



**Sonoma Pines Homeowners Management Ltd.**  
**Board Meeting Minutes**  
**September 5, 2019**

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

**Attendance**

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

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

**Absent:** Michael Trenn

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

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

**Under Old Business:**

- Lot 347 Update

**Under New Business:**

- Airbnb
- Contravention of Parking Restrictions
- Illegal Parking

*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 August 1, 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:** Rykon is still reviewing the cause of the clubhouse foundation issues. More testing still needs to be done.
- b) **Communication Committee:** There was nothing to report from the Communication Committee at the time of this meeting.
- c) **Finance Committee:** A report has been attached from the Finance Committee.

*MOTION:* As recommended by the head of the Finance Committee, be it resolved that the Board approves the June 2019 & July 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 transfer of \$200,000.00 from the multi-family contingency reserve fund to longer term investments.

Seconded and CARRIED with all in favor.

- d) **Insurance Committee:** A meeting has been coordinated with BFL, Coldwell Banker and a few members from the Insurance Committee on September 23rd, to review our present home owner's policy and options going forward, to assure we are getting a comprehensive, timely and cost effective policy.
- e) **Irrigation Committee:** A report has been attached from the Irrigation Committee.
- f) **Landscape Committee:** A report has been attached from the Landscape Committee. The Landscape Committee chairperson advises they are looking for volunteers to join. Although experience in landscaping would be an asset, all homeowners are welcome to join. The committee reports a temporary "stop" to all planting of trees, shrubs and perennials in the multi-family area of our community. The Landscape Committee is hoping to engage a consultant for a professional assessment of all trees, etc in our community in the near future. Homeowners are also advised not to do any planting on the rock walls.

- g) **Maintenance Committee:** There is a multi-family home inspection planned for 57 homes in phases 4 and 5a. ALL OF Sonoma Pines Drive, these inspections will take place on September 19th.
  - h) **Safety & Security Committee:** The head of the Safety & Security Committee gave a short verbal report to the Board. There is nothing major to report.
  - i) **Social Committee:** There was nothing to report from the Social Committee at this time.
  - j) **Welcome Committee:** No written report was provided from the Welcome Committee. The Committee will soon be delivering welcome packages to about eighteen to twenty new homeowners and an information meeting will soon be arranged.
- 5) **Community Services Coordinator Report:** A report has been attached for the Community Services Coordinator detailing some of the issues that he has been dealing with during the past month.

Tom McEwen left the meeting at 10:00am

#### 6) Alteration Agreements

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

Seconded and CARRIED with all in favor.

- a) **3812 Siringo Lane** – installation of three solar tubes
- b) **2150 Talavera Place** – installation of awning (No approval for the cedar privacy screen. See number nine below)
- c) **2161 Serrento Lane** – installation of frosted deck glass
- d) **2144 Serrento Lane** – installation of wind screen

#### 7) Alteration Agreements –deferred

- a) **2183 Madera Court** – installation of pergola & landscape alteration. Needs more information from the contractor.

#### 8) Alteration Agreements – previously deferred

*MOTION:* The Board approves the following alteration application which was previously deferred.

Seconded and CARRIED with all in favor.

- a) **3839 Acacia Lane** – installation of a fountain and outdoor plugin

#### 9) Alteration Agreements – denied

- a) **2150 Talavera Place** – the installation of the cedar privacy screen is denied as no homeowner has done this before and the Board does not want to set the precedent. Additionally, the Board believes this installation would create safety issues.

#### 10) Old Business

- a) **Lot 347 Update:** Last week the Board Chairman signed an affidavit which included a petition to request a legal opinion on Lot 347. The affidavit was delivered to Westbank First Nations and they have twenty-one days to file a rebuttal after which it will go to court for review. A decision should happen within the next two months. In the meantime, we have seen no additional action from the contractor.

#### 11) New Business:

- a) **Airbnb:** It was noted that an owner in Sonoma Pines has offered his home for rent on Airbnb. This is not forbidden as the owner stipulates a minimum of 30 days in his advertisement as required. The Board has asked the strata manager write to the homeowner to remind him of the other requirements included in our bylaws.
- b) **Contravention of Parking Restrictions:** There was a complaint from a homeowner regarding a commercial vehicle and a utility trailer being parked in front of a residence overnight which is contrary to our bylaws. Although this complaint has been dealt with, residents at Sonoma Pines are reminded not to park commercial vehicles or utility trailers in front of residences overnight.
- c) **Illegal Parking:** Some owners are parking their vehicles at the end of streets where there is no designated parking.

MOTION: As recommended by the Board, be it resolved that no owner, resident or visitor can park a vehicle at the end of any street that has no designated parking.

Seconded and CARRIED with all in favor.

A notice will go out to all homeowners reminding them of this issue and if need be, bylaw enforcement will be involved.

The Board took a short break at 10:27am

**12) In Camera:** There was an in camera discussion on several matters with no decisions reached.

**13) Termination**

The meeting was terminated at 10:43am

**14) 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 **October 3rd, 2019**.



# SONOMA PINES

Sonoma Pines Homeowners Management Ltd.

## Finance Committee Meeting Minutes

**Location:** Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

**Date and Time:** Thursday August 29, 2019 9:00 am

**Attendance:** Terry Cross, Roy Evans, Brian Diemer; missing Bill Dartnell

**Minutes Prepared by:** Terry Cross

1. Old business from the Finance Committee meeting reviewed.
2. The June and July Financials and bank statements were reviewed and accepted by the Finance Committee. We will move that the Board accept the June and July Statements.
3. The Multi-Family current CRF account at July 31 is \$258,844. The approved CRF expenses for this year are -\$42,000 and each month we add \$45,133 with the insurance repayment included. This amounts to \$361,064 to March 31, 2020. If we estimate next year's MF insurance the same as 2019/20 -\$268,000 then we would have a surplus of \$309,908 by the end of March 2020. We will ask the board to approve investing \$200,000 for October 1<sup>st</sup> 2019 in order to earn some interest.
4. The Committee does not like the format on the Common and Multi budget to cash flow financials. We will talk to Mike Makin to change back to previous years format.
5. We reviewed the Valley First Credit Union Investments and are starting to plan discussions for the two GIC's that are maturing October 2019. We would comment to the board that using the Financial branch of Valley First; which is Credential Securities ( Q-Trade ), they look at our type of investments with many financial institutions, and Canada, Bank bonds ie not just Valley First Credit Union.
6. Roy has completed the quarterly statement of current CRF account balances and expenditures to date.
7. Meeting adjourned

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		993	28,770
<b>CRF Balance, June 30, 2020</b>		<b><u>1,473,120</u></b>	<b><u>1,465,647</u></b>

**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  
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
<b>Balance, June 30, 2019</b>	<b><u>1,168,342</u></b>	<b><u>1,142,915</u></b>

**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>

Cells in bright yellow must be updated by Valley First, twice a year: once as of September 30th and once as of March 15th of each fiscal year.

Date worksheet last updated: August 29, 2019

## SONOMA PINES' INVESTMENTS

Common	Fund	Amount/Cost	Rate	Redeemable	Purchase Date	Maturity Date	Accrued Interest up to Mar 15, 2019	Total Value as of Mar 15, 2019
VALLEY FIRST GIC 5 YRS @ 2.5%	Cnd	\$410,000.00	2.50%	NO	October 3, 2014	October 3, 2019	\$47,464.46	\$457,464.46
MCAN Q-TRADE GIC - 1 yrs @ 2.3%	Cnd	\$101,520.00	2.30%	NO	July 18, 2019	July 20, 2020	\$0.00	\$101,520.00
First Ontario Credit Union Q-TRADE GIC - 1 Year @ 2.25%	Cnd	\$100,000.00	2.25%	NO	July 25, 2019	July 27, 2020	\$0.00	\$100,000.00
First Ontario Credit Union Q-TRADE GIC - 1 Year @ 2.2%	Cnd	\$14,904.00	2.20%	NO	August 16, 2019	August 17, 2020	\$0.00	\$14,904.00
HAVENTREE BANK Q-TRADE GIC 2 yr @ 2.28%	Cnd	\$50,000.00	2.28%	NO	June 21, 2019	June 21, 2021	\$0.00	\$50,000.00
VALLEY FIRST GIC 2 yr @ 2.35%	Cnd	\$468,442.62	2.35%	NO	July 17, 2019	July 17, 2021	\$0.00	\$468,442.62
HAVENTREE BANK Q-TRADE GIC 3 yr @ 2.36%	Cnd	\$88,353.00	2.36%	NO	July 25, 2019	July 25, 2022	\$0.00	\$88,353.00
VALLEY FIRST Q-TRADE BMO 10 Yrs Bond @ 3.32% \$76,638.50 + \$21,176.43 = \$97,814.93	Cnd	\$97,814.93	3.32%	YES	June 1, 2016	June 1, 2026	\$2,475.44	\$100,290.37
		<b>\$1,331,034.55</b>						<b>\$1,380,974.45</b>

Multi Family	Fund	Cost	Rate	Redeemable	Purchase Date	Maturity Date	Accrued Interest up to Mar 15, 2019	Total Value as of Mar 15, 2019
VALLEY FIRST - GIC 18 months @ 2.05% Redeemable after 6 months	Cnd	\$101,161.10	2.05%	YES	April 23, 2018	October 23, 2019	\$1,852.22	\$103,013.32
VALLEY FIRST GIC 1 yrs @ 2.3%	Cnd	\$254,905.23	2.30%	NO	June 1, 2019	June 1, 2020	\$0.00	\$254,905.23
COAST CAPITAL SAVINGS - Q-TRADE GIC - 1 yrs @ 2.2%	Cnd	\$14,794.00	2.20%	NO	July 29, 2019	July 29, 2020	\$0.00	\$14,794.00
VALLEY FIRST - GIC - 3 yrs - Prime Linked Redeemable yearly on the anniversary. Prime rate as of time of purchase: 3.45% Rate of return fluctuates with the prime rate and is 1.10 less than prime ( 3.45% - 1.10% = 2.35%)	Cnd	\$200,000.00	2.35% Floating	YES	April 23, 2018	April 23, 2021	\$4,727.95	\$204,727.95
VALLEY FIRST - Q-TRADE MCAN GIC 5 yrs @ 2.45%	Cnd	\$100,000.00	2.45%	NO	June 21, 2016	June 21, 2021	\$6,848.16	\$106,848.16
HAVENTREE BANK Q-TRADE GIC 3 yr @ 2.32%	Cnd	\$58,357.00	2.32%	NO	June 21, 2019	June 21, 2022	\$0.00	\$58,357.00
		<b>\$729,217.33</b>						<b>\$742,645.66</b>



# Irrigation & Water Conservation Committee

## MONTHLY MEETING MINUTES

AUGUST 19<sup>TH</sup>, 2019 AT 3999 SONOMA PINES DRIVE

Present: Gary Sears, Blake Elsasser, Brent Voss and Chair Mike Trenn

Guests: none

1. Call to Order: 8:58 am
2. Adoption of July 29<sup>th</sup> 2019 minutes M/S/C
3. Financial Report – by Mike Trenn
  - a. We have \$16,891 remaining in the multi family budget.
  - b. We have \$5,922 remaining in the single family budget.
  - c. We have money remaining on our capital budget of \$7540. We will continue checking the battery clocks and removing ones that can be hard wired.

HISTORICAL COSTS: We need to look into having a comparison of costs and trends from other years with Terry Cross and/or the Coldwell Banker records. We should meet with Terry perhaps in November to review this. Mike to discuss with Terry (to give a heads up).

CONTRACTOR EMERGENCY COSTS: Regarding contractor callouts for emergent work we have the following information from Stu Markle of S.I. Markle.

Minimum call out charge for the Hydrovac is \$330.00. After hours call out rates for machine and labour (after 6pm, before 6am, and weekends and holidays) are 1.5X regular rate. Labour rates are often included in the machine rate. Separate labour rates are charged out at \$35.00/hr.

4. Old/Unfinished Business.
  - a. 2019 Evergreen Contract (Capitol program)
    - i. Update on new installations. We have pulled out 12 battery clocks and we have had 4 battery clocks that failed this year. We have replaced these four failed clocks with the clocks we have taken out of service. The costs of new clocks would have been about \$350 each so we have saved \$1400 as a result of our work to customize and make our system more efficient.
    - ii. Mapping of changes to installations (removed battery clocks) and adjusted schedules as a result will be completed by the end of the watering season by Asahi. (MF Package).

- iii. Blake to check with Doug (our capital contractor) about installing an environmental control sensor for the Clubhouse and to ask what the maintenance issues might be with this new sensor.
- b. CSC Report -Blake is checking into overwatering at the ornamental gardens. There may need to be adjustments made. Watering efficiency around the club house was checked into. Asahi adjusted sprinklers to help redirect water off of the sidewalks. Regarding the 2019 watering schedule – the MF package produced by Asahi will be updated soon. Doug of Evergreen is working with Kevin of Asahi.

Blake will clarify with Asahi what watering schedule (a,b or c) is being used and will request cutbacks to the watering schedule around the clubhouse starting immediately.

- c. Standardized list of materials – The more clocks that are removed the more we have standalone sprinklers.
  - d. Updating our mapping – Brent will produce a large map of Candalera and Madera for Vern Valon to use to help map the irrigation lines and add to the electronic records. We will then schedule a site meeting with him to locate the infrastructure for his/our mapping.
  - e. Water breaks and repairs – Blake updates the map on an ongoing basis and a spreadsheet is being kept as current as possible. We will attempt to get more information on the details of the repairs. Small breaks – no issues.
  - f. Non functioning/reporting meters. Emails were sent out to the residents that have meters that are not reporting information – we are getting information back from some residents. As they trickle in – Katelyn is keeping a record of those residents reporting back - Blake will have Katelyn forward the information we have received to WFN for their records and possible follow up – if required.
- 5. New Business - None
  - 6. Adjournment at 10:20 am.
  - 7. Next Meeting Monday September 23<sup>rd</sup> at 9 am. Generally our meetings will be the 3<sup>rd</sup> Monday of the month.

**Sonoma Pines Homeowners Association  
Landscape Committee Meeting  
Tuesday, August 27, 2019  
10:00 am, SP Clubhouse**

**Present:** Brenda Evans, Dagmar Leuenberger-Swift, Blake Elsasser

**Regrets:** John Fawcett

**Minutes**

**Approval of previous minutes**

**Expenditures to date**

- None other than our contract costs.

**Customer Service Coordinator Report**

- Again, Blake reported homeowners wanting new trees planted along the fence of the RV lot. The committee remains committed to the recommendation that when these trees need to be removed that a sparser landscaping be considered that includes attractive shrubbery. It is recommended that shrubs of 10-15 feet be planted when trees die along the fence.
- Brenda and Blake will take a tour again and create a list of the trees that will need attention or removal before the start of the next growing season.

**Oval Garden**

- The garden is thriving and it is reported that the garden was only watered twice this season for 15 minutes each time.

**New Business**

- Discussion was held regarding a modification to the red stake program and the committee believes the program is at its best for now.
- The committee suggested that a landscape architect be consulted to help with the planning and managing of an aging canopy in our community. We are also looking for water wise recommendations. The landscape committee will budget for consultation fees in the 2020 budget.

## **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. As reported in New Business, we are looking for professional expertise.
- 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 along with some other shrubbery.

**Next meeting date – September 19, 2019 at 10 am at the Clubhouse**

## Community Services Coordinator Report for August

- 1) Sewer line flushing for Mesa Vista started Aug 7. Ray smith from Suck it up scheduled to do the work. All work was completed in a day and a half. Still waiting for their bill
- 2) Orc Asphalt Maintenance was the selected company to do curb & line painting along with crack filling. This was scheduled to start Aug 8<sup>th</sup> for line and curb painting. They will start crack filling next week as there were delays on previous jobs that pushed our forward.
- 3) The RFP for house painting went to New Era. Homes to be done are 3827 & 3829 SP Dr and 2159 & 2161 Madera Court. Pressure washing of the houses will begin Friday Sept 6 and painting will begin Sept 9. The residents will be advised to clear items away to make room for the painters
- 4) Rob Reynolds from Fitness Superstore was out to service the gym equipment. A total clean and lube of all the equipment was done at this time. 4 hand grips were replaced, and a bearing was needed for an elliptical machine. It is on order and may take 4 – 6 weeks.
- 5) 2 more battery clocks were removed west of the Upper RV park. This was done by simply running a control wire around the perimeter of the park and hooking it up to clock 2 & 3
- 6) The question of where the property line is between Tuscany Village and Sonoma Pines was answered when I made a trip to WFN admin office. I was advised that Tuscany Village did indeed build on the property line meaning we have to maintain the landscaping right up to their concrete wall. Asahi has been advised and have already taken the tall grass down.
- 7) Three window sealed units failed at 3875 Sonoma Pines Dr. Crystal Glass has been advised and will be replace
- 8) Fire Tech was out and did testing on the back-water control valves. There are 12 valves that stem off from the irrigation lines. There were 3 that needed new kits and a couple that needed new test ports.
- 9) I will be taking a week off in Sept between the 9<sup>th</sup> and 13<sup>th</sup> for a much-needed break. I will set my voice mail to inform callers I am away for that week. And just a reminder my 1 year anniversary with Sonoma Pines is coming up Sept 4.

*Blake Elsasser*

Community Services Coordinator