



Sonoma Pines Homeowners Management Ltd.

Board Meeting Minutes 6 October, 2016

NAME	PORTFOLIO	REPORT TO COUNCIL FOR:	PHONE	EMAIL
John Scott	Chairman	▪ Maintenance	250-681-5681	jdscott650@gmail.com
Tom McEwen	Vice Chairman	▪ Clubhouse ▪ Social	250-878-7565	tommc.strata@gmail.com
Bryon Dickie	Treasurer	▪ Finance	250-864-1040	bryondickie@shaw.ca
Charlie Milazzo	Secretary	▪ Landscaping ▪ Irrigation	778-754-1000	charliem.strata@gmail.com
David Reid	Councilor	▪ Maintenance	250 826 3751	davidr.strata@gmail.com
John Cole	Councilor	▪ Communications	778-754-7265	eloconsult@klondiker.com
Jo-Anne Luchka	Councilor	▪ Welcome/Volunteer/Election	250-300-6504	joluchka@gmail.com

NAME	PORTFOLIO	PHONE	EMERGENCY	EMAIL
Kevin Jersey	Strata Manager	250-869-8828	250-808-3837	sonomapines@associatedpm.ca

Location: Clubhouse, 3999 Sonoma Pines Drive, West Kelowna, B.C.

Call to Order

The meeting was called to order by John Scott at 9:00 a.m.

Attendance

On behalf of Sonoma Pines Homeowners Association:

Present: Charlie Milazzo, Jo Luchka, John Scott, Tom McEwen, Bryon Dickie, John Cole

Absent: David Reid

On behalf of Associated Property Management (2001) Ltd:

Kevin Jersey

1) Approve Agenda – The following items were added to the agenda;

- a) Landscaping - 2144 Serrento Lane
- b) Maintenance - Sewers
- c) Previous Business - 2149 Serrento Lane
- d) Previous Business - committee terms of reference
- e) New Business – Community Service Coordinator
- f) Contravention – Unlicensed Vehicle

MOTION: The agenda be approved as amended

UPON VOTE the motion CARRIED with a clear majority.

2) Previous Minutes -

MOTION: that the minutes for the Board Meeting of 1 September 2016 be approved.

UPON VOTE the motion CARRIED with a clear majority.

3) WFN Advisory Council Update – Gord Couch (Report Attached)

- Q: Sublease requires that an owner must notify WFN if they are renting out the property. Who does the owner notify? A: Contact WFN Legal Department for clarification.

4) Home Owners' Presentation - None

5) Correspondence

- a) 2399 Mesa Vista Court – Response to contravention notice
- b) 3883 Sonoma Pines Drive – Response to contravention notice
- c) 3881 Sonoma Pines Drive – Response to contravention notice
- d) 3897 Sonoma Pines Drive – Response to contravention notice
- e) 3885 Sonoma Pines Drive – Response to contravention notice
- f) ASAHI – Blow-Out of Irrigation Lines - The Board will send out a notice to SF homes to turn their water off.
- g) 2144 Serrento Lane – Run-off water. The issue was addressed by Rykon who provided a list of suggestions to deal with the problem. The owner has requested that the Corporation make the suggested modifications of the common property. The Board will request quotes for work to be done, to be presented at the next Board meeting.
- h) 3875 Sonoma Pines Drive – Bee – The owner requested that the Corporation pay for the removal of the bees. Board directed that the Community Services Coordinator attend and make recommendations.
- i) 3911 Sonoma Pines Drive – Lower Man Gate – APM to acknowledged correspondence.
- j) 3867 Sonoma Pines Drive – Weeding – APM to acknowledged correspondence.

6) Committee Reports

a) Administrative Advisory Committee

MOTION: That the committee commence search for a new Community Services Coordinator

UPON VOTE the motion CARRIED with a clear majority.

The committee will prepare a draft contract for the position to be presented to the Board at the December meeting

b) Clubhouse Facility Management

c) Communications (report attached)

d) Finance Committee – No meeting of committee

- review of investment policy of corporate funds
- gathering documentation regarding unit entitlement to consider an optimum model for MF homes
- bids for insurance quotes will be solicited next year
- August financial statements will not be approved as outstanding questions remain.
- Certain operating budgets have been exceeded and will be addressed by the committee
- Command Construction expense to be taken from MF CRF

e) Landscaping and Irrigation (Report attached)

- The Board wishes to acknowledge the donation of 500 plant bulbs by Tim Stone.

MOTION: That for landscaping repairs that \$7,000 be paid to Bartlett and \$3,000 to Asahi. No Seconder

MOTION: That for landscaping repairs that \$7,000 be paid to Bartlett and \$3,000 to Asahi be included in the operating budget for the fiscal period starting on the 1st of April 2017

UPON VOTE the motion CARRIED with a clear majority.

f) Maintenance

- Snow removal quotes were received from three contractors. The committee will meet with the contractors and report to the Board.
- Quotes were received for sidewalk repairs for 3970 Sonoma Pines Drive and 2174 Alvarado Trail. The Committee recommends that these repairs be done next year and be paid from the Multi Family Contingency Reserve Fund.
- The committee received a request from the owner of 2149 Serrento Lane to replace the front door frame. The Committee recommends that the warped door be replaced, as it was determined that there was nothing wrong with the door frame.

MOTION: That the front door for 2149 Serrento Lane be replaced, the cost to be paid from the MF operating budget line item 6002-0002, and not to exceed \$500.00

UPON VOTE the motion CARRIED with a clear majority.

- The Committee recommends that the common sewer lines be cleaned every three years. The quotes that have been received to clean all the lines vastly exceed the approved annual budget for that task. The Board decided that the most urgent lines be cleaned this year and the annual budget for next year include the expense to clean all the lines.

MOTION: That the sewers for Mesa Vista Court be cleaned at a cost not to exceed \$3,000 to be paid from the Common maintenance budget line item 6000-0011
 UPON VOTE the motion CARRIED with a clear majority.

g) Safety and Security (Report attached)

MOTION: That the up to \$150 be spent for “No Parking Signs” to be installed on Terrero Place near the clubhouse as recommended by the Safety and Security Committee, to be paid from the Common Maintenance Budget. *No Secunder*

MOTION: to remove No Parking signs from the first two lamp post East of the entrance to Terrero on the south side of Sonoma Pines Drive, and add two No Parking signs on the opposite side of Sonoma Pines Drive if the Safety and Security Committee see required . Budget \$100 to be taken from Clubhouse operation.

UPON VOTE the motion CARRIED with a clear majority.

- RV Upper Lot Policy – The policy regarding the Upper RV Lot is on the Sonoma Pines website. The Board verified that owners who currently have an RV stall in the lower lot, and ask to be added to the upper waiting list, will be treated as new requests and added to the list in the order that their applications come in.

There was a short adjournment from 10:48 a.m. to 10:53 a.m.

- h) **Social** (No report)
- i) **Welcoming, volunteers and Election** (No Report)
 - 75 people have indicated their attendance at the Volunteer Appreciation Dinner

7) APM Operation Update

- a) **Maintenance Fees** – Owners that pay their maintenance fees by auto-debit, will have to sign a new PAD agreement with Coldwell Banker, as the trust accounts operated by Associated Property Management will be closed on the 31st of October 2016. November maintenance fees will be collected by Coldwell Banker.
- b) **Documents Hand-Over Schedule** – Paper documents will be handed over to Coldwell Banker the week of 10 October 2016, with the exception of those documents required to manage the corporation up to the 31st of October 2016. The final delivery of documents will be complete by the end of November 2016.
- c) **Electronic Documents Hand-Over** – Electronic documents will be forwarded to Coldwell Banker on the 1st of November 2016.
- d) **Payables Cut-Off Date** - All invoices that have not had cheques issued and signed by the Board before the 15th of October, will be delivered to Coldwell Banker on the 1st of November 2016, to be paid from the new operating accounts.
- e) **Communications** – All communications with the owners of Sonoma Pines after the 31st of October will be forwarded to Coldwell Banker. The e-mail address sonomapines@associatedpm.ca will be cancelled on the 31st of October 2016. The contact information for the new strata manager is below:

	<p>COLDWELL BANKER HORIZON REALTY PROPERTY MANAGEMENT #110 - 1641 Commerce Ave Kelowna, BC, V1X 8A9 Office: 250.860.1411 Fax: 250.860.9521 After Hours Paging: 250.860.7500 Toll Free: 1.888.KELOWNA (535.6962) Website: www.OkanaganPropertyManagement.com</p>
---	--

Mike Makin <mmakin@kelownarealestate.com>

8) Previous Business

- a) **Pest and Vermin Exterminator Policy** – Tabled until the next meeting.
- b) **RV Lot Waiting List Policy** – Tabled until the next meeting.
- c) **Satellite Dish Installation Policy** – Tabled until the next meeting.
- d) **Lower RV Lot** – As the resolution presented to the Sonoma Pines owners at the 27th of September SGM did not meet the required 75% approval of those in attendance who cast ballots, Sonoma Pines Homeowner Management Ltd. will not be purchasing the property. APM who manages the RV Lot under a separate

agency agreement, indicated that Carrington Holdings anticipates making an offer to those that currently rent RV Stalls for long term ownership.

- e) **Committee Terms or Reference** – Administrative committee is to ensure all terms in all Sonoma Pines documents are updated.

9) Alteration Agreements

a) 2090 Candalera Place - Shrubs

MOTION: That the owner of **2090 Candalera Place** be granted approval for the alteration to common property by planting approved shrubs with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

UPON VOTE the motion CARRIED with a clear majority.

b) 3819-3821 Sonoma Pines Drive – Divider

MOTION: That the owner of **3819 and 3821 Sonoma Pines Drive** be granted approval for the alteration to common property by installing a divider with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

UPON VOTE the motion CARRIED with a clear majority.

c) 3821 Sonoma Pines – rose bushes and approved perennials

MOTION: That the owner of **3821 Sonoma Pines** be granted approval for the alteration to common property by planting rose bushes and approved perennials with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

UPON VOTE the motion CARRIED with a clear majority.

d) 2161 Alvarado Trail – solar powered security light

MOTION: That the owner of **2161 Alvarado Trail** be granted approval for the alteration to common property by installing a solar powered security light with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

UPON VOTE the motion CARRIED with the President casting the tie breaking vote.

e) 2165 Alvarado Trail – Front Door Window

MOTION: That the owner of **2165 Alvarado Trail** be granted approval for the alteration to common property by installing a window in the front door with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

UPON VOTE the motion CARRIED with a clear majority.

f) 3817 Acacia Lane – plantings

The Board expressed concern that the swale area behind the residence has not been fully modified and allowing plantings prior to the completion may require that the plantings be removed.

MOTION: That the owner of **3817 Acacia Lane** be granted approval for the alteration to common property by plantings with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

UPON VOTE the motion was DEFEATED with a clear majority.

g) 4103 Solana Place – window in front door

MOTION: That the owner of **4103 Solana Place** be granted approval for the alteration to common property by installing a window in the front door with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

UPON VOTE the motion CARRIED with a clear majority.

h) 2153 Serrento Lane – window in basement

MOTION: That the owner of **2153 Serrento Lane** be granted approval for the alteration to common property by installing a window in a basement wall with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

UPON VOTE the motion CARRIED with a clear majority.

i) 3822 Siringo Lane – sidewalk railing

MOTION: That the owner of **3822 Siringo Lane** be granted approval for the alteration to common property by installing a railing on the sidewalk with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

UPON VOTE the motion CARRIED with a clear majority.

j) 3689 Sonoma Pines Drive – gate extension

MOTION: That the owner of **3689 Sonoma Pines Drive** be granted approval for the alteration to common property by extending a gate on the patio with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

UPON VOTE the motion CARRIED with a clear majority.

k) 3847 Sonoma Pines Drive – hot tub

The Board discussed the request to install a hot tub at the rear of the residence that did not include the approval forms signed by neighbors.

MOTION: That the owner of **3847 Sonoma Pines Drive** be granted approval for the alteration to common property by installing a portable hot tub with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

UPON VOTE the motion was DEFEATED with a clear majority.

APM was directed to advise the owner to re-submit the request including the neighbor approvals to be considered at the next meeting.

l) 2066 Candalera Place – Pergola

MOTION: That the owner of **2066 Candalera Place** be granted approval for the alteration to common property by installing a pergola with the following conditions; that the expense of the alteration is the responsibility of the owner, that the maintenance related to the alteration is the responsibility of the owner and future owners, and that the owner and future owners indemnify SPHM with respect to any liability related to the approval of this alteration.

UPON VOTE the motion CARRIED with a clear majority.

10) New Business

- a) **Community Services Coordinator** - Wayne Briant will not be returning as the Community Services Coordinator for the coming year as the part time job turned out to be more a conflict with his retirement plans than expected. The Board thanks Wayne for all of his efforts and assistance to the Board and homeowners this past summer. The Administrative Committee will commence a search for the new CSC.

11) In Camera Session – No visitors were present.

MOTION: The meeting commence an in camera session to discuss matters that are of a sensitive nature and may be subject to privacy legislation.

UPON VOTE the motion CARRIED with a clear majority.

MOTION: The meeting conclude the in camera session.

UPON VOTE the motion CARRIED with a clear majority

New Contraventions

Strata Lot	Date	Bylaw/Rule/Guideline Allegedly Contravened	Council's Decision
An owner		Clubhouse sign in and removal of equipment without permission	Send NOC
An owner	5 Oct	Dog off leash	Send NOC
An owner	8 OCT	Unlicensed vehicle	Send NOC

Previous Contraventions

Strata Lot	Date	Bylaw/Rule/Guideline Allegedly Contravened	Council's Decision
An owner		Tree blocking view	No further action
An owner		Tree blocking view	No further action
An owner		Tree blocking view	Advise owner to prune tree
An owner		Tree blocking view	No further action
An owner		Tree blocking view	No further action
An owner		Maple Trees blocking view	No further action
An owner		Maple Trees blocking view	Advise owner to prune tree
An owner		Tree blocking view	Advise owner to prune tree
An owner		Christmas Lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required

An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas lights	No further action required
An owner		Christmas Lights	No further action required
An owner		Christmas Lights	No further action required
An owner		Christmas Lights	No further action required
An owner		Christmas Lights	No further action required

12) Notice of Motion – None

13) Termination

The meeting was terminated at 12:06 p.m.

14) Next Meeting

Board meetings are held on the first Thursday of every month, at 9:00 a.m. Owners are welcome to attend these meetings as observers.

The next Board meeting was scheduled to be held on 3 November 2016 at 9:00 a.m. in the clubhouse.