



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
October 3, 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 9:00 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:

- Upper RV Lot Security System
- RV Lot Fencing
- Large Trees

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 September 5, 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:** A report has been attached from the Clubhouse Committee.
- b) **Communication Committee:** There was nothing to report from the Communication Committee at this time.
- 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 August 2019 financial statements.

Seconded and CARRIED with all in favor.

- d) **Insurance Committee:** The Insurance Committee will meet again and BFL will be providing additional suggestions regarding the policy.
- e) **Irrigation Committee:** A report has been attached from the Irrigation Committee.
- f) **Landscape Committee:** There was nothing to report from the Landscape Committee at this time.
- g) **Maintenance Committee:** A report has been attached from the Maintenance Committee.
- h) **Safety & Security Committee:** A report has been attached from the Safety & Security Committee.

MOTION: As recommended by the Board Chairman, be it resolved that the Board has declined extending the fencing around the lower gate for added security.

DENIED with 1 in favor, 5 opposed.

- i) **Social Committee:** The Social Committee is preparing for the 7th Annual Oktoberfest at the clubhouse and it is scheduled for Friday, October 18th. The Social Committee is waiting for a report from Rykon Construction on how and when they are going to remediate damage to the clubhouse. Flooring will not be replaced until repairs are completed and Board members approve the replacement of clubhouse flooring.
- j) **Welcome Committee:** A report has been attached from the Welcome Committee.

5) **Community Services Coordinator Report:** A report has been attached from the Community Services Coordinator detailing some of the issues that he has been dealing with during the past month.

6) **Alteration Agreements**

MOTION: The Board approves the following new alteration application.

Seconded and CARRIED with all in favor.

a) **2159 Alvarado Trail** – installation of retractable roller shade

7) **Alteration Agreements – previously deferred**

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

Seconded and CARRIED with all in favor.

a) **2183 Madera Court** – installation of pergola & landscape alteration

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

9) **New Business:**

- a) **Upper RV Lot Security System:** The Community Services Coordinator will have Prices Alarms investigate the security system in the upper RV lot and will report back to the Board with suggestions.
- b) **RV Lot Fencing:** Some of the fencing in the upper RV lot needs repairing, Vern Sarver has been asked to do the repairs.
- c) **Large Trees:** The Landscape Committee is currently working with neighbors adjacent to Sonoma Pines to have trees removed that are posing a safety risk.

The Board took a short break at 10:30am

Tom McEwen left the meeting at 11:08am

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

11) **Termination**

The meeting was terminated at 11:42am

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 **November 7th, 2019.**



Sonoma Pines Homeowners Management Ltd.

Meeting Minutes from SPCCMC Sept 17, 2019

Present: Tom McEwen, Lorna Wright, Jean Scheidl, Allan Brown, Gerry Tonn, Marshall Wolski, Gary Sears

Regrets: Charlie Milazzo, Ivars Dravinskis

Place: Clubhouse Board Room

Time: 6pm

Duration: 1.5 hr.

Rykon Update

Tom Spoke to the ongoing testing by Rykon's engineering team to determine where the rain water from the roof gutters terminates at ground level. This procedure is done using red dye in water pumped onto the roof and then seeing where the water comes out. More tests are planned once this procedure is completed. More information will be provided when testing is complete and a schedule of remediation is provided by Rykon Construction.

Clubhouse Thermostats

It was discussed and agreed not to replace the thermostats that control the upstairs and downstairs furnace and air conditioning. Current thermostats are wifi programmable, however they are reluctant to re-boot after a power failure, therefore temp settings cannot be reset from remote access. Discussed and agreed that each thermostat will be set for summer and winter temperatures and remain tamper proof.

Outside Patio Improvements

Tom suggested improvements to outside patio. Improvements include increasing the deck size, adding permanently mounted sun shade umbrellas, re-evaluation of current table and chairs for replacement. Marshall may draw up a sketch depicted what the patio may look like with new umbrellas and furniture. Budget for costs related to the project will be started once Rykon has given us a schedule of remediation of the clubhouse. To reduce costs, we may be able to dove tail costs for any concrete work required to extend the patio. Tom to source information on umbrellas currently in use at Nineteen Bar and Grill and forward it to Marshall.

Carpet Cleaning and Tile Replacement

Lorna reported the Social Committee has the means to replace all carpet tile with laminate flooring in the ball room, games room and library. It was stated that we can't move forward until Rykon provides us with a path forward and at that time the CCMC will make a presentation to board with facts and figures and answers to questions presented by members of the board.

It was discussed and decided to purchase a reasonably priced carpet cleaner seeing that carpets need spot cleaning due to spillage of food and drink during social events. Lorna to purchase suitable carpet cleaner which will be stored downstairs.

Acoustic Tiles

Acoustics in the ballroom are a concern for those with hearing disabilities.

Residents report it is just too loud and would attend more functions if the acoustics were improved to reduce the echo chamber effect. Gerry and Marshall will do some research and report back at the next meeting tentatively set for next November 2019.

Gym

Al Brown reported the stand-up portable fans are worn out and need replacing. Al will research and purchase adequate fans suitable for long term use in the gym. All Agreed.

Washroom Light Sensors

Multiple complaints that the washroom lights are staying on and not working the way they should. Sensitivity has been adjusted numerous times, but still staying on. Gary to look into issue and report back next meeting. If not repairable we will revert back to on off switches

Canadian Flag Replacement

Al Brown reported that he needs to replace the flag every six months due to weathering. He suggested we purchase quality flags that will last six months at a cost of \$50.00 ea. Agreed by two purchase two flags. Al will look after the purchase and submit invoice for payment.

Contract Cleaners

Jean advised "Clean Sweep" the current contract clubhouse cleaning company is under new ownership. Katelyn to provide more information on new company owners. Tom will follow up with Katelyn.

" Urgent Need "

Jean Scheidl has announced she is stepping away from Clubhouse Rentals, however will maintain an active role on the Social Committee.

Many thanks to Jean for countless volunteer hours and service facilitating rentals from 2014 through 2019. It's been a pleasure working with her.

We are looking for volunteers to fill the role of Clubhouse Booking Agent. Training is provided with few benefits. If you're interested, please contact

Jean Scheidl
scheidls@telus.net

Tom McEwen
tommcstrata@gmail.com

Look forward to all replies.

Tom McEwen
President/ Director
Sonoma Pines Community Clubhouse
Management Committee
250.768.3439



SONOMA PINES

Sonoma Pines Homeowners Management Ltd.

Finance Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date and Time: Monday September 30, 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 August Financials were reviewed and accepted by the Finance Committee. We will move that the Board accept the August Statements.
3. The FC reviewed strategies after going over Credit Union quotes to reinvest the Common GIC that matures October 3rd, 2019 for about \$460,000.00 and the Multi-Family new funds of \$200,000.00 that was approved by the board to invest. We are still awaiting further quotes on GIC's and we will advise the board once the best scenario is chosen.
4. Roy has produced a spread sheet to break down current CRF interest that is always deposited in the Common CRF account. At fiscal year end we will ask Mike Makin to adjust the interest earned to both Common and Multi-Family as per their balance for each month.
5. Meeting adjourned

Irrigation & Water Conservation Committee

MONTHLY MEETING AGENDA

September 23rd, 2019 AT 3999 SONOMA PINES DRIVE

Present: Gary Sears, Brent Voss, Blake Elsasser (left at 10:05 am), Mike Trenn (chair)

Guests: None

1. Call to Order: 9:06 am
2. Adoption of August 19th 2019 minutes M/S/C
3. Add In Camera discussion to Agenda
4. Financial Report – by Mike Trenn
 - a. Nothing new to report regarding our budgeted items.
 - b. Mike to talk to Terry Cross regarding a November meeting to review historical costs.
Mike to contact Terry to give Terry time to prepare.
5. Old/Unfinished Business.
 - a. 2019 Evergreen Contract (Capitol program)
 - i. 14 battery clocks have been removed and irrigation lines tied directly to central clocks. Three battery clocks were replaced (total 7) using the salvaged clocks. (The cost of purchasing new clocks would be in the order of 7 x \$ 350 or \$2,450.)

Several more battery clocks can be removed on Sonoma Pines Drive but we need a power supply. We will investigate the installation of a small solar panel or solar panels or other electrical outlet to provide power to a central clock. Blake to discuss with Greg Marshall about possible solar installation.
 - ii. The changes to the system that have been made in 2.a.i above have been updated in the Multifamily Programming Guide provided by Asahi. Copies will be provided to the committee. (mapping has not been updated yet)
 - iii. Plan for the rest of the season.
 1. Propose budget for 2020. Provide irrigation and water conservation recommendations to the Board for 2020.
 2. Discussion on non draining or leaking valves/sprinkler heads.
 - a. We need to determine where we can strategically replace or repair leaking valves and sprinklers. (every time the irrigation lines are turned on the lines have to be filled with new water before they will deliver irrigation water. If they were full already, little water would be needed to charge/pressurize the line – resulting in water conservation)

3. Finalize decision on installing an environmental sensor to the irrigation system around the clubhouse. Blake to discuss maintenance implications with Doug of Evergreen.
- b. Watering schedule - everything is off – Mother Nature is providing ample water. Blow out is scheduled for week of October 24th.
- c. Standardized list of materials – we need space in the new Seacan for parts.
- d. Updating our mapping – Del Mar and Candalera Lane and Candalera Place. A walk through to update these areas will be on Friday October 4th (9 am – 4pm). Sprinklers, valves and irrigation lines will be determined and mapping will be updated.

Blake Elsasser left the meeting – 10:05 am.

- e. Water breaks and repairs – Committee to ask Blake to update/report on this for the next board meeting.
 - f. Non functioning meters. Emails were sent out to 72 residences as well as two reminders. We have received 37 replies with information and there are 35 remaining. Katelyn will send out a third and final email and we will determine what to do next at our October meeting.
6. New Business
 - a. Water breaks – Blake to provide an update on irrigation activities to date for the next meeting.
 7. In Camera M/S/C that the meeting become In Camera at 10:20 am.
 8. M/S/C to Adjourn at 10:45 am

Next Meeting – October 25th at 10:30.



Sonoma Pines Home Owners Management Ltd.

Maintenance Meeting September 19th, 2019 Minutes

Date and Time: September 19th 2019 – 8.00 am

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

Absent: Terry Cross, Vern Sarver, Vern Valan

Please Note: there was no formal Maintenance Committee Meeting held on September 19th, but in leu of have a meeting, we performed Multi Family Home Inspections on 57 homes.

These inspections were designed to give us an update of the present conditions of a large number of homes that are currently 8 to 12 years old in our neighborhood, and the expectations of repairs that will be needed in the near future and years down the road. This information will be use as comparison to our current depreciation report to assess the accuracy of our long-term maintenance requirements.

A special **Thank You** to the team that assisted in these inspections: Bob Nichol, Ken Smith, Gary Sears, Jerry McNichol, Denis Nadeau, Jim Bouzane, Blake Elsasser, and David Reid.

The purpose of remainder of these minutes is to give an update of the Maintenance Schedule to date and a review of ongoing Items.

Old Business Review

Preferred Contractors list

- List is complete and posted on the SPHOA Website

Multi Family Decks Surfaces

- - we were given a list of home owners that have identified there homes 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. (Excessive Fading)We're in the process of identifying the manufacturer of these decks surfaces and attempting to get them to come to the community and review these issues.



2.

Multi Family Decks Surfaces Cont.

- It has become increasingly difficult to get any company to assist in the review of these deck surfaces, a part of the September 19th Home inspections, these decks were again reviewed.
- At a minimum, the decks that have visible cuts and or damage , will be repaired this season, the excessive fading issues will need further review and restoration plan developed and funding request for repairs will happen next spring.
-

New Business:

The following is an update of Completed and or planned actions by the Maintenance Committee

Fence Repairs, replacements and painting

- The majority of fence repairs have been completed for the season; we are currently getting quotes for the required Painting of the Fences . Our intent is to have this completed this year.

House Painting

- The house painting is complete, there was two complete duplexes painted, and on one residence had only the South West exposure painted due to excessive premature fading, the remainder of the home did not require re-painting this year.

Wood Trim Staining

- There was no requirement for Wood House Trim Staining this season, a rotating schedule for trim painting will again be reviewed next spring.

- Gutter Cleaning

- the Gutter Cleaning will be done this fall, the maintenance committee have done a comprehensive review of the present conditions of our gutters and have comprised an extensive list for the tender of this work.

Some areas will require a further cleaning in the spring due to the large trees adjacent to some of our homes.

PRV Testing, Back flow valve annual testing

- Small Valves have been complete, Large PRV,s will require a shutdown, will be scheduled for the month of October.

Coordination with Fire Department and Insurance Company's required.

- Hydrant Flushing

- Complete



3.

Road surface repairs and Line Painting

- Road surface repairs are complete, Yellow Curbs and line painting is 90% complete c/w new identification of Handicap Parking stalls in front of the Club House.

Eaves Troughs Repairs

- Eave Trough repairs are nearing completion, we have had difficulty maintaining contractors that are committed to complete this scope of work, hopefully we now have someone that will react to our requirements.

- Roof Inspections

- the roof inspections will happen thru the month of October,

- Sanitary Sewer Flushing

- complete

Discussion Items / New Business

- CSC Report

- not available for these minutes.

- Club House Update

- Rykon 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 the Geo Technical report from Rykon

Effervescence Discussion

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

-This letter will be sent this month.

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 Now Complete.

Next Meeting

The next meeting will be held in the boardroom on October 15th , 2019 @ 9.00am.



SONOMA PINES

Safety and Security Committee

Meeting September 16, 2019

Old Business

YELP - Lower Gate

- sign has been ordered for lower gate to alert Emergency vehicles that Yelp can be used for access.

Speeding - Flashing speed sign

- updated cost for a flashing speed sign would be around \$4000. An alternative suggested was a “sandwich board” sign alerting drivers of speed, blind curve. This would be a much cheaper option (\$100) and could be moved around the community to promote speed awareness. Will confirm with Board at next meeting with the plan of a trial implementation.

Prowlers/Theft

- several new incidents of prowlers in the neighborhood. Repeat message of insuring car doors are locked and valuables are not left in vehicles. Encourage homeowners to have outside lights on during the night.

Carrington and Butt

- nothing new to report. Will continue to monitor situation and potential impact on community.

New Business

Security - Lower Gate

-discussed problem with pedestrians climbing rock walls to bypass locked man gate. Solution limited to extending a fence along Sonoma Pines Dr. below the gate on both sides. Would require a high fence running most of the distance. Opinion was that if the fence was installed it would have very little impact on prowlers as there are many other place to enter. The high cost to deter a few pedestrians was not practical. Will continue to monitor situation.

Slow curve sign - Sonoma Pines Dr.

- as above, will trial "sandwich board signs" to promote traffic awareness.

Stop signs - painting

Suggestion was made to paint stop signs with fluorescent paint to increase nighttime visibility. After discussion, the opinion was that stop signs were not a significant problem and the cost to paint and maintain was not currently justified.

Neighborhood Watch

- discussion about Neighborhood Watch. Opinion was the program was positive and provided an opportunity to inform residents of security issues in the community. There are several vacant block captain positions and with resident turnover it was felt that email lists are due for an update. Will work on updating Neighborhood Watch program.

Next Meeting November 18, 9:00 am



Sonoma Pines Homeowners Management Ltd.
Welcome Committee
Meeting Minutes

Location: Clubhouse

Date & Time: Sept. 26, 2019 - 11:00pm

Attendance

Present: Kim Reid, Lucy Lee, Shari Bouzane

Absent: Cheryl Johnson, Kathy Hovorka, Linda Morris

Minutes Prepared By: Kim Reid

1) Volunteer Appreciation Event

Event was held on Saturday September 7th from 2 to 5 pm. The theme was Mexican Fiesta and was catered and served by El Taquero. Approx. 70 were in attendance and the event was a successful one. Suggestions and debriefing held with WC members and ideas for next year are already being discussed.

2) New Home Owner Information session

An Information session was held on September 26 at 11 am. Three home owners were in attendance and a good session was noted. There are a few more new owners that were unable to attend but have asked to be included in the next one.

3) Homes for Sale in SP

There are still approx. 12 homes for sale in SP. The Welcome Committee is working with Katelyn to ensure that all the new owners' information is gathered in a timely fashion. The system seems to be working well and we will continue to assist Katelyn with this.

Next meeting TBD

Community Services Coordinator Report for September

- 1)** I have taken out 4 small trees around the community and seeded the spots into grass. I am now working on getting all the mulch transferred to different locations around the community.
- 2)** New Era Painters are now completed homes at 3827 & 3829 Sonoma Pines Drive and 2159 & 2161 Madera Court. It was suggested that home directly above 3836 Siringo Lane have its west face done only. It was done and did turn out to be quite successful.
- 3)** Orc Asphalt Maintenance has finished all the crack filling in the community. They are close to finishing the line painting, but obviously rainy weather is hindering their completion. All that is left to be complete is the center with the handicap spots being done last week
- 4)** All Irrigation water has been turned off due to the rainy conditions. Blow outs are scheduled for the week of Oct 24th. A reminder for all will be sent out to have their water shut off on single family homes and all garden hoses to be removed from the hose bibs of their homes.
- 5)** A cable snapped on one of the fitness machines and Rob from Fitness Superstore was here the same day to replace the cable. Great service from Rob.
- 6)** Chain link fence installed at the end of the 3843 Sonoma Pines Dr. We were having continued problems with people cutting through this property from the adjoining property. The resident was having things taken from his deck area and they were constantly arranging his patio furniture to keep the trespassers off their deck. With the installation of the fence it now plugs off the access route from the property.
- 7)** A couple new signs made for the community. One was a Yelp sign for emergency vehicles to enter at the lower gate. Another was a No Thru road sign for the Main entrance at Carrington hopefully to stop people from entering the main entrance thinking they can proceed straight through the community
- 8)** The maintenance team set out one morning and did exterior house inspections of several homes from 3801- 3917 SP Dr. All homes had windows; stucco, doors and garage doors inspected by teams of 2. David and I did eavestroughs inspections a week later to determine significant homes that need to be completed.

9) We are currently looking at collecting bids to paint the rail fence that borders the golf course from hole 3-5 that has over 5,300'. Hopefully the weather holds to get this project completed.

10) I have now taken over Lower gate programming from Paul Kaiser. This will give Paul a good needed break from the work of programming gate remotes. Paul, not wanting to give it all up, has agreed to still be back up for weekend emergencies. Thanks Paul for your great work.

Blake Elsasser
Community Services Coordinator

