



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
February 6, 2020**

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, Terry Cross, Tom McEwen, Michael Trenn, Brenda Evans

Absent: Greg Marshall

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

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

Under New Business:

- Reminder to Dog Owners

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 December 5, 2019 be approved.

Seconded and CARRIED with all in favor.

- 3) **Presentation by Lorna Wright & Jean Scheidl:** Lorna Wright and Jean Scheidl from the Social Committee presented the Board with a quote of \$17,432.85 to replace upstairs flooring in the clubhouse except bathrooms, utility room and kitchen. These costs will be borne by the Social Committee and the members of the Social Committee are commended for being able to replace the floors without assistance from the Sonoma Pines Home Owners Association.

MOTION: The Board agrees to give the Social Committee permission to replace the clubhouse flooring as described above.

Seconded and CARRIED with all in favor.

- 4) **Correspondence:** There was no new correspondence other than what is discussed elsewhere in this agenda

- 5) **Committee Reports:**

a) **Clubhouse Committee:** The Clubhouse Chairperson gave a verbal report to the Board.

- **Patio extension:** The Board is in early discussions to extend the clubhouse patio somewhere between 6' to 8' outwards. More information to follow in due course.
- **Indoor painting:** The Social Committee has asked that Sonoma Pines Home Owners Association pay to paint the interior of the clubhouse as they will be paying for the floors.

b) **Communication Committee:** There was nothing to report from the Communication Committee at this time.

c) **Finance Committee:** A written report is attached.

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

Seconded and CARRIED with all in favor.

- d) **Insurance Committee:** The Insurance Chairperson gave a short verbal report to the Board. The appraisal has now been completed and our insurance broker is in the process of obtaining a quote. It should be noted that the Board gave a letter to our broker outlining some of the exceptional procedures we have in place to mitigate losses which hopefully will assist with premiums.
 - e) **Irrigation Committee:** A written report is attached.
 - f) **Landscape Committee:** The Landscaping Chairperson gave a short verbal report to the Board. The Landscape Committee has been working on an overall plan and when costs have been firmed up, their ideas will be delivered to the homeowners. The Landscaping Committee monthly meetings will resume again in March.
 - g) **Maintenance Committee:** Right now it's a quiet time for the Maintenance Committee. Please refer to the Community Service Coordinator's Report below for the latest maintenance issues that have been happening around the community.
 - h) **Safety & Security Committee:** There was nothing to report from the Safety & Security Committee at this time
 - i) **Social Committee:** See number three above.
 - j) **Welcome Committee:** There was nothing to report from the Welcome Committee at this time.
- 6) **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. A homeowner gave a suggestion that there should be some sand bins located in various areas around the community where homeowners can obtain and spread sand on the sidewalks and roads if they choose. The Community Services Coordinator will look into this matter and report back to the Board.

7) Alteration Agreements

MOTION: The Board approves the following new alteration applications.

Seconded and CARRIED with all in favor.

- a) **2177 Madera Court** - Installation of a satellite dish
 - b) **2375 Mesa Vista Court** - Replace existing deck railing with glass
- 8) **Old Business:**
- a) **Efflorescence Issues:** A letter will be finalized and sent to Rykon regarding the efflorescence issues.
- 9) **New Business:**
- a) **Reminder to Dog Owners:** A letter will go out to all homeowners reminding dog owners to please keep your dog on a leash, to please dispose of doggie waste bags in the doggie stations that are located around the community and other issues.
- 10) **In Camera:** There was an in camera discussion on several matters.

11) Termination

The meeting was terminated at 11:35am

12) Next Board Meeting

Board meetings are 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 **March 5th, 2020**.



**Sonoma Pines Homeowners Management Ltd.
Finance Committee Meeting Minutes**

Location: Sonoma Pines Clubhouse, 3999 Sonoma Pines Drive

Date and Time: Friday January 31, 2020 9:00 am

Attendance: Terry Cross, Roy Evans, Brian Diemert and David Reid; missing Bill Dartnell

Minutes Prepared by: Terry Cross

1. Old business from the Finance Committee meeting reviewed.
2. The November and December Financials were reviewed and accepted by the Finance Committee. We will move that the Board accept the statements.
3. Roy provided the current contingency fund summary and the cash flow reconciliation for Nov/Dec.
4. We reviewed the general ledger accruals for expenses from April 1, 2019 to December 31, 2019. These are used to compare the actual year to date expense to the budget for that period.
5. Roy is preparing the year to date comparison to budget for the clubhouse and the same is underway for the maintenance cost items and budget. We will start to work with Landscape, irrigation and the other committees for their 2020/2021 budgets.
6. Question for the Board. Did we find out what legal trust funds for shares for new residence is all about?
7. The SP investments were reviewed and it is noted that none of the GIC's mature until June 2020
8. Meeting adjourned

Irrigation & Water Conservation Committee

MONTHLY MEETING MINUTES

10:30 AM JANUARY 20TH AT 3999 SONOMA PINES DRIVE

Present: Gary Sears, Brent Voss, CSC Blake Elsasser, Mike Wilding (MW) and chair Mike Trenn (MT).

- 1) Call to Order: 10:30 am.
- 2) The committee members welcomed Mike Wilding to the meeting and to the committee if he chooses. Our modus operandum and recent committee work was outlined by the committee members to Mike. Mike gave the committee a bit of his personal background and interests. The committee feel that Mike would be a good addition to the committee. Mike will be away for six weeks and will be available for our March 2020 meeting.
- 3) Adoption of December 9th 2019 minutes M/S/C.
- 4) Old Business:

The Irrigation and Water Conservation Committee recommends that Asahi place up to \$1000 of Glenmore Grow be placed at a location and at a time determined by Kevin Stringer of Asahi. Committee chair – Mike to discuss with the Board if this funding could come out of the landscape budget. Blake to follow up with Kevin as soon as possible to discuss this trial location. This application would **improve the soil and save water.**

2020 operational plan.

- i) Turf Management -Water Conservation – Glenmore Grow to be placed on back of Talavera as approved by the Board and to be confirmed with Kevin of Asahi. Discuss with Landscape Committee re Budget.
- ii) Completion of battery clock removals and rewiring on Sonoma Pines near the clubhouse.
- iii) Wiring locations and battery clock removals in Talavera and Madera areas.
- iv) Balance of 3 year plan is to have all battery clocks in Sonoma pines removed and ALL underground irrigation to be controlled from above ground panels.

Item i) =\$1,000

Item ii) and iii) = \$5,000

Item iv) = \$10,000 (\$5,000 in 2020and \$5,000 in 2021)

b) 2020 Capital Plan (Capital Budget amount not known at time of writing)

- i) Mapping updates – costs for AutoCAD license – Mike to check the costs to purchase an appropriate license. More discussion to be had with the landscape and maintenance committee to determine if we/they should purchase software or hire a

consultant to manage the software and the infrastructure. Mike Wilding will check with City of West Kelowna planning department to see what they have and Brent will bird dog at WFN to see what they have in the line of electronic mapping and availability for our use.

- ii) We will identify some areas where we may need to provide localized power for new centralized irrigation clocks if existing installations will not work. Solar panels or hook up to street lights are possibility. We will need to research the costs for this and discuss if it is an option.

- c) Water conservation planning – the committee agreed that it is still too early to have town hall information sessions as WFN is not moving very fast with their new water treatment plant, new bylaws or other infrastructure. The committee decided to send out water conservation tips using the Sonoma Pines web page and include a blurb or two for single family owners regarding the operation of their underground irrigation systems. Gary to finalize the tips and send draft to the committee via email for approval and then have it sent to the Board for approval.
- d) Non functioning meters – more information will come from WFN as meters are replaced. All costs for meter upgrades or replacements will be borne by WFN. It is still unclear if WFN will continue reading the meters in the long run.
- e) Confirmed Sonoma Pines Water supply is chlorinated. Evidence confirmed at Pump House.

5) New Business: none

6) Adjournment at 12:10 pm

Next Meeting: March 16th, 2020 at 10:30 am. (there will be no February meeting – the committee will correspond via email until our next meeting.)

Community Services Coordinator Report for February

- 1) Team Foundation was out to repair the crack in the basement crawl space at 3847 Sonoma Pines Drive water was leaching in from the outside corner of the basement. The excavation took some time as it was wet sloppy clay and as deep as 5 ft. Blue skin was applied to the outer wall with caulking applied to the inner wall. A large crack between unit 3847 Sonoma Pines Drive and 3845 Sonoma Pines Drive was also repaired at the same time. Smoke & Carbon monoxide detectors changed in the Clubhouse as they were all expired as of the end of 2019.
- 2) The lower pin in the Solana Place lower gate seemed to have dropped out bending the stabilizer bar and breaking the hydraulic line. New line and adjustments made by Assa Boya. Tom Schopp was out to service the furnaces in the Clubhouse.
- 3) Allan Beatty was out to inspect 3 homes in the community for insurance purposes. 2163 Talavera Place, 2087 Candalera Place and 3821 Sonoma Pines Drive offered their homes. All went well and he was impressed by the condition of the homes. Thanks to all for allowing him into your homes for a viewing.
- 4) Myself and with Vern's assisted removed three problematic trees in the Community. All trees were cut up and are stored in the RV site till Asahi's first yard waste pick up in March PRV Inspections went well on December 17th. Some resident reported having water through the complete testing even with the water off. From start to finish it took close to 11 hrs. All went well and the procedure is documented for the next time.
- 5) Snow Removal started December 1st with 5cm of snow. Snow removal has gone well will small fence damage that was repaired right away by Interior Snow.
- 6) Anthony Bauer from Primary Engineering wanted access to the main power box at the entry to Sonoma Pines. His company is contracted by WFN to give a detailed map of the power supply as it enters the community. This is in preparation to move this closer to our property to make room for the roundabout planned for Carrington Road. Took some time but I believe they have tracked down the owner of the locks on the power box. They may have to survey all of Sonoma Pines to show locations of all power boxes in the community. Hopefully they are willing to share this information with us.
- 7) I put on a 2nd warning on a vehicle on Sonoma Pines Drive. Owner of the vehicle was present when he was given the notice and informed the next step would be his vehicle being towed.
- 8) Repairs on the Clubhouse started in the middle of January. They are almost completed with the excavating and clean up.

Blake Elsasser
Community Services Coordinator

