



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
December 5, 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 Brenda Evans at 9:00 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

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

Absent: David Reid

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 New Business:

- Board Member Attendance
- Volunteers Required

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 November 7, 2019 be approved.

Seconded and CARRIED with all in favor.

- 3) **Correspondence:** There were no outstanding correspondences 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 October 2019 financial statements.

Seconded and CARRIED with all in favor.

- d) **Insurance Committee:** There was nothing new to report from the Insurance Committee at this time.
- e) **Irrigation Committee:** The Irrigation Chairperson provided a verbal report to the Board. The next Irrigation Committee meeting has been scheduled for some time in December. Additionally a meeting will be held with Asahi Landscaping to review this past season and to discuss matters going forward. In general the irrigation system is working well.
- f) **Landscape Committee:** A report is attached from the Landscape Committee.

MOTION: As recommended by the head of the Landscape Committee, the Board resolves to propose \$12,500 in next year's budget to pay for a report from a horticulturist regarding important landscaping issues.

Seconded and CARRIED with all in favor.

- g) **Maintenance Committee:** Please refer to the Community Services Coordinator's report below.

- h) **Safety & Security Committee:** The Safety & Security Committee did not meet in October and is scheduled to meet in December. Homeowners are again reminded to lock their car doors and remove all valuables.
- i) **Social Committee:** The Social Committee has decorated the clubhouse for Christmas and is getting ready for the annual secret Santa gift exchange.
- j) **Welcome Committee:** There was nothing to report from the Welcome Committee at this time.

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

6) **Alteration Agreements:** There were no alteration agreements for this meeting.

7) **Old Business:**

- a) **Efflorescence Issues:** In the absence to the Board Chairman the efflorescence issue has been deferred until the next Board meeting.

8) **New Business:**

- a) **Letter from Pihl Law:** A letter was received Pihl Law answering several questions posed by Board. This letter will be reviewed at a later date.
- b) **Pihl Law invoice \$14,644.70:** This invoice is for work done on the lot 347 issue. It will be referred to the Lot 347 Committee for review prior to paying.
- c) **Board Member Attendance:** A poll of Board members was taken to determine their availability for Board meetings during the winter months. There will be no Board meeting in January. The next Board meeting is scheduled for February 6, 2020.
- d) **Volunteers Required:** The Board is asking for volunteers who would be interested in joining any of the Sonoma Pines Board Committees in the New Year. Anyone who is interested is asked to contact Katelyn Peters at smassistant@kelownarealestate.com

The Board took a short break at 10:10am

9) **In Camera:** There was an in camera discussion on several matters.

10) **Termination**

The meeting was terminated at 10:50am

11) **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 **February 6th, 2020**.



Sonoma Pines Homeowners Management Ltd.

Clubhouse Report December 5, 2019

All Smoke detectors were stale dated and replaced.

Carpets were shampooed in preparation for upcoming Social Committee events and rentals over the festive season.

Still waiting for contractor schedule from Rykon construction to begin repairs to Clubhouse. Expect notification by end of December 2019.

Sonos sound system has been updated through the internet. I-pad has been replaced as it can no longer support Sonos system. Tablet has been replaced with Acer 10 tablet.

A management meeting will be held early January to discuss Internet provider options seeing Telus Amenity Program is coming to an end and Telus will not provide free service to the Clubhouse any longer .

**Tom McEwen
Director
Clubhouse Chairman
Clubhouse Management Committee**



Sonoma Pines Homeowners Management Ltd. Finance Committee Meeting Minutes

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date and Time: Thursday November 28, 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 October Financials were reviewed and accepted by the Finance Committee. We will move that the Board accept the September Statements.
3. Budget items shown on the monthly Financials, as compared to actual YTD expenses were reviewed. We noted that some of the maintenance items linked together did not offer much detail.
4. The SP investments were reviewed and it is noted that none of the GIC's mature until June 2020
5. Meeting adjourned

**Sonoma Pines Homeowners Association
Landscape Committee Meeting
Thursday, November 21, 2019
10:00 am, SP Clubhouse**

Present: Brenda Evans, Blake Elsasser, John Fawcett

Regrets: Dagmar Leuenberger-Swift

Minutes

Approval of previous minutes

Expenditures to date

- Invoices to be received for the removal of Lombardi poplars at property fence line and our contract costs.

Customer Service Coordinator Report

- Trees along the property to Sonoma Pines from Peters Road properties have been taken down.
- As it is the end of the season for landscape, the work has slowed down and the work being done is end of season tasks. Ashai has done a great job in our community this year.
- Discussion was held that in the spring we (the Board and CSC) promote to homeowners encouraging them to use a bin/fold down container/dedicated cardboard box instead of plastic bags for yard trimmings. The bags are cut open and dumped and then the bags are placed in the garbage.

Oval Garden

- The garden has been winterized.

New Business

- The Landscape Committee is seeking volunteers for the landscape committee.
- We received a preliminary report from the horticulturist after his site visit at the end of September. The committee had a first review and discussion regarding the document. It is proposed that through the winter months we

will start to develop the plan. A motion will be presented at the next Board meeting to approve the funding for this much needed project.

Old Business

- See above.

Next meeting date – March 18, 2020.

The Landscape committee will meet each third Wednesday of the month at 9 a.m. at the clubhouse. These meetings will occur from March to November.

Community Services Coordinator Report for November

- 1) Ninja Tree Service was out to take down the Lombardy poplars just south of 3853 SP Dr. It was agreed to share the cost of the removal of the trees. Our cost was \$ 1,997.50.
- 2) Had a contractor out to install some downpipes on the back side of the homes on 3901 – 3917. On a recent inspection it was found these homes needed an extra down pipe off the back side of the homes. They were installed and in place to handle the extra water off the roof
- 3) Met with Justin from CTQ about the PVR inspection. Still having issues getting these two company's together to get this done. Will follow up with David Reid about maybe choosing another contractor
- 4) Eave trough cleaning is done for another year. Company selected installed roof anchors on all units that did not have any. All SP Dr were done from 3801 – 3917, the clubhouse, 2150-2168 Madera upper and lower and all of Acacia lane
- 5) Bobcat and Truck were rented to haul away all debris from Vern's fence work. Left over Oggo grow from the spring was hauled to the surrounding end couplets that needed some ground cover
- 6) Snow Removal started Dec 1 with 5cm of snow

Blake Elsasser
Community Services Coordinator

