



**Sonoma Pines Homeowners Management Ltd.
Board Meeting Minutes
April 2, 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 9:07 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

Present: David Reid (via phone), Terry Cross (via phone), Tom McEwen (via phone), Michael Trenn (via phone), Brenda Evans (via phone), Greg Marshall (via phone), Blake Elsasser (via phone)

Absent:

On behalf of Coldwell Banker Horizon Realty: Mike Makin (via phone), Katelyn Peters (via phone)

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

Under Correspondence:

- Solana Place Drain Incident:

Under New Business:

- Marijuana Plants
- Insurance Discussion
- AGM Discussion
- Budget Discussion

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 March 5, 2020 be approved.

Seconded and CARRIED with all in favor.

- 3) **Correspondence:**

- a) **Solana Place Drain Incident:** An email was received from an owner stating that there is water gathering behind a couple of properties on Solana Place. The Community Services Coordinator will investigate.

- 4) **Committee Reports:**

- a) **Clubhouse Committee:** A written report is attached.
- b) **Communication Committee:** There was nothing to report from the Communication Committee at this time.
- c) **Finance Committee:** The Finance Chairperson provided a verbal report to the Board regarding the 2020-2021 budget.

MOTION: As recommended by the head of the Finance Committee, be it resolved that the Board approves the February 2020 financial statements.

Seconded and CARRIED with all in favor.

- d) **Insurance Committee:** See 10b under new business below
- e) **Irrigation Committee:** A written report is attached.
- f) **Landscape Committee:** A written report is attached.
- g) **Maintenance Committee:** A written report is attached.
- h) **Safety & Security Committee:** A written report is attached.
- i) **Social Committee:** There was nothing new to report from the Social Committee at this time.

- j) **Welcome Committee:** The Welcome Committee had three new homeowners move in November 2019, two in December 2019, one in March and three new homeowners are to move in sometime in April. All new homeowners, with the exception of the April move-ins have received welcome packages with the promise of an orientation session in the future. The April move-ins will not receive packages at this time but the Welcome Committee will be contacting them by e-mail to give them a few tips on where to find things on the web site etc.

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

MOTION: The Board approves the following new alteration applications.

Seconded and CARRIED with all in favor.

- a) **2176 Alvarado Trail** - Installation of a Retractable Screen
- b) **2241 Terrero Place** - Installing Pavers + Landscaping Alteration

7) Alteration Agreements - Deferred

- a) **2188 Alvarado Trail** - Satellite Dish Installation - The homeowner will need to have the satellite dish professionally installed.

8) Alteration Agreements – Denied

- a) **2084 Candalera Place** - The installation of the front exterior door has been denied as it does not meet the community standards.

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

10) New Business:

- a) **Marijuana Plants:** A letter is attached to the meeting minutes explaining the rules of growing marijuana plants in Sonoma Pines.
- b) **Insurance Discussion:** As all owners have now been advised, the Sonoma Pines insurance policy was renewed at a much higher cost with water/sewer deductibles increased from 25,000 to \$50,000. In view of the urgency the approval was done by email from each of the Board members. Please see the resolution below regarding payment. The strata manager sent memorandums by email/ regular mail to all the homeowners explaining the implications of the new policy.

MOTION: Be it resolved that the Board approves borrowing up to \$787,894.00 from the contingency reserve funds to assist with paying the insurance premiums. The loans are to be repaid by the end of this fiscal year.

Seconded and CARRIED with all in favor.

The Board took a short break at 10:56am

- c) **AGM Discussion:** The Board is conducting ongoing discussions regarding this year's Annual General Meeting and what format it will take. Once this has been finalized, owners will be advised.
- d) **Budget Discussion:** There was a preliminary discussion on the budgets for the coming year. It is expected they will be finalized within the next couple of weeks.

11) In Camera: There was an in camera discussion with a decision reached.

12) Termination

The meeting was terminated at 11:57am

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 **May 7th, 2020**.

Sonoma Pines April Clubhouse Report

March 26, 2020

Replacement of carpet and hardwood flooring in the Clubhouse is almost complete.

Vendor will finish the floor early April and provide quote for interior work needed as a result of the settling issue.

Job well done by the Social Committee and all other volunteers who assisted in the project.

Thanks to all those volunteers who participated.

President Reid and myself met with Ken Pennington on site from Rykon Construction to discuss the remediation and timetable of the exterior driveway, patio, along with landscaping. Work is tentatively set to begin, weather permitting, early April.

Telus has completed their work by replacing Optical Boxes with 4k ability at all TV locations and installed boosters as necessary. The new Network name and password will be posted on the bulletin board in the ballroom.

Clubhouse will remain closed until Health Officials deem it safe to occupy.

Tom McEwen

Chairman /Director

Sonoma Pines Community

Clubhouse

Irrigation & Water Conservation Committee

MONTHLY MEETING MINUTES

10:30 AM MARCH 16TH AT 3999 SONOMA PINES DRIVE

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

- 1) Call to Order: 10:32 am.
- 2) Adoption of January 20th 2019 minutes M/S/C
- 3) Old Business:
 - a) Glenmore Grow placement to start – using 2019 remaining budget, Blake to authorize Kevin at Asahi to place one truck load at \$1000. Kevin to be asked to monitor water consumption in the areas of application. Blake has a map of the areas that need to have some soil enhancement. We can refer to this as funds come available for additional Glenmore Grow – perhaps 2020 budget?
 - b) The Committee discussed the need for acquiring a computerized mapping system to show all irrigation locations and components. A primary resource for service and maintenance of irrigation system and water supply for Sonoma Pines. Currently a SPHO is supplying this service with their own computer and CAD software.
 - c) It was agreed by the Committee that further clarification on budget availability and clarification on the budgeting categories is required and a meeting/discussion with the Finance Committee Chair Terry Cook is needed to help finalize the budget. The meeting was held on Thursday, March 19th with the following budget being proposed by the Committee.

BUDGET ITEMS*

Due to the meeting with Terry Cross being canceled due to Covid – 19, the committee was unable to finalize the budget numbers prior to the minutes being finalized for the SPHOA April Board meeting. However, the committee has had discussions and will present a proposed budget at the April Board meeting and will give an updated report at our next meeting – which is yet to be determined.

- d) COMMON Irrigation Repairs and Maintenance (2020 operations)
\$TBD – discussions on going.
 - i) Glenmore Grow \$1000
 - ii) Battery Clocks on Sonoma Pines - \$5000
 - iii) Wiring locations Talavera/Madera – preparing for battery clock removals - \$5000
- e) COMMON - Irrigation Upgrading. (2020 capital plan)

\$TBD – discussions on going.

- i) Purchase AutoCAD Pro and stand alone lap top computer -
 - ii) Install localized power for new control clock – location TBD - \$5000 – More research needed to determine a better estimate for a power source. A location needs to be determined first – then wiring and materials detail can be finalized.
- f) COMMON CRF – Capitol Projects - \$TBD – discussions on going.
- g) MULTI FAMILY (MF) Irrigation and Repairs (2020 operations)
\$TBD – discussions on going.
- h) MF CRF Capital Projects - \$TBD – discussions on going.
- i) Water conservation planning.
 - i) Tips – Gary to finalize and forward to committee for review and to include blurb for single family owners.
 - ii) Non functioning meters – no word on how this has been going.
 - iii) Committee agreed that we need to be making some recommendations on water conservation to the Landscape Committee.
 - iv) Committee agreed that the big ticket items like increased water rates and new bylaws are under the purview of the Board and we should remain focused on improving our water system efficiencies.
- 4) New Business: We need to understand the landscape committee planning so that we can integrate irrigation system efficiencies where possible. We should be routinely making suggestions and recommendations as it affects turf management.
- 5) Adjournment at: 12:45 pm.

Next Meeting: April 20th 10:30 am

**Sonoma Pines Homeowners Association
Landscape Committee Meeting
Via email due to COVID-19 social distancing**

Present: Brenda Evans, John Fawcett, Irene Scott, Dagmar Leuenberger-Swift

This meeting was conducted via email to gather comments and input regarding the Landscape Plan for our community going forward. The plan will be submitted to the Board for consideration and to be used or identified as an information document to homeowners.

We have identified issues such as overgrown oak trees causing damage and rock walls that are starting to deteriorate and causing damage.

These two issues are priority for the community as to not stop or repair the damage soon is going to be a much more expensive repair in the future.

The following are excerpts from landscape members comments:

"The projects re trees and walls are too costly to address this year. I propose we table these till next season. I also feel that these projects should be addressed to the community at next years AGM. This proposal for the walls is quite ambitious and we need to meet with the residents impacted by this. When we make decisions on behalf of the community, we have to remember we are impacting people's homes."

"I would like to see those oak trees that are clearly dead or creating damage to sidewalks, curbs and roads be removed this year, so we would need funding for this."

I feel sure that the Irrigation Committee is up to speed on watering conservation and that reducing irrigation frequency will slow plant growth and buy us some time on the rock wall shrubs, which will eventually need removing.

We need to make reference to the By-Law pertaining to the rock walls – a heads up to owners that plants will be removed in upcoming years.

I agree with all of the Wish list Items. Some could perhaps be done by our CSC, but the rest will require a budgetary item for Asahi, unless you feel that a Work Party could tackle some of these tasks (but not in this current year). Either way, we need to provide communication on the Forward Plan".

"She agrees the tree and rock wall work does need to get started. The sooner we manage the damage, the less the cost down the road.

I am going to remove the cost for the consultant for this year's budget. In light of what is happening and all the uncertainty regarding other parts of the SP budget I will keep our budget static.

The oval garden needs a bit of money for maintenance and I will budget for approximately 10 of the trees along SPD."

Going Forward Landscape Plan Commencing 2020

Purpose of this Plan

It has been recognized there are concerns in the community with our trees, plants, shrubs, sod and rock walls. This document is the rationale for the consideration of a go-forward plan and funding requirements to maintain our beautiful community while keeping in mind cost and being good stewards of our environment.

Identifying Major Issues

Last September the Landscape Chair met with a certified horticulturist to identify concerns and issues in the community. Some of the issues: oak trees on Sonoma Pines Drive, rock walls on various streets in community, most varieties of plants are less than ideal for our community, creating maintenance efficiencies in community to reduce costs, water use and volume of water.

Issues identified that need repair work soon are the oak trees on the street side of the clubhouse along Sonoma Pines Drive. The trees are a very large variety and are not suited for boulevard planting. The trees are struggling to survive where planted and yet the roots are lifting and cracking the sidewalks, curbs and roadways.

Another issue identified is the failure of rock walls that have trees and/or shrubs plants on top of them at the edge of the rock wall. This is one of the reasons for the failure. While the rock walls are not structural, they are critical to the aesthetics of our community and a vibrant part of the community's appeal.

The way and the amount of water we use for our vegetation was another issue identified. While, landscape and irrigation work closely together, the irrigation committee has been diligently working on improvements and cost-effective solutions.

Also, for consideration is to revise our plant and tree approved list. It is critical to ensure we have the appropriately sized variety and type of plants for our community that thrive and are water wise. This review and grandfathered in implementation of these plants will reduce our costs on water and maintenance.

Oak Tree Removal on South Side of Sonoma Pines Drive – Three (3) Year Plan

Inform homeowners of the issues with the trees. The trees are too big for the area they are planted on and are causing serious and costly damage to sidewalks, curbs and roadways.

This work project is approximately \$3000 per year to remove 10 trees each year. This would include tree removal and stump grinding.

The cost for repairs that the trees are causing will be substantial like sidewalk and curb replacement.

The asphalt repair would be costly (approximately \$thousands for each season of repair.)

Remove half the trees on year one, then the second half in year 2.

Removal of irrigation lines and sod would occur in year 3. This work would pay for itself in some (?) years down the road as we reduce water use, irrigation repair and maintenance and the cost to maintain the sod.

Replace the boulevard trees and grass with rock of the same in the community or a type of paving stone.

This project would also provide an easy and safer clean of snow in the winter.

Do we consider this a community project and apply some of our own sweat? Or contract all?

Rock Wall Repair - Nine (9) Year Plan

Three rock walls have been identified in the community that need repair work and removal of plants at the edge of the rock walls. They are Siringo Lane, Alvarado Trail and Terrero Place.

The first wall to be repaired is Siringo Lane. It's had some collapse already and been repaired. We need to stabilize/replace rock(s) while removing the shrubs from the top of the rock walls. This project would be done in sections over 3 years. An estimated cost is quoted as:

Note: our bylaws state that no shrubs or trees are to be planted on the top of rock walls. See Bylaws Division 7, 4) Rock Walls. It states, "to protect our rock walls there will be no planting or irrigation lines in or around the rock walls. This includes annuals, perennials, shrubs, trees and vegetation of any kind."

While this bylaw was not followed in several of the phases by landscapers and most recently homeowners, we must re-engage and enforce this rule to protect the integrity of the rock walls and avoid huge costs or additional assessments for repairs.

Remove the irrigation lines from the shrubs. Cover or replace the crushed rock for approximately 3-6 feet from the wall edge.

Create plant and shrub features between homes to provide greenery and visual pleasantness.

This same workplan would then be followed for Alvarado Trail and then Terrero Place.

Revise the Plant and Tree List for the Community – One (1) Year Plan

The horticulturist identified that most varieties of plants, shrubs and trees in our community are of the larger varieties. He also identified plants, trees and shrubs that should be discontinued, and other varieties added that would be a better option.

He recommended far less watering, slow down the growth and thus reducing the amount trimming necessary. This practise would encourage normal growth and a healthier plant.

In turn, we could see reduced costs for trimming by landscapers.

Remove Junipers, Pines and Nine Bark shrubs from list immediately. The spread of the junipers and pines is too great for our rock walls and areas and the Nine Barks are covered with a virus.

Other Considerations/Options

- Remove shrubs from under the trees; this community is “over landscaped.” The trees and shrubs are competing for water and oxygen in a less than ideal soil. The trees take up most of the oxygen they need from the soil around the trunk.
- Trees have a genetic desire to grow; stop pruning for the sake of pruning and let the trees grow. Only prune if damage to tree or tree threatens home or personal safety. Other than single family homeowners the trees belong to the strata and should not be pruned by multi-family homeowners.
- Consider the amount of grass areas that exist in the community. The cost to fertilize, cut, water and repeat continues to increase. Other ideas?
- Reduce the depth of thatch under the sod.

Wishlist Items for Sonoma Pines

These are projects that would be nice to get done in a manner that isn't a cost burden to our budget. Perhaps some work party days or sweat labour.

- Repair edging throughout community along the sodded areas
- Split or reduce the size of the Karl Forester grasses
- Split/reduce/reposition the lavender
- Complete the rock removal around base of tree trunk project
- Clean weeds/grass out of crushed rock areas
- Add back crushed rock to areas that has become “thin” over time
- Repair the pathway through the clubhouse park
- Other items not yet identified.



Sonoma Pines Home Owners Management Ltd.

Maintenance Meeting January 30th, 2020 Minutes

Date and Time: January 30rd 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 3rd, @ 9.00am.

Safety and Security Meeting Minutes

March 18, 2020

Present: Greg Marshall, Rob Taylor, Paul Kaiser, Darrell Ballamy, Larry Presta, Blake

1. Discussed shrubs on the corner of Alvarado and the connector Rd. There has been a number of complaints that the growth of shrubs at this corner has had a negative impact on the visibility and sight lines. Upon inspection it has been determined that the shrubs do obscure visibility, particularly for vehicles going uphill. It has been recommended that this problem be referred to Landscape Committee for remediation.
2. There has been discussion regarding potential solutions to stop foot traffic bypassing the lower man gate by climbing on the rock walls. One solution proposed was a build-up of rocks at the uphill side of the man-gate. After discussion it was the unanimous opinion of the Committee that this would have very little impact in deterring individuals from climbing the wall and going around and that the proposed expenditure could not be justified. Comments during the discussion were that there were too many places where the gate could be bypassed and that a solution to the problem would be expensive.
3. There has been several break-ins recently, where garage door remotes were taken from vehicles and then used to access the garage. Again we need to remind residents to ensure vehicles are locked and garage door remotes should not be left in vehicles that are parked outside overnight. All incidents should be reported to the RCMP.
4. Discussed the Block Watch Program. We currently do not have a lead for our community and a number of Block Captain positions are open. We will review the program with Block Watch and discuss program going forward. Several comments were made acknowledging that our community was good for watching out for each other and there is an ongoing "Watch" program.
5. We have ordered a "Speed Sign" that will be installed on Sonoma Pines Dr. on the curve at the top. We have had numerous complaints of vehicle speed in this area and we will trial a sign that will be mounted on the road to hopefully impact this problem.

New Business

Upper Gate

As the situation at the upper entrance continues to evolve, the Safety and Security Committee is examining the numerous issues and costs of installing gates at this entrance. Our involvement in this project is to bring forward to the Board relevant information required to properly assess the project.

2020 Budget

Discussion regarding any capital expenditures for 2020. There are any number of areas where signage may be required and we will budget \$2000 for potential requirements.

Roundabout and Construction

We discussed a number of potential issues that may arise when these projects proceed. At this point there is insufficient information and we will await further direction from the Board.

Community Services Coordinator Report for March

- 1) Gate remote programming going quite well. I programed twelve remotes during March
- 2) I had Student Works out to look at giving us a price on the decks in question from 3901 to 3017 Sonoma Pines Drive. A quote was given to clean, prime and apply a coat of vinyl coating to give the decks a new and improved look. Price will be discussed work may proceed in June.
- 3) I sent the Toro in for its monthly check up. Found the batteries were getting week and needed to be replaced. They wanted \$300.00 for a battery to replace them. I found I could replace them for half that amount. With installation saved close to \$1800.00
- 4) Email from 2147 Serrento Lane. She sent a video showing water running through her garage wall. I took the ladder and inspected the roof but could not find anything spot where the water was entering the garage. I will add this to the to do inspection for Pacific Roof Inspections.
- 5) I looked at the window in the door of the basement at 3832 Siringo Lane. Hazy appearance noticed. Crystal Glass advised to repair the window.
- 6) A resident was replacing his garage door in the community and I had asked him to remove the glass from the door before the contractors took it away. They removed the sealed units and I was able to collect them and have them now for spares if we need any.
- 7) A Bobcat was rented for a day to drill some holes for the posts for the garbage area. I also used the drill to drill a couple of holes on Sonoma Pines Drive. The posts installed and ready for concrete.
- 8) Next Level was out and finished the project that was missed last year. Remaining gutters were cleaned, and complete job was inspected by the owner of the company. He supplied me with a written apology along with them reaching out to the owner at 3819 Acacia Lane and offering her a free window cleaning.
- 9) Street sweeping started on March 26th The gates of the RV park were open to them and it was cleaned also. Looks like a great job done by Accu-Sweep.

Blake Elsasser
Community Services Coordinator



Notice to Homeowners Regarding Marijuana Cultivation

It was observed last year and commented on by many in our community that people were openly cultivating cannabis plants on their balconies and in the common gardens or personal space areas.

As much as the new Cannabis Control and Licencing Act allows adults to grow cannabis at their dwelling, one of the legal restrictions is: “none of these plants can be visible from a “Public Place.”

We have asked our legal council to describe the definition of a public place.

Q - Are the roadways and walkways of Sonoma Pines considered to be Public?

A - Yes. The provincial Act defines public space to mean “any place the public has access as of right or by invitation, express or implied, whether or not a fee is charged for entry.

This memo is a request that our residents follow the Laws within the Cannabis Control and Licencing Act., and a reminder that residents of the community have the right to report to legal authorities any infractions of this bylaw.