

# Desert Cove Homeowners Association

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## Executive Meeting Minutes Tuesday, April 16, 2024 @ 7:00 pm Recreation Centre

### ATTENDEES:

President and Chairperson: Marilyn Richardson  
Vice President: Rhonda Van Lent  
Treasurer: Cecile Zandbergen  
Secretary: Linda Hill  
Data Management Director: Tracy Cox  
Social Director: Kathy Burwell  
Recreation Director: Laurie French  
Director at Large: Mary Mate  
Director at Large: Monica McDonald

Absent: Welcome Director: Shaunie Wood

Quorum verified:

Meeting started: 7:00 pm

### 1. APPROVAL OF AGENDA:

MOVED: Linda                      SECONDED: Kathy                      CARRIED

### 2. APPROVAL OF MINUTES OF MARCH 2024 WITH CORRECTIONS:

MOVED: Laurie                      SECONDED: Cecile                      CARRIED

### 3. CORRESPONDENCE:

Three requesting passwords; J. McGregor forwarded Fire Smart article; soon to be new resident requesting information on DC News and Connects; K. Belik with request regarding Fire Insurance; One proxy for upcoming GM; and FB request to repost DCHA request for a box.

### 4. DIRECTORS REPORTS:

#### President:

- Someone has offered to give the DCHA a popcorn trolley for the Hall. Board agreed to accept the donation. It could be used at the GM and as a great way to generate revenue. **ACTION NEW:** Laurie to look into popcorn bags for the donated Popcorn trolley and Kathy to follow-up if needed.
- **ACTION CLOSED:** Purchase lock.
- **ACTION CLOSED:** Gave Laurie contact info for OKIB Fire Hall.
- **ACTION Laurie:** Will take fuji camera and case put garage sale.
- **ACTION CLOSED:** Posted posters and info on website and newsletter regarding Fire Smart.
- Discussion on Marilyn and Rhonda's meeting with Kurtis regarding communication guidelines. **Bring Forward** for next month.
- Kurtis has raised a water issue concern again. Marilyn copied Board with last response to him on the issue.

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## Vice President:

- **ACTION CLOSED:** Ice Cream truck has been booked for July 12 from 5:30 to 7:30 pm.
- **ACTION CLOSED:** Cin City Doughnuts has been booked for Car Show in August. The car show has decided to serve hamburgers instead of hot dogs.
- **ACTION CLOSED:** Port-a-potties have been ordered for the Garage Sale.
- **ACTION HOLD:** Rhonda to speak with those that have already indicated that they would be willing to donate something. Denise Harper, and Ben Cunliffe who has already donated money that is being held by Cecile (Sept 2023).
- **ACTION NEW:** Rhonda will contact Shirley Peterkin about map for where port-a-potties are to be set up.

## Treasurer:

- St. Patrick Day social had expenses of \$23.64, Revenue of \$103.00, Profit \$79.06.
- Gaming submission approved for April 8 to July 20<sup>th</sup>. No submission for August as there was nothing noted.
- Linda suggested that the amount showing on the monthly financial is not a true accounting of what is in reserve for the VJH donation and suggested that a line be added under the total to indicate that an honorarium of X\$ has accumulated and has to be deducted at the end of the year. A notation will be made at the bottom of the statement.
- **ACTION CLOSED:** Cecile to take out Honorarium to show true amount of VJH refundable donation to update RC poster.

### Approval of March Financial report:

**MOTION:** Linda

**SECONDED:** Monica

**CARRIED**

## Secretary:

- **ACTION:** Called Carolyn at Hearing Life to set up time for free Hearing Screening for DC residents. This will take place April 26<sup>th</sup> from 1:00 - 4:00 pm. Appointment will be every 15 minutes. Sign-up sheet will be placed in the hall.
- Forwarded Artist Grid display racks to Tracy Colley and she got approval from Administration. Hallway will be painted in July so we will purchase them in June and put them up after painted job completed.
- **ACTION NEW:** Linda to purchase Artist Grid Display Racks.
- Brenda Hickson donated a box which is now labeled DCHA DROP BOX to collect our dues and proxy votes. The Garage Sale committee has our old box to keep.
- Phoned Kurtis to tell him that he cannot post pictures of the artist display without their permission.
- **ACTION CLOSED:** Pictures of recycle and refundable bins was forward to DC News and Connects. Ted will put bins out on Wednesday for pick up.
- **ACTION CLOSED:** Verifying Gas BBQs were owned by DCHA.
- **ACTION CLOSED:** Cookie sheets, parchment paper, and totes purchased for kitchen.
- **ACTION CLOSED:** Forward combination to Cecile and Kathy for sewing room cabinet.
- **ACTION CLOSED:** Checked to see if Kenmore serger is used. Has not been used so will give to Laurie to put in garage sale items.
- **ACTION CLOSED:** Freezer cleaned.

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- **ACTION CLOSED:** Purged Binders related to Social Event History and organized them according to events instead of years.
- **ACTION CLOSED:** Betty and Ben Hofsink are responsible to empty the DONATION BIN in the Rec Centre.

## Data Management Director:

- FUN FACTS

Occupied Homes	447	Unoccupied	2
Number of Residents	810	Members	672
Non-Members	62	Non-Active	65
Non-Voting	6	Tenants	11 (included above)
% of Residents that are Members	83%		
- New files uploaded to the website.
- New phone lists, medication forms and emergency contact names were replaced in the Recreation Centre.
- Created 90 tickets for Cinco de Mayo, and printed Pup Strut letters.
- Printed new Board pictures for the new frame.
- Revised the recycle poster with more detailed information and posted to website, DC News and Connects.
- **ACTION CLOSED** Printed up signs for recycle bins.
- **ACTION CLOSED** Sent out the new updated Emergency Contact list to all residents.

## Welcome Director:

- Made one visit and signed up two members.
- **ACTION NEW:** **Kathy** to contact person who bought member ticket at Mexican event. Tracy indicated they were residents who didn't want to be contacted for a welcome meeting and membership.

## Recreation Director:

- **ACTION CLOSED:** Checked with Ugo about various bocce balls in storage. He uses them for extras if needed so they will remain in storage.
- **ACTION CLOSED:** Fixed cupboard door in Hall (south) storage and looked at cupboard in Library. Someone else fixed it.
- **ACTION:** Laurie yet to connect with OKIB for Fire Extinguisher demo dates.

## Social:

- **ACTION CLOSED:** Purchased a Remembrance Day Wreath from Armstrong Legion. Stored at Marilyn's house.
- **ACTION CLOSED:** Met with Ugo/Linda to discuss raising price of hot dogs to cover costs.
- All the Desert Cove Cook books have been sold. They will be ordering 100 more to be sold at the Christmas Craft and Bake Sale. The cook book team would like to do a presentation at the General Meeting to make community aware of profits.
- **ACTION NEW:** **Kathy:** Draw up a fake cheque to give to DCHA Treasurer at the GM along with a small presentation.

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- The first Pet First Aid course was attended by four people. Two more courses are booked for May 19 and June 9<sup>th</sup>.
- First Rummoli game took place March 24, Birthday party for Mike Clements and Laurie French was on April 6<sup>th</sup>. Cinco de Mayo Celebration on May 4<sup>th</sup> is sold out.
- Shabbang Food Truck is booked for June 11, July 18<sup>th</sup> from 5:00 - 7:00 pm and tentative for September 3<sup>rd</sup>.
- A Celebration of Life will be held for Terry Tarr and Doreen Huggins May 5<sup>th</sup> from 2:00 - 4:00 pm.

### Director at Large 1:

- Continues to head up the refundable group. Residents are still putting things in that do not belong.
- **ACTION NEW: Mary/Tracy:** Revise the recycling poster and send out to all residents with do's and don'ts.
- Moving speed signs around.
- **ACTION CLOSED:** Freezer and top of cupboards cleaned.
- **ACTION:** Put notice in newsletter to ask if anyone would like to order name tags.
- **ACTION CLOSED:** Obtained recycle bins for the recreation centre from supplier.

### Director at Large 2:

- Eight GM information packets hand delivered to members who do not have emails.

### 5. UNFINISHED BUSINESS:

- **Volunteer Appreciation Breakfast: - PENDING** Marilyn and Linda did the shopping for the meal and set up a program. Jobs were assigned and it was agreed those who could would help set up Friday night at 6:30 pm and then gather Saturday morning at 8:30 am to start cooking and setting out food. **40 people** signed up so we will cook for 50.
- **General Meeting: PENDING**  
Notices have been distributed; Agenda has been created. Task list was assigned.
- **ACTION NEW: Marilyn** create reports, slide presentation and Website questions.  
**ACTION NEW: Kathy** to purchase cookies for the meeting at Costco.  
Voting would be done with show of hands for **FOR**, then count for **AGAINST** and **ABSTAIN**. If vote seems close, we would ask for an actual count of FOR votes.  
**ACTION NEW: Linda** to contact June McGregor and John Bishop to see if they would ask as counters.  
**ACTION NEW: Linda** to do website demo during the Data Management report.  
Marilyn suggested more time may be needed for discussion on the Management Meeting update.  
**MOTION:** To move the Management Meeting update to the end of the New Business for the upcoming General Meeting.  
**MOVED: Kathy                      SECONDED: Mary                      CARRIED**  
**ACTION: Linda** to amend the agenda to show the Management Meeting Update to the end of New Business and send out showing this change.  
**ACTION NEW: Tracy** to create updated member **lists** for the General Meeting.

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- **Meeting with Management prior to GM - PENDING:** Marilyn created an Agenda for the Meeting and along with Linda and Kathy will meet with Management on April 23, at 11:30 am for one hour.
- **Ways to recognize donations made to DCHA: PENDING**  
Rhonda, Laurie and Linda met to come up with ideas of how to deal with “in memory of donations.” Concerns about equality and how to manage future donations which may cause conflicts and limit donations.

### Three possible looks:

1. **BASIC:** Two benches on opposite sides of the new green space by 10<sup>th</sup> Avenue with a few plants to brighten the space. A possible stone or plaque to indicate this is a REMEMBRANCE for loved ones who passed.
2. **MORE ELABORATE:** A path with an arbor over top of one of the benches that would allow for people to add the names of their loved one (they would donate to cover this cost plus some upkeep). This would allow for space to add names over the years.
3. **DREAM SPACE:** A path leading to a wooden gazebo with a larger arrangement of plants and shrubs (donors would donate a minimum to go toward the purchase of this which would be held until it could be purchased - approximately \$1800 for gazebo).

Marilyn explained that we received approval from management to place benches in the green spaces as a memorial to residents who have passed, so we should be looking at that option.

The processes/guidelines on how to roll this out and manage donations is important.

**ACTION: Rhonda, Laurie and Linda** will meet again to provide recommendation on which benches we should purchase and how we would roll this out so it is fair and sustainable.

- **Shuttle bus use: PENDING**  
Rhonda and Kathy to meet to come up with some ideas for using the bus. It was felt that this was not something that could be rushed and that we should be given a year to push its use.
  - More drivers are needed. Driver requires a Class 4 and need to be approved by DC Administration.
  - Do people sign-up in the hall, prebook on-line, and pay in advance or purchase passes that can be used when needed?
  - Do we put out a survey or call a town meeting?**ACTION: Rhonda and Kathy** to prepare a survey to distribute to the residents asking their feedback and commitment to using the bus if it is kept.  
**ACTION: Marilyn** to distribute to all residents via email or on-line.
- **Simulated Emergency for Emergency Contact Volunteers: PENDING**  
A simulation is planned for May 2 at 6:00 pm however Sandy, Denise and Carmel may not be able to come.

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- **Fire Smart: PENDING**

The presentation by Dan and Maurice was very informative and well presented. 60 people attended. The recruitment for volunteers to help at the Evacuation Centres was less enthusiastic as the presentation was not as well organized.

**ACTION:** Rhonda to look into the Neighbour Protection Program for more information about how it might apply to Desert Cove.

- **Clean out of old damaged tables: PENDING**

- **Head of the Lake Road: PENDING**

Gentleman who is responsible under the Ministry of Transport could not be reached and has not responded to message or emails from Monica. Will try another route.

- **Inventory: CLOSED**

Inventory has been completed and reassessed. Sale of Poker Table awaits results from vote at General Meeting.

- **Update Board pictures and new framing system: PENDING**

A new frame created by Laurie was set up in the hall and new pictures of the board were taken and inserted. Looks Great.

**ACTION:** Laurie to ask Steve if he could engrave the Board positions on the frame.

**MOTION:** Authorize Laurie to offer to compensate Steve up to \$25.00 for this extra work.

**MOVED:** Monica                                      **SECONDED:** Kathy                                      **CARRIED**

- **2024 Event Coordinators and Board volunteers for events: CLOSED**

*Action items will be removed from agenda and added to Action List*

- **Time Line for Ending Late Payment: PENDING to General Meeting**

### **6. NEW BUSINESS:**

### **7. MEETING ADJOURNED: 9:20 pm**

#### **Announcements:**

Cecile away April 18 - April 21

Tracy away June 10 - 17

Linda away April 25 - 29, May 9 - 13, June 27 - July 7

#### **IMPORTANT APRIL DATES – please let Linda know who is/is not available**

- April 30 at 7:00 – General Meeting
- May 11 all day – Garage Sale: Linda away, Mary ?
- **May Date?** - Fire Extinguisher Demo