



**Sonoma Pines Homeowners Management Ltd.  
Board Meeting Minutes  
March 5, 2020**

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, Terry Cross, Michael Trenn, Greg Marshall

**Absent:** Tom McEwen, Brenda Evans

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:**

- Parking Reminder
- Lot 347 & 348-3 Update

*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 February 6, 2020 be approved.

Seconded and CARRIED with all in favor.

- 3) **Correspondence**

- a) **Alvarado Trail - response to short term rental violation letter** - The homeowner submitted a response to the violation letter they received for operating a short term rental out of their home. A letter will be sent to the homeowner in response to the short term rental out of their home.

- 4) **Committee Reports:**

- a) **Clubhouse Committee:** It was discussed that the exterior foundation work to the clubhouse has been completed. The concrete patios and landscaping will be completed in early March. The Board is still waiting for a commitment from Rykon regarding the interior patch and painting of the clubhouse.
- 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 January 2020 financial statements.

Seconded and CARRIED with all in favor.

- d) **Insurance Committee:** There was nothing major to report from the Insurance Committee at this time. We are still awaiting the cost of the renewal policy and we should know within the next week to two.
- e) **Irrigation Committee:** The Irrigation Chairperson gave a short verbal report to the Board regarding and advised that the budget for the coming year is almost finalized.
- f) **Landscape Committee:** In the absent of the Landscape Committee Chairperson there was nothing report.
- g) **Maintenance Committee:** A written report is attached.

- h) **Safety & Security Committee:** The Safety & Security Chairperson gave a short verbal report to the Board and proposed the resolution below. The Chairperson also brought up that trimming back of long brush around the community needs to be considered.

*MOTION:* As recommended by the head of the Safety & Security Committee, be it resolved that the Board approves the installation of one 40KM per hour speed sign to be installed the bend in the road on Sonoma Pines approaching the main entrance at the cost of up to \$350.00.

Seconded and CARRIED with all in favor.

- i) **Social Committee:** The replacement of the upstairs flooring in the clubhouse is being installed and should be completed by this weekend.  
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. The Community Services Coordinator also informed the Board that street sweeping will start March 26, 2020. Homeowner's are reminded not to park their vehicles on the street while street sweepers are cleaning the roads. More information will follow in due course.

## 6) Alteration Agreements

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

Seconded and CARRIED with all in favor.

- a) **2167 Alvarado Trail** - Installing Paving Stones & Extending Patio Outwards  
b) **2141 Madera Court** - Installing an Awning, Window Screen, Hot Tub, Privacy Screen & Arbour

## 7) Alteration Agreements - Deferred

- a) **2066 Candalera Place - Extending Walkway** - Homeowner will need to resubmit their alteration application and provide more information.

## 8) Alteration Agreements - Denied

- a) **Candalera Place** - The installation of a fiberglass deck roof, electric baseboard heaters and the planting of yew trees on common property have been denied.

- 9) **Old Business:** There was no old business items added to this agenda.

## 10) New Business:

- a) **Parking Reminder:** An email will be sent to homeowners reminding owners to please not park their vehicles on the roads other than the approved visitor parking throughout Sonoma Pines.  
b) Lot 347 & 348-3 Update: See the attached letter from the Chairman of the Board.

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

## 12) Termination

The meeting was terminated at 10:30am

### **13) 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 **April 2nd, 2020**.



**SONOMA PINES**

**Sonoma Pines Homeowners Management Ltd.**

**Finance Committee Meeting Minutes**

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

**Date and Time:** March 02, 2020 9:00 am

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

**Minutes Prepared by:** Terry Cross

1. Old business from the Finance Committee meeting reviewed.
2. The January Financials and bank statements were reviewed and accepted by the Finance Committee. We will move that the Board accept the statements.
3. We reviewed the different committee budget planning forms and compared ytd expenses to budgets to date.
4. Question for the Board. Did we find out what legal trust funds for shares for new residence is all about?
5. The SP investments were reviewed and it is noted that none of the GIC's mature until June 2020
6. Meeting adjourned



## **Sonoma Pines Home Owners Management Ltd.**

### **Maintenance Meeting January 30<sup>th</sup>, 2020 Minutes**

Date and Time: January 30<sup>rd</sup> 2020 – 9.00 am

In Attendance: David Reid, Blake Elsasser, Terry Cross, Vern Sarver, Ver Valan

Absent: Ken Smith, Bob Nichol

#### **Old Business Review**

##### **Multi Family Decks Surfaces**

- Blake to research and repair deck surfaces that are cut.
- We have found a Vinyl Deck resurfacing compound that could be used on some of our decks that have deteiriating surfaces. This is a roll-on application. We will more than likely do a test surface to evaluate the quality of this product.
- Refer to 2020 Maintenance Schedule for timing.

##### **Maintenance Calendar**

- The 2020/2021 Maintenance Calendar has been reviewed and agreed too, this calendar identifies all of our Maintenance requirements for the year, and the month's they will occur, copy attached

##### **Spring Gutter Inspections**

- Refer to new Maintenance Schedule

##### **Roof Inspections**

- Refer to 2020 Maintenance Calendar

#### **New Business**

##### **Clubhouse Update**

- Rykon has completed the foundation repairs that were required to eliminate the settlement of the building, Interior repairs to hopefully start in the near future.



2.

- **Sidewalks**

- There has been some settling of some of our sidewalk section's, needs to be reviewed and repaired.

**Marmot Control**

- We are looing for options for this years Marmot Control Management, discussions with Two Eagles Golf course are required to adapt a joint effort for the adjoining properties.

**2020/2021 Maintenance Budget**

- The Maintenance budget for the upcoming fiscal year has been reviewed, and will be finalized before the end of March.

**Next Meeting**

The next meeting will be held in the boardroom on , March 3<sup>rd</sup>, @ 9.00am.

## Sonoma Pines Maintenance Calendar 2020

<p style="text-align: center;"><b>January</b></p> <ul style="list-style-type: none"> <li>• Review 20-year projected Expenditure Work sheet.</li> <li>• Prepare 2019/20 Budget expectations</li> <li>• Review Snow Removal Process</li> <li>• Deck Repairs review</li> </ul>	<p style="text-align: center;"><b>February</b></p> <ul style="list-style-type: none"> <li>• Review 2020 Maintenance Budget</li> <li>• Coordinate Roof inspections for early Spring</li> <li>• Review Catch Basins for required cleaning</li> <li>• Research Marmot Control requirements</li> <li>• Review additional gutter cleaning if required</li> <li>• Prepare Fence Maintenance , Repair Budget</li> </ul>
<p style="text-align: center;"><b>March</b></p> <ul style="list-style-type: none"> <li>• Coordinate Road Sweeping with Boulevard cleaning and set date for road sweeping.</li> <li>• Prepare and send out RFQ,s for House Painting, Wood Trim Sealing, PRV and Hydrant testing, Deck repairs</li> <li>• Finalize 2020 Maintenance Budget</li> </ul>	<p style="text-align: center;"><b>April</b></p> <ul style="list-style-type: none"> <li>• Concrete and road surface inspections</li> <li>• Send out RFQ for Road Surface repairs</li> <li>• Start Marmot Control Program</li> <li>• Drain Cover, Pop Ups and sewer annual inspection and repairs</li> <li>• Clean Road side Catch Basins if required</li> <li>• Start Fence Maintenance and Repairs</li> </ul>
<p style="text-align: center;"><b>May</b></p> <ul style="list-style-type: none"> <li>• Fire Hydrant and Valve maintenance</li> <li>• Decks and Balcony's annual inspections</li> <li>• Sanitary Sewer Flushing</li> <li>• Coordinate Roof Inspections</li> </ul>	<p style="text-align: center;"><b>June</b></p> <ul style="list-style-type: none"> <li>• Start Curbs and Road Painting If Required</li> <li>• Start House Painting</li> <li>• Start Wood Trim Staining</li> <li>• Building Envelope &amp; foundation Inspection</li> <li>• Doors and Window annual Inspection</li> <li>• Send out RFQ for Gutter Cleaning</li> </ul>
<p style="text-align: center;"><b>July</b></p> <ul style="list-style-type: none"> <li>• Start Concrete and Road repairs if required</li> <li>• Start Home Painting</li> <li>• Start Home Wood Trim Staining</li> <li>•</li> </ul>	<p style="text-align: center;"><b>August</b></p> <ul style="list-style-type: none"> <li>• PRV Station Maintenance If required</li> <li>• Back flow valves annual testing</li> <li>•</li> </ul>
<p style="text-align: center;"><b>September</b></p> <ul style="list-style-type: none"> <li>• Catch Basins annual Maintenance</li> <li>• Gutter Cleaning</li> <li>• Review Snow Removal RFQ</li> <li>•</li> </ul>	<p style="text-align: center;"><b>October</b></p> <ul style="list-style-type: none"> <li>• Hire Snow Removal Contractor</li> </ul>
<p style="text-align: center;"><b>November</b></p> <ul style="list-style-type: none"> <li>• Electric Cart, look for maintenance &amp; repairs that might be required</li> <li>• Check and Clean All Storm Drain Grates</li> </ul>	<p style="text-align: center;"><b>December</b></p> <ul style="list-style-type: none"> <li>• Review Currant Budget cost to date</li> <li>• Review and adjust as required, next years Maintenance Calendar.</li> <li>•</li> </ul>



## Community Services Coordinator Report for March

- 1) Several holes cut in the chain link fence along the back side of Talavera between 2135 & 2155. People using it to access the community without having to go around. Fence Tech out to re-weave the fence back together. Days later it was reported there was a hole cut in the lower RV Park. A Naloxone kit with some needles inside were collected and disposed of. Call placed to Associated Property to inform them their fence needs some repair.
- 2) Call from 3808 Madera about a front door handle falling off. It turns out there were broken parts in the handle when I took it apart. Owner bought a new handle and as he was going through chemo treatments and was a little unstable, so I installed the handle for him and his wife's safety.
- 3) Call to 3830 Siringo lane for a possible seal unit gone in a patio deck door. Inspected and found hazy and moisture between the panes of glass. Crystal Glass advised to repair two street signs were taken out on the same day by two different residents. One was at the entrance of Siringo off Sonoma Pines Dr resulting in the signpost just snapped off. No injuries to report. The second was at 3899 SP Dr. This incident broke the sign of but there was a large tree behind the sign that cause considerable amount of damage to the front of the truck involve. Again, the resident was uninjured. New signposts were made by Vern and installed.
- 4) Call from 3819 Acacia Lane about water entering their bedroom windows from there eves. Spoke to resident and stated insurance company had informed them the eves were full of water. I inspected their eves and their neighbors to find out they were missed in the fall cleaning. Live Next Level Inc. was called back and the owner unplugged the downspouts at 3819 and stated they did indeed miss cleaning this section of homes. I will follow up and make sure they are held accountable for this.
- 5) A crack was found in the footing at 2149 Talavera Place. Vern and I took on the project. We exposed the grade beam at the rear of the home, just to find the front drain line was not connected to the rear drain. The crack was repaired and the drain line connected to the rear drain.
- 6) Streetlight reported to be out in 3901- 3917 block of Sonoma Pines Dr. It was found a corotated connector was to blame for the outage. It was quickly repaired, and power was restored
- 7) A new Yard Waste memo was sent out restricting the use of plastic bags for yard waste. Seems to be well received and only a few questions. This starts March 3rd.

**Blake Elsasser**  
**Community Services Coordinator**



As we are all aware now, there have been activities on Lots 347 and 348-3 this week that took all of us by surprise, including the Members of the Council.

I will, through this correspondence attempt to bring all residents of Sonoma Pines up to date on our current status relating to lot 347, & 348-3. For any newcomers to Sonoma Pines, Lot 347 is the upper portion of Sonoma Pines Drive off Carrington Rd. Lot 348-3, is the land north of our entrance, recently rezoned to High Density, Multi family housing.

With regards to lot 348-3. This lot was sold to Broad Street developers last year, and they are in the process of finalizing the Design Development application with WFN. We were informed by Graeme Dimmick the Senior Planner for WFN that this design application process was not complete, and until it was, no work was to proceed on that lot until WFN issued a development permit, as of February 18<sup>th</sup> there had been no permit issued. I have, since the appearance of the equipment, reached out to Mr. Dimmick twice for an update, with no response.

With regards to Lot 347, our Couplet. We, the board, identified in a letter to the homeowners on or about June 26<sup>th</sup>, 2019. ( letter attached ), the most offensive portion of this new development was the proposed use of our lot 347 as access to the new development on lot 348-3, we indicated in this letter that we had authorized our lawyers to seek a judicial interpretation of our lease on lot 347.

This Petition was based on the opinion of our Legal Council that we, SPHOA, had the sole rights to this leased property, and that only the sole lawful processor of the land had the right to grant an easement on our leased property. The petition was registered the end of July 2019.

Up until the registration of the petition, we were still having reasonable discussions with WFN regarding the proposed developments. These discussions were related to the Roundabout, traffic concerns, permanent entrance to the new development, Construction access for the new development, possibility of, at a minimum, some cost sharing of a upper gate , and access to the development plans of the new community. This all stopped once the petition was registered.

On September 23, 2019, we received from the WFN Legal council, and on behalf of WFN, a letter asking that we reconsider our position and the advisability of proceeding with our petition, and that the parties work together to find solutions to the underlying concerns.

In this letter it was suggested that that our original interpretation of items 3.6, and 3.7 of our leases were in fact not accurate.

They two most contentious items identified were:

- The lease expressly states that the lessees use of lot 347 is non- exclusive, and that the lessees agrees that the lessor has the right to facilitate road and utility extensions to lots adjacent to lot 347. And that the owner has the right to grant easements to facilitate these services. This means that no matter what the outcome of our Petition, the upgrades of the roads and services can be constructed.

- One of our other points of argument was that Ron Derrickson was not the sole lawful possessor of the land and therefore did not have the right to grant easements. Unfortunately, this letter identified some older information that he was in fact the sole possessor and indeed did have the right to grant these easements.

After deliberation of this letter from WFN, it was decided that we should at a minimum pause the application of our Petition and continue discussions with WFN on our options identified above while our legal council reviewed the new information received. Which we did.

Once the petition was paused, we had additional meetings and correspondence with WFN. In November we submitted a suggestion that Carrington Road be designed to incorporate an opposing left turn lane, which is a center lane which cars can turn off or turn left from. This then could be considered as the main access to the new development on lot 348-3. WFN said they would run that by the Contractor and MOTI. We have no response to date.

Our legal council have just recently replied to our queries, regarding the possibility of us now winning our Petition case in court, with reference to the latest information identified by WFN, s legal council. Their opinion is we would have less than a 50% chance but are still willing to go ahead if we so desire.

Just a Note: To date we have spent in excess of \$15,000.00 on the processing, and implementation of the petition. In order to follow through with the process in court our lawyers would now have to research, build a case and present in court. Depending on the outcome, it could cost another 15 to 20 thousand dollars. Our belief is this would not be wise money spent.

Were do we stand to date?

Let me start with what we know.

- The High-Density Development on lot 348-3 is going to happen, the timing of that is still not announced, but I would expect it will be very shortly. We have requested that the Construction access to this development be off Carrington road, we have been told that the Contractor is considering that option. It will take time for them to set that up properly.
- The Roundabout will be constructed as part of the development of lot 348-3. It is expected that this construction will start by end of May. Also, we are told there will be a 4-way stop installed at the Carrington, Elk road intersection.
- Currently the design development drawings that I have seen include for a Right In, Right Out access road off Carrington to the new development. This will remove some of the pressure from Sonoma Pines Drive. We are still awaiting a response on the opportunity of using Carrington as the primary access for the community.

The Gate.

It was the hope of the committee and a wish of our community that a gate could be negotiated into an agreement with WFN and or Broadstreet Developers. We have been told flat out that WFN would not consider contributing to a Gate for our community, and that it is currently not in Broadstreet,s contract to construct a gate on our behalf.

With that info in hand, we will proceed with getting a quote for the cost of a Gate and associated roadwork. This infrastructure and the associated expenditure will need to be voted on by the community. We hope to have a budget prior to this year's AGM.

What are our options for lot 347?

Knowing that our Petition has little Clout now, we have a few questions that still need to be considered.

- Do we reinstate the Petition Process, knowing what we know now, and considering the additional cost associated with this process, we would not recommend this be considered?
- Do we surrender our Lease on Lot 347? We now understand that WFN has the right to relocate services and roadwork, we also know that the RAB will be constructed, which has been one of our priorities for 4 years. In order to facilitate the RAB the easements of that portion of Lot 347 must be accepted.
- If we do not surrender the Lease on Lot 347, we currently believe that when the extension of services and roadworks is complete, the responsible for the Maintenance, upkeep, and safety issues of that roadway, will revert back to Sonoma Pines, keep in mind there could be substantially more traffic on the roadway.

We need to evaluate these options and choose a path forward soon.

I believe that the information in this letter has brought you up to date regarding Lot 347/348-3 process. We are still lobbying WFN with regards to the Main Access to lot 347-3, construction access from Carrington and confirmation of construction kick offs, they owe us some answers and we hope to hear from them shortly.

Any comments and or concerns please submit to the board for clarification.

Regards,

David Reid

Board Chairman