

Desert Cove Homeowners Association

Executive Meeting Minutes Tuesday, May 21, 2024 @ 7:00 pm Recreation Centre

ATTENDEES:

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

Quorum verified:

Meeting started: 6:59

1. **MOTION:** to accept the Agenda as emailed 17 May 2024 with additions
MOVED: Kathy SECONDED: Mary CARRIED

2. **MOTION:** to accept the Minutes of April 2024 as emailed 17 May 2024
MOVED: Linda SECONDED: Monica CARRIED

3. CORRESPONDENCE:

One request concerning lease agreement on possible purchase of home. Referred to Management.

One inquiry regarding internet services from new owner. Indicated that both Telus and Shaw are used here.

One request by Maintenance company to meet to discuss using their services here.

Informed them we do not refer vendors. They are referred by satisfied home owners.

Suggested that they contact Management to see if they could put up some business cards.

4. DIRECTORS REPORTS:

President:

Will be meeting with Kurtis and Rhonda May 24th to discuss Communications. Marilyn created and shared a Communication Statement that will be presented to Kurtis.

Popcorn trolley has arrived and is being set up.

Vice President:

CLOSED: Contact Shirley Peterkin about map for where portapotties are to be set up.

A new Cash box is needed as the older one does not allow for change or bill separation.

ACTION: CECILE to find a new cash box for DCHA events on Amazon.

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Treasurer:

The Desert Cove Cookbook:

Preorder	\$ 1166.95
Front page colour	244.99
Revenue to books sold	<u>2000.00</u>
Profit	\$ 588.09

Volunteer Appreciation Breakfast:

Expenses	\$ 645.46
Revenue	<u>20.00</u> (sale of one ham)
Negative – Non-Profit	\$ 625.46

4.1. MOTION: to accept the April Financial report as emailed 15 May 2024

MOVED: Laurie **SECONDED:** Rhonda **CARRIED**

Secretary:

OUTSTANDING: Linda/Marilyn/Cecile to purge DCHA file cabinets.

Management has agreed to allow us to purchase Art Display Grids for the Recreation Centre Art Display. This would be approximately \$120 plus taxes.

4.2. MOTION: Give Linda permission to purchase Display Grids from Uline for the Recreation Centre Artist wall.

MOVED: Cecile **SECONDED:** Mary **CARRIED**

CLOSED: Set-up Hearing Screening for DC residents for May.

First Hearing screening in May went well. Carolyn as agreed to do another. Hearing Life will come June 14th from 1 - 4 pm. Appointments will be filled by those that were on the waiting list first, then, if necessary, a sign-up sheet will be placed in the Hall for June 2.

ACTION: LINDA set -up a new schedule for another Hearing Test on June 14th.

Placed notice in DCC and Newsletter regarding RV ramp made by Eldon Leepart.

ACTION: LINDA ask Management if they might put in a permanent lift area by the Sani Dump.

Data Management Director:

FUN FACTS

Occupied Homes	447	Unoccupied	2
Number of Residents	810	Members	674
Non-Members	62	Non-Active	65
Non-Voting	6	Tenants	11 (included above)
% of Residents that are Members	83%		

CLOSED: Tracy and Mary to revise the recycling poster and send out to all residents with dos and don'ts.

OUTSTANDING: Create procedures for creating email distribution list for the Board's uses.

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Revised the Event Coordinators spreadsheet for Kathy, made copies of Emergency Contact List and Medical Form for the Recreation Centre, and printed off ten Welcome Packets for Shaunie, as well as updated any documents required with new move ins and move outs.

Welcome Director:

Made 5 welcome visits and signed and all became members.

Recreation Director:

CLOSED: To look into popcorn bags for the donated Popcorn trolley and Kathy to follow-up if needed.

CLOSED: Fuji camera and case was but in donation bin.

OUTSTANDING: To refinish older crib boards to sell.

CLOSED: Serger and a music stand were sold at the garage sale.

Received a refund for a previously purchased head set.

OUTSTANDING: Has yet to connect with OKIB for Fire Extinguisher demo.

ACTION: MARILYN To follow-up with Dan or Maurice about Fire Extinguisher demo by the OKIB.

Social:

CLOSED: Purchased a Remembrance Day Wreath from Armstrong Legion. Stored at Marilyn's house.

CLOSED: Meet with Ugo/Linda to discuss raising price of hot dogs to cover costs.

OUTSTANDING: To contact person who bought member tickets at Mexican event. Tracy indicated they were residents who didn't want to be contacted for a welcome meeting and membership.

OUTSTANDING: Find out what Rebecca Clements paid the Garage Band to play at Mike and Laurie's birthday party.

OUTSTANDING: Connect with coordinators to purge collection of CDs.

A private birthday party is planned for August 3 and they would like to have Brock and Sherry come and play for the dance. Met with Astra and Roxanne to confirm that all guests are staying in the Cove.

CLOSED: Notify coordinators when Card Bingo resumes in September they should start offering 50/50.

Jacke Palmer has organized Card Bingo once per month until Dec. The Board would like her to do 50/50 draws.

ACTION: KATHY to talk to Jacke Palmer to inform her that The Board would like her to have 50/50 sales at her events.

Jacke has added an additional Bocce Ball game on Friday afternoon.

Kathy purchased a large popcorn container for the popcorn machine which will be stored at her house until the machine arrives and is set up.

Director at Large 1:

CLOSED: Put notice in newsletter to ask if anyone would like to order name tags.

CLOSED: To continue organizing Refundable volunteers.

Director at Large 2: See Agenda Items.

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5. UNFINISHED BUSINESS:

5.1. Volunteer Appreciation Breakfast: CLOSED

CLOSED: Marilyn/Linda organized the Appreciation Breakfast.

The event went well but it was a lot of work for the 40 plus people that came. It was suggested that if we wish to schedule it during Appreciation Week that we downsize the event. Perhaps have a Happy Hour or Dessert Night that does not involve a lot of Food prep.

5.2. General Meeting: PENDING

CLOSED: Marilyn - create reports, slide presentation and Website Questions for GM.

CLOSED: Tracy - create required documents and lists for General Meeting.

CLOSED: Linda - to do website Demo during the Data mgmt. report and plant questions in audience.

CLOSED: Mary - make Refundable presentation at General Meeting.

CLOSED: Linda - to contact June McGregor and John Bishop to see if they would act as counters.

CLOSED: Linda - to amend the agenda to show the Management Meeting Update at the end of New Business and send out showing this change.

CLOSED: Kathy to draw up a fake cheque to give to DCHA Treasurer at the GM along with a small presentation.

CLOSED: Kathy to purchase cookies for the meeting at Costco.

Meeting was well attended.

Motion to sell Poker Table was defeated. Will be forwarded to the Board to come up with solutions.

Board was asked to vote by email on the following motions.

5.2.1. MOTION: To purchase castors for approximately \$80-\$100 to be installed on the Poker table and then move the table out to the hall.

MOVED: Marilyn SECONDED: Kathy CARRIED

5.2.2. MOTION: To relocated poker table to the main hall by the storage/billiard room (with the provision that the poker team be responsible for moving the table when required.).

One of the larger tables will be removed at the back of the hall by the puzzle table.

MOVED: Marilyn SECONDED: Kathy CARRIED

The motion to place a deadline on the payment of Dues was accepted.

CLOSED: Marilyn has added the new Regulations to the Policy and Guidelines Manual.

Some people felt that Non-members should not be allowed into events at all and some felt that the difference between Members and Non-Members ticket prices was not enough.

5.2.3. MOTION: To increase Non-Member fees on event tickets. For Member tickets sold up to \$15, increase Non-Members by an additional \$5. For Members tickets sold over \$15 increase the Non-Member price by \$10.

MOVED: Laurie SECONDED: Kathy CARRIED

Some of the attendees were not aware that we accept e-transfers for tickets, dues and fees.

ACTION: TRACY Add e-transfer information to the Hand Book.

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Suggestion that a sign be posted on the Defibrillator that if used, contact Monica to report it was used, and that she needs to replace the paddles.

ACTION: MONICA to make a sign to put on the Defibrillator to indicate that if used please call Monica as the paddles must be replaced.

Suggestion that pictures of the Emergency Responders be posted. Some responders were asked if they would be ok with this and responded NO. The Board felt that special vests may help them be identified when they respond to a call.

ACTION: MONICA to talk to Responders regarding buying vests to help identify them when responding to a call.

5.3. Meeting with Management prior to GM - PENDING:

CLOSED: Marilyn to create Agenda for the Management Meeting.

CLOSED: Marilyn/Linda/Kathy will meet with Management April 23, at 11:30.

Marilyn and Linda met with Management and were updated on a few things

- Maintenance will be posting a sign over the Thermostat to indicate "Do Not tamper with it". Administration will handle complaints during business hours and keys will be available from select persons after hours.
- Management is in discussion with RDNO and OKIB regarding Fire Protection Contract. However, due to a stall in negotiations between Lawarncce Heights and RDNO, nothing will move forward until that is resolved.

ACTION: BOARD: Management will be asking our assistance in receiving feedback from residents about how to move forward with the Fire Protection Fees.

- Management has asked if we would help come up with some ideas of consequences for residents who violate the Regulations.

ACTION: BOARD: come up with possible consequences for residents who violate Regulations.

- Possible purchase of a sign for above the TV screen in the RC. Similar to the sign and logo out front.

ACTION: BOARD: discuss purchase of banner for the Recreation Centre.

5.4. Ways to recognize donations made to DCHA: PENDING

CLOSED: Rhonda: The committee decided not to provide an assessment of the 2 best bench options and a draft set of guidelines of how to manage donations for board review.

CLOSED: Rhonda: The committee does not need to speak with Denise Harper and Ben Cunliffe about the benches.

The Committee felt that as we had no real control of what we could purchase going forward or how we could recognize donations of various sizes and that we not purchase Memorial benches for the new Green Space.

In the future if someone wants to donate to the DCHA in memory of someone, we indicate that we will not be able to recognize individuals as the money will go into the General Fund and used when and where needed. A second options is to say they can donate it themselves to a Charity of their choice.

ACTION: MARILYN talk to Management to indicate that we will not be purchasing Memorial Benches for the Green Space.

ACTION: MARILYN to talk to Jack Schultz regarding Don Wentzel wish to purchase a bench in memory of Jim Horsford that he should deal directly with Management.

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5.5. Shuttle bus use: PENDING

CLOSED: Rhonda/Kathy/Marilyn - look at shuttle use and create a survey that Marilyn can send to all residents to assess Shuttle interest. It was decided not to distribute a survey. The Committee felt that scheduling for rides into town on specific days would be difficult and costly to set up. Asking people for a firm commitment could be troublesome. The best scenario is to use it for Special Events. Rather than a Survey, a notice will be put in the Newsletter asking if there are any people that would be interested in organizing a special Tour or Event.

ACTION: RHONDA/KATHY to put out a notice asking if anyone would like to coordinate an event using the shuttle bus.

5.6. Simulated Emergency for Emergency Contact Volunteers: PENDING

The simulation planned for May 2 at 6:00 pm did not happen as many of the team were not available. A simulation is very important especially for the newer members and there was concern about how committed members were. Monica will reschedule it for June.

ACTION: MONICA Work on Emergency Simulation Event by contacting all volunteers and confirm their commitment to the service and stressing the necessity of attending the Simulation.

5.7. Fire Smart: PENDING

The recruitment for volunteers to help at the Evacuation Centres only brought in 1. CLOSED: Rhonda looked into the Neighbour Protection Program for more information about how it might apply to Desert Cove but could not find anything indicating Grant Money.

ACTION: MARILYN To follow up with Dan or Maurice about Grant Monies for the Neighbour Protection Program.

5.8. Clean out of old damaged tables: PENDING

After much research, Laurie can not do repairs on the 13 damaged tables for under 250.00 each and that would not cover his labor. As this is not within the budget that was given to us by Management we will give this information to them.

ACTION: MARILYN to contact Management to tell them we can not do table repairs for set amount of \$100.00 each.

ACTION: LAURIE: continue to search online auctions for tables.

5.9. Head of the Lake Road

Monica has yet to make contact with anyone regarding the problem with Head of the Lake Road.

ACTION: MONICA Continue to Contact Ministry of Transport for Head of the lake road fix.

5.10. Board Pictures:

CLOSED: To ask Steve if he could insert Board positions on the frames of the individual pictures. Laurie to offer to compensate Steve up to \$25.00 for this extra work.

Pictures are up and labelled with Board Positions. Person's name will be added under their picture.

ACTION: TRACY to label the board photos with the person's name.

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6. NEW BUSINESS

6.1. Library chairs: PENDING

Management has agreed to get rid of them.

ACTION: MARILYN To talk to Ted about getting rid of library chairs

6.2. Re-upholster Music Stool: PENDING

Covering is peeling and wading.

ACTION: KATHY To contact her sister to see if she is interested in Reupholstering the tall chair used for musicians.

6.3. Private Party Guide lines: PENDING

6.4. Where will our meeting take place in the future: PENDING

The Bridge Club has booked the hall for Tuesday night but it is not regularly used. If used it will not allow us privacy during our meetings.

ACTION: KATHY To contact Bridge Coordinator and give him options for every Third Tuesday of the month to allow Board meetings to be Private.

6.5. Hot Dog and Propane request: PENDING

Ugo has asked if he could use the left-over hot dogs and buns from the Garage Sale for Bocce. The Board will allow him to purchase them at cost, if Shirley or Denise do not use them for their Events.

ACTION: KATHY to contact Shirley and Denise and then Ugo regarding purchase of left-over hot dogs and buns.

Ugo has also asked if he can purchase some propane for the Gazebo BBQ. As this BBQ is used by all residents, The Board agreed that he could purchase and be reimbursed by the DCHA.

6.6. Request from Fernando (Cinco de Mio Entertainer) PENDING

We received a letter from Fernando asking if his band might put on a show at Desert Cove – Music, dancing and food. The price tag would be \$75 each with a 50/50 split on the profits. The Board felt that this was a high price tag and as he had been here once already, we will say no for this year

ACTION: KATHY to reply to Fernando indicated that we will say no to his offer of putting on a show here this summer, but will advertise his band and their services.

6.7. Management BBQ: PENDING

We will purchase some sandwich trays and squares and bring them to the office for Management and Maintenance to have their own get together.

ACTION: MARILYN To approach Management and find out a date when we could provide them with a lunch of sandwiches and squares.

ACTION: KATHY to look into pricing for trays etc. for the lunch.

7. MEETING ADJOURNED: 9:20

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Announcements:

- Tracy away June 10 - 17
- Linda Away June 27 - July 7
- Cecile away June 17 - 19, June 28 - July 4, July 25 - August 5
- Kathy Away June 13 -17, July 25 - August 6

FUTURE NEW BUSINESS for BOARD

- Siren: will be using the siren from old fire truck. Switch will be in hall with lockbox. Need at least two people to hold keys. When installed, will need to develop procedure, communicate and do siren tests.
- Library - Do we purchase a smaller table and chair set in library to give readers an area to read?

UPCOMING TICKET SALES VOLUNTEERS

Event	Date	50/50	Task	Date	Time	Board
DC Golf Tournament	June 13	Marilyn, Mary				
Pup Strut	June 22	Shaunie, Cecile				
July 1 Bocce Dinner	July 1	Shaunie, Mary	Tickets	June 14, 15	10:30 – 12, 11:00–12:	Shaunie, Monica
Rocking Horse Dance	July 20	Kathy	Tickets	July 5, 6	10:30 – 12, 11:00–12	Laurie, Denise
Show and shine	Aug 24					
Wine Tasting	Sept?					
Chili cook-off	Oct 26					
Halloween Dance	TBA					
Witches Tea	Oct 27					
Christmas Dinner	Dec 7 and 8					
New Years Eve	Dec 31					