

Desert Cove Homeowners Association

Executive Meeting Minutes

Tuesday, September 24, 2024 @ 7:00pm at Recreation Centre
Special Orientation Meeting for New Executive Members

ATTENDEES:

President: Marilyn Richardson

Treasurer: Cecile Zandbergen

Data Management Director: Tracy Cox

Recreation Director: Witold Wince

Vice President: Rhonda Van Lent

Secretary: Linda Hill

Welcome Director: Shaunie Wood

Director at Large: John Bishop

Absent: Social Director: Kathy Burwell, Director at Large: Monica McDonald

Quorum Verified:

Meeting Started: 6:56pm

1. **MOTION:** to accept the Agenda

MOVED: Witold Wince

SECONDED: Cecile Zandbergen **CARRIED**

2. **MOTION:** to accept the Minutes

MOVED: Tracy Cox

SECONDED: Linda Hill **CARRIED**

3. **CORRESPONDENCE:**

- Request from Jacke Palmer to include our email addresses in the Resident List on the website. The Board was pooled and all said No. Linda was to give this answer to Jacke.

NOTE: in the following days after the meeting approximately 40 residents were questioned and all responded a resounding NO. Linda relayed this information to Jacke. Email addresses will not be added to the Resident List.

- Judy Laythorpe sent a sample of what our financial statement should look like. We thanked her for her input.

4. **DIRECTORS REPORTS:**

4.1. President: see agenda.

OPEN: MARILYN: Administration will contact Elections office about election tables.

4.2. Vice President: see agenda.

4.3. Treasurer:

- Cecile indicated that according to gaming regulations, in special circumstances, a 'board designate' can be assigned to oversee the 50/50. With respect to the Bingos, Clay and Diana Fortier have been appointed as the board designate'.

4.4. Secretary: no report.

4.5. Data Management: added an item to the agenda for next meeting.

OPEN: TRACY: Awaiting final edit for creating email distribution list for the Board's uses.

4.6. Welcome Director: Shaunie made 1 visit and had 2 become members.

OPEN: SHAUNIE: \$25.00 returned to Shaunie until her Welcome Visit with the other couple.

4.7. Recreation Director:

CLOSED: LAURIE: Three crib boards left to dispose of, will give them away for prizes.

OPEN: WITOLD: Test Rite scheduled to come Sunday, June 25, 2025 at 10:00am for fire demonstration. Need to change the time to later in the day to accommodate folks who attend church.

CLOSED: LAURIE is to relay to people, in his AGM Report, that the Recreation Director needs to be informed if anything is broken or not working.

CLOSED: LAURIE has looked at poker table and won't be doing any further repairs.

4.8. Social: no report.

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4.9. **Director at Large 1:** no report.

4.10. **Director at Large 2:** no report.

5. UNFINISHED BUSINESS:

5.1. Meeting with Management (April): PENDING

OPEN: BOARD discussion on our survey results on enforcing Management Rules and Regulations.

5.2. Shuttle bus use: CLOSED

CLOSED: KATHY: Doug MacGregor has indicated he will not be renting the bus.

CLOSED: MARILYN: Don Westgate informed Marilyn that the Shuttle will be sold.

5.3. Simulated Emergency for Emergency Contact Volunteers: PENDING

OPEN: MONICA to run simulation on September 26th.

CLOSED: TRACY sent out updated list.

CLOSED: LINDA to sent out link to updated list to all residents and Facebook.

5.4. Private Party Guidelines: PENDING

CLOSED: MARILYN finalized rewrite with Don and communicated at the AGM.

ACTION: TRACY to put them on the website **and MARILYN** will send a notice to Linda with a link to send out to all residents.

5.5. AGM September 17th: CLOSED

CLOSED: BOARD: Director reports were sent to Marilyn by September 5th.

CLOSED: LINDA sent out yearly Action List and Directors created a short report using extra actions above job descriptions.

CLOSED: LINDA sent out notices and documentation in timely manner.

CLOSED: LINDA sent out the JOB task list to the Board members to fill out

CLOSED: MARILYN sent out last years reports to Board members as a reference.

5.6. Management Meeting (September): PENDING

OPEN: LINDA to research purchase of new tables for the Hall.

CLOSED: CECILE if the community takes responsibility for the evacuation siren, they are not liable in cause of a siren failure as this is only a pre-warning system. The Fire and Rescue team are responsible.

5.7. Increase of Gas Honorarium: PENDING

5.8. Placement of Banner in Centre: PENDING

5.9. Set-up of Siren System: PENDING

OPEN: BOARD to set-up a pattern for siren, inform residents and perform test runs to see if it can be heard throughout the Cove.

5.10. Ways to Communicate ongoing updates to Residents: PENDING

- Kurtis raised the question at the AGM about purchasing an electronic sign which would cost upwards of \$3,000.00. The Board was pooled and the majority agreed that it would not have any value.

ACTION: RHONDA to research renting an electric sign that can be moved to problem areas.

NOTE: in the following days after the meeting approximately 40 residents were questioned about this purchase. All responded that they felt it would be a waste of money as it would not deter people who speed.

6. NEW BUSINESS:

6.1. Follow-up communication to members regarding Fire Protection.

Marilyn put together a brief explanation of questions and concerns raised at the AGM. A brief summary of each topic was given with an accompanying link to added information on our website. The Board agreed to send out the communication.

ACTION: MARILYN will confirm with Don if he has anything to add before distribution to all residents.

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6.2. Coordinators are advertising their event before it's posted in the schedule and confirming with Kathy? (or Tracy): PENDING

6.3. Upcoming ticket sales volunteers:

Event	Date	50/50	Task	Date	Time	Board
Wine Tasting	October 5		Tickets	September 20	10:30 - 12:00	Kathy
				September 21	10:30 - 11:30	Rhonda
Chili Cook-off	October 26	Rhonda	Tickets	October 4	10:30 - 12:00	Linda
				October 5	10:30 - 11:30	Rhonda
Witches Tea	October 27	Kathy	Tickets	October 13	11:00 - 12:30	Kathy
Christmas Dinner	December 7 / December 8					
New Year's Eve						

6.4. Board Orientation: PENDING

- Marilyn spoke to the Board about the values and expectations of working on a board. She encouraged us to communicate and feel free to express our views but realize that there will be times that we might disagree on issues. She stressed the importance that regardless of differences, going forward, we must act as a solid decisive team. (See attachment.)
- Rhonda needs to have signing authority for the bank.
ACTION: CECILE to arrange a time to have Rhonda's authority set up.
- **ACTION: MARILYN** to send the bios of Witold and John to Tracy to download on the website.
- **ACTION: TRACY** to send instruction to set-up John's email as Director at Large 1.
- **ACTION: MARILYN** to meet with Witold to help him set up his Recreation email account.

6.5. Board Calendar: PENDING

A brief run down of our upcoming Board organized events, were detailed.

- Flu Clinic: **PENDING**
The clinic will be held in October but a date has yet to be confirmed. Pharmacists are waiting for vaccine to arrive.
- Annual Report: **CLOSED**
Linda has filed the Annual Report with the BC Society.
Follow-up on un-paid dues (end of October): **PENDING**
- New Year's Events Calendar to be drafted: **PENDING**
- Remembrance Day Service: **PENDING**
- Emergency updates to residents: **ONGOING**

7. MEETING ADJOURNED: 8:45pm

8. ANNOUNCEMENTS:

John Bishop away September 25th - October 8th.