sonoma Pines residents notifying them that partial work will take place in the early morning or late evenings.
- c) **Mears Contracting:** Mears Contractors have been advised that the 6" PVR's need to be inspected at Sonoma Pines. Mears Contractors are organizing all their workers and will have WCB requirements to complete this work. The CSC will follow up with Mears Contractors next week to proceed with the work.

- d) **House painting for multi-family homes:** A RFP (request for proposal) has been sent out to four contractors for multi-family house painting to be done this year.
- e) **Lower gate programming:** The lower gate programming has been taken over by the CSC in Paul Kaiser's absence. Darrel Bellamy and Paul Kaiser have had to program a couple of gate remotes in the community for residents.
- f) **Glass claims for insurance:** The CSC will be forwarding all recent glass claims to BFL and should recover the cost of the window repairs after the deductibles.

6) Alteration Agreements

MOTION: The Board approves the following new alteration applications.

Seconded and CARRIED with all in favor.

- a) **2165 Talavera Place** - installation of two motorized screens
- b) **2168 Serrento Lane** - installation of awning
- c) **3810 Siringo Lane** - installation of kitchen range hood
- d) **2112 Del Mar Court** - installation of two retractable screen doors

7) Alteration Applications – Deferred

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

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

9) New Business:

- a) **Real estate signs:** A complaint was received regarding two real estate signs on common property which is contrary to the bylaws. The strata manager will write to the homeowners regarding these two real estate signs.

The Board took a short break at 10:01am

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

11) Termination

The meeting was terminated at 10:33am

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 **September 5th, 2019**.

Irrigation & Water Conservation Committee

MONTHLY MEETING MINUTES

JULY 29TH 2019 AT 3999 SONOMA PINES DRIVE

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

Guests: David Reid

1. Call to Order: 9:02
2. Adoption of June 24th 2019 minutes M/S/C
3. Financial Report – by Mike Trenn
 - i. Monthly financial report – we are within operations budget
 - ii. Capital (\$7540) – we still have room in the budget. See also 4b below.
4. Old/Unfinished Business.
 - a. Contract discussion. Clock resetting and adjustments other than spring start-up are chargeable under the contract.
 - b. 2019 Evergreen Contract (Capitol program)
 - i. Blake will authorize another \$1000 (20 hours) for Doug and they will continue with wiring investigation and Battery clock removals. Blake to make sure Doug is keeping track of the new installations. Mapping and Main Clock details will have to be updated.
 - c. Watering schedule update – overwatering discussed. Blake to discuss with Kevin areas that are being overwatered. Generally, there have been fewer overwatering complaints. Blake to test the common area around the clubhouse for overwatering.
 - d. Water Conservation Tips to be prepared for 2020. Committee to ask for input and assistance from the residents – perhaps to be coordinated with single family automated irrigation workshop in 4e below.
 - e. Discussion on irrigation workshop for single family users to be set up for 2020 irrigation season – We should aim for April to coincide with irrigation start up. This should be added to our calendar.
 - f. Standardized list of materials – Blake to follow up with Doug - on going.
 - g. Updating our mapping – Turbo CAD used by Vern. Vern gave Blake discs and sticks for us to use. Vern would like to update Del Mar and Candalera piping details. Asahi has this information – we should ask them to share this information so we can update the maps. We can coordinate the mapping update at fall shut down.
 - h. Metering plan for auditing – Table this until we determine whether we need this in the future.
 - i. Water breaks and repairs. Blake is mapping as the repair information comes in. As of June 1st there have been 50 repairs since April 3rd of the repairs were done during start up. The blow out should be done diligently in the fall.
 - j. WFN exemption for system operations – The Board is aware of the situation. Question from David – if we had control of the clocks could we comply with the watering regulations. Theoretically yes, but the system would have to undergo significant modifications in order to accomplish this. We could comply with phase 3 watering of the bylaw – which is no watering! We will continue to monitor and make efforts to update our system and work towards the ultimate goal of centralizing the operations in house.
 - k. Non functioning meters – Board approved Committee letter to Home owners. To be sent out from Board Chair, through Property Management e-mail. Follow up at next Board meeting.
 - l.

- m.
- n. letters have not been sent out. Mike Trenn to make this happen with Mike Makin and Katelyn Peters.
- o. WFN correspondence/updates.
 - i. Brent has sent 3 emails to Krista Derrickson asking about bulk meter installation, rate increases etc., which have not received a response. He spoke with Petra at WFN Utilities who indicated that there has been little progress on new rates as Krista has been very busy and the administrative-political process is slow. She did say indicate that it is likely in the future that the WFN will send out one bill to Sonoma Pines for the consumption and that WFN may not see the need to read individual meters in the future. This would mean that if Sonoma Pines decide to quantify consumption and bill on a residence by residence basis that there will be costs to Sonoma Pines. We would have to consider purchasing our own reading equipment or perhaps hire the WFN to do the reading and prepare billings on our behalf. As mentioned, this will not happen overnight, but we should take it on advisement that at some point we will be taking on new responsibilities and costs associated with the delivery of water.

5. New Business

- a. Water breaks – monthly tally by Blake. BLAKE TO ADD INFO HERE IF IT IS AVAILABLE.

6. Adjournment at 10:32 am.

Next Meeting – August 19th at 9 am.

**Sonoma Pines Homeowners Association
Landscape Committee Meeting
Wednesday, July 17, 2019
10:00 am, SP Clubhouse**

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

Minutes

Approval of previous minutes

Expenditures to date

- None other than our contract costs.

Customer Service Coordinator Report

- Discussed the trees around the RV fence that are dying or suffering disease. The committee recommended that when these trees need to be removed that a sparser landscaping be considered that includes attractive shrubbery.
- There are Hawthorne trees in the multi-family area that are becoming problematic with their size and the virus that these trees have. The hawthorns are growing taller than the homes and many are starting to fall over and some towards the homes. It is recommended by the landscape committee that Hawthorne trees be removed from the approved tree list due to size and being susceptible to virus.

Oval Garden

- Oval garden requires virtually no care and it was suggested that more of these types of flower garden clusters be added or replace other areas in community. They require little to no water and little to no maintenance.

New Business

- An action plan was created to start to deal with trees of problem in the community. The landscape committee has requested Blake to secure quotes from tree removal companies for the removal of dead or problem trees. It is anticipated that this new process will be acted upon annually to keep up with the demands of the maturing canopy in Sonoma Pines.

Old Business

- More discussion was held regarding the health and future of the oak trees along SP Drive. The oak trees are becoming more problematic as each season goes by and these trees continue to grow. There are several issues that have been identified with these trees. A separate recommendation will be submitted to the Board for consideration and discussion.
- The plant and tree lists for Sonoma Pines have been revised and will be submitted to the Board for approval in due course. The revised list will add back on the Karl Forester grass (easy to care for and provides landscape interest summer and winter). The Hawthorne tree is being recommended for removal from the approved tree list.

Next meeting date – August 21, 2019 at 10 am at the Clubhouse