



**Sonoma Pines Homeowners Management Ltd.**  
**Board Meeting Minutes**  
**May 7, 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:** Because of the Covid 19 Virus, this Board meeting was held via conference call.

**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 (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)

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

**1) Approve the Agenda:**

*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 April 2, 2020 be approved.

Seconded and CARRIED with all in favor.

**3) Correspondence:**

- a) **Serrento Lane Weed Complaint:** Coldwell Banker will send a letter to all of the Sonoma Pines homeowners reminding them to weed the flower beds and driveways around their homes.
- b) **Talevera Place Letters:** Letters were received from two homeowners questioning the cost allocation for monthly fees. All owners are reminded that a town hall meeting was set up on April 3, 2017 to resolve this matter once and for all. The result of that meeting was that the existing system of cost allocation was fair and just, and does not need further amending.

**4) Committee Reports:**

- a) **Clubhouse Committee:** There was nothing to report from the Clubhouse Committee at this time.
- 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 March 2020 financial statements.

Seconded and CARRIED with all in favor.

- d) **Insurance Committee:** There was nothing to report from the Insurance Committee at this time.
- e) **Irrigation Committee:** A report is attached from the Irrigation Committee
- f) **Landscape Committee:** The Landscape Chairperson provided a verbal report to the Board regarding the trees by the upper RV Park. The trees have become overgrown and will need to be trimmed back. Several other trees will need to be removed due to age.
- g) **Maintenance Committee:** The Maintenance Chairperson provided a verbal report to the Board. The Maintenance Committee has several painting companies now bidding for a contract to paint multi-family homes. The Board is requesting that all multi-family and single-family homeowners submit an alteration request when painting or staining their homes. This is so that all homes match the continuity of the community. Consideration will be given to amending the bylaws in the future.

- h) **Safety & Security Committee:** The Safety & Security Committee has received a number of comments regarding the speed of vehicles on the upper section of Sonoma Pines Drive. In response the Safety and Security Committee recommended a sign be installed in the curve at the top of the hill. This recommendation was accepted by the Board. The installation will take place the week of May 11th. The Safety & Security Committee will monitor the sign location and if you have any comments, please forward to our Community Services Coordinator.

**MOTION:** As recommended by the head of the Safety & Security Committee, be it resolved that the Board installs street signs on the corner of Madera Court & Talavera Place.

The motion failed with 2 in favor and 4 opposed.

- i) **Social Committee:** There was nothing new to report from the Social Committee at this time.
- j) **Welcome Committee:** The Welcome Committee has had no meetings in the last couple of months due to the Covid-19 restrictions. The Welcome Committee has handed out (complying with social distancing) six new homeowners packages and managed to speak with most of them personally.

Until we are allowed to gather again and the clubhouse opens up the Welcome Committee will not be holding orientation sessions. In the meantime, the Welcome Committee has advised new homeowners of the contact sheet and web site instructions included in their welcome packages. The Welcome Committee has encouraged new homeowners to contact any applicable Board member with questions and go to the Sonoma Pines web site for information on things like garbage/recycle pick up, landscaping and irrigations issue, 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) **2159 Alvarado Trail** - Patio Extension + Pergola
- b) **4100 Solana Place** - Addition to existing Pergola
- c) **2391 Mesa Vista Court** - Extending Patio Outwards with Pavers. Approved, subject to the owner using patio stones.
- d) **4108 Solana Place** - Adding Landscape Rock to Shrub Beds
- e) **2165 Alvarado Trail** - Extending Patio Outwards
- f) **2159 Talavera Place** - Installation of a Privacy Screen
- g) **2161 Madera Court** - Installation of a Privacy Screen
- h) **2163 Alvarado Trail** - Extending Patio Outwards with Pavers
- i) **2241 Terrero Place** - Installation of Two Pergolas
- j) **2282 Pine Vista Place** - Installation of a Arbour

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

8) **New Business:**

- a) **Annual General Meeting:** By now, homeowners will have received a notice of the Annual General Meeting that is scheduled for May 28, 2020 and to be held by Restricted Proxy. A Town Hall Meeting is tentatively scheduled for May 21, 2020 to allow homeowners to ask questions regarding the Annual General Meeting. A notice will be emailed to homeowners confirming the date, and how the Town Hall Meeting is to proceed.

9) **In Camera:** There was no in camera discussion for this meeting.

10) **Termination**

The meeting was terminated at 10:38am

11) **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 **June 4th, 2020**.

## **Irrigation Water Conservation Committee Discussion/Commentary /Review April 2020**

As we are near 2019/2020 year end we are preparing for 2020/2021 Work Plans and Budget, the Irrigation Committee Reviews overlapping Landscape issues impacting Irrigation and Water Conservation.

We are also aware of near future as WFN upgrade water supply, may install flow meter as yet unconfirmed, during development of Lots347/348. Resulting in volume measurement with corresponding water rates. Currently we enjoy water costs bellow municipal rates.

The Landscape Work Plan has identified areas needing attention. Specifically “water we use for our vegetation- plants, trees shrubs, grass/turf”. Of note is Irrigation-Water Conservation initiated the start of a sustainable Turf enhancement program that supports less water usage. We support the gradual change of Landscape look and feel of large tree removal over time. A necessary step as outlined in Landscape Committee report.

Multi-Family homes Irrigation and Landscaping are regulated in most areas. Candalera Place slope Landscape has both xeriscape and turf with numerous shrubs/trees in Common area. Over watering these areas is unavoidable. Opportunities for water conservation with additional xeriscaping is recommended.

Single Family Home Owners are responsible for watering their yards. They are required to adhere to watering schedule requirements, currently Odd Even days. As well as other Landscape requirements.

The Landscape Consultant recommended far less watering, slow down the growth and thus reducing the amount trimming necessary. Suggesting this practise would encourage normal growth and a healthier plant.

New information\* (see link) advises that underwatering may be counter productive as some plants will increase their root biomass to try and compensate for the reduced water supply. This biomass increase could speed up erosion on any adjacent rock walls. Removal of plants would be a positive first step, but again this should be co-ordinated with homeowners. Very mature Foerster grasses removal would be amongst the first plant removal, with respect to very large and dense root ball. Could start program with thinning out as transition step.

We recognize that change is not easy. Goal is to continue to have a good look and feel for Sonoma Pines that we are proud of.

Mike Trenn

Irrigation and Water Conservation Committee

**\*Irrigation Water Conservation Committee Discussion/Commentary /Review April 2020. Information Reference | <https://doi.org/10.3389/fpls.2015.00547>**

## Community Services Coordinator Report for April

- 1) Irrigation parts ordered that were needed to replace more battery clocks north of the Clubhouse. This will be enough equipment to get this section of clocks replaced. Approx. 11 of them. Start up for irrigation went reasonably well. Still lots of repairs and questions. Slight hesitation to start the water because of the cold
- 2) Street sweeping started in the first week of the month. All went well and completed in a couple days. There was a slight increase for dump fees for getting rid of the sand. Looks like it is getting tougher to get rid of the contaminated sand. Great job done by Accu- sweep in the community
- 3) Had a neighbor in the RV Park fill the dirt on his property to the fence line pushing over our fence into the Rv lot. Upon inspection 1 foot of dirt needed to be removed from the neighbor's property to take the pressure off the leaning fence. I spoke with the owner about the fence. I explained he needed to remove the soil that he had right up against the fence so we could make repairs to the fence. He agreed and the next day had someone clear a path so the fence can be repaired. All Good now
- 4) Assa Abloy out to replace the antennas on the in and out gate. Both are now on the outside of the boxes well-hidden to reduce being tampered with. Tested for up to 50' on both to open the gates. Both work great and have had no complaints since the install
- 5) Mike Trenn and I did a met with the homeowner at 4141 Solana Place. All drains in the back were checked and cleared. Was determined there must be a well in the back cause there is no drainage to the street. He stated he had documents that state trees in the rear of the property are strata's and must be maintained by strata. Information sent to the board for this meeting
- 6) Had drainage expert Stu Markle out to look the drainage issue that was dipping asphalt in the road across from the Rv Park. Hydrants and catch basins checked with no real answers. Found a huge amount of water running down from the main sewer trunk that runs north up the back of Candalera. Had WFN out to look at the amount water running. They informed me they believe it drains the Sage Creek development also so they were not concerned
- 7) 4100 Solana Place experienced a drainage issue. The main sewer line was blocked at the road by an inspection cover that had settled. The cover had been asphalted over and effluent was bubbling up from the asphalt. Stu Markle again was called out fix the problem. The cover had dropped down cracking the lid and sending it down the hole blocking the sewer line. The blockage was cleared on the Sunday by Stu and the lid and surround were fixed a week and a half later.

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

