

Desert Cove Homeowners Association

Executive Meeting Minutes

Tuesday, October 15, 2024 @ 7:00 pm at Recreation Centre

ATTENDEES:

President: Marilyn Richardson
Treasurer: Cecile Zandbergen
Data Management Director: Tracy Cox
Director at Large: John Bishop

Vice President: Rhonda Van Lent
Secretary: Linda Hill
Social Director: Kathy Burwell
Director at Large: Monica McDonald

ABSENT:

Welcome Director: Shaunie Wood
Recreation Director: Witold Wince

Quorum verified.

Meeting started: 6:59 pm.

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

MOVED: Kathy **SECONDED:** Rhonda **CARRIED**

2. **MOTION:** To accept the Minutes with spelling mistakes noted:

MOVED: Linda **SECONDED:** Kathy **CARRIED**

3. **CORRESPONDENCE:**

Just a few with follow-up questions on Fire Protection.

4. **DIRECTORS REPORTS:**

4.1. **President:** See agenda.

4.2. **Vice President:**

Rhonda followed-up with Roy Warner as to how many times our Volunteer First Responders attended to someone in the Cove. 15 Times.

4.3. **Treasurer:**

Dues have been reconciled and balanced with Tracy and Marilyn.

Fall Dance was attended by 67 people:

Expenses:	\$320.00
Revenue:	\$585.00
Profit	\$265.00 including 50/50

Harvest Wine Event was attended by 34 people:

Tickets	\$1,030.00
Silent Auction	\$632.00
Expenses	\$846.44
Profit	\$815.58 there was not 50/50

Gaming license will be submitted Saturday, October 19th with the Social Calendar now updated to January 31, 2025.

MOTION: To increase the fee for the Garage Band to \$300.00 for the group and \$350.00 if a drummer attends.

MOVED: Kathy **SECONDED:** Cecile **CARRIED**

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Ticket will be sold for their performances. This allows the band to be paid appropriately and allows the DCHA to receive some profit from the event.

MOTION: As long as tickets are sold for the event, to allow bands to put out a tip jar. Donations are purely volunteer.

MOVED: Marilyn **SECONDED:** Kathy **CARRIED 6-1**

MOTION: To approve the September 2024 financial statement.

MOVED: Monica **SECONDED:** Rhonda **CARRIED**

4.4. **Secretary:** See agenda.

4.5. **Data Management:**

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

Added new Director's pictures, Witold and John, to the Director's frame in the Centre.

FUN FACTS:

Occupied Homes	441	Unoccupied	7
Number of Residents	804	Members Dues Paid	742
Non-Members	55	Non-Active	109
Non-Voting	7	Tenants (incl above)	11
Homes for Sale	16		

% of Residents that are Paid up Members is 92%.

In last 30 days there have been 807 site sessions, unique visitors 430.

Top traffic sources: Direct - 570 Google - 188 Facebook - 29

ACTION: MARILYN AND TRACY to review Website structure and set-up password protection for some reports and information that should not be available for public viewing.

4.6. **Welcome Director:**

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

4.7. **Recreation Director:**

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

ACTION: WITOLD to pick up Bocce ball paint from Laurie.

4.8. **Social:**

- The Aperio Food Truck appeared to be a hit September 21st. Kathy will rebook for next summer.
- As no one has stepped forward to host a Halloween Dance, Denise Harper has suggested a Halloween Happy Hour on October 30th. Notice will appear in the Newsletter if it goes forward.

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

4.10. **Director at Large 2:** See agenda.

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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. Simulated Emergency for Emergency Contact Volunteers: CLOSED

CLOSED: MONICA coordinated an Emergency simulation on September 26th at Diana and Clay Fortier's home. Four participants practiced two emergency scenarios and Diana and Clay provided feedback. The team attended to approximately 15 emergencies this year. Another simulation will be scheduled in six months.

5.3. Private Party Guidelines: CLOSED

CLOSED: TRACY put guidelines on the website and **MARILYN** communicated guidelines at the AGM and sent a notice to Linda with a link to send out to all residents.

It was noted that we need to clarify with coordinators and tickets sellers that for all evening events, only guests who are staying the night in the Cove can attend.

5.4. Management Meeting (September): PENDING

OPEN: MARILYN to follow-up with Tracy Colley about her enquires into purchasing used Election tables.

Purchase of Replacement Tables: Although the white HDPE tables are cheaper, they scratch and stain. The Board agreed that we should match the wood grain laminate ones currently used in the hall.

OPEN: LINDA to further research the purchase of eight-foot laminate tables for the Hall and forward information to Marilyn to give to Management.

OPEN: MARILYN to approach Management with the research and see if they would agree to share the purchase of 5 - 10 tables.

5.5. Increase of Gas Honorarium: CLOSED

MOTION: To keep the honorarium at \$100.00.

MOVED: Marilyn **SECONDED: Kathy** **CARRIED**

5.6. Placement of Banner in Centre: PENDING

Several people have suggested that the addition of a banner across the front of the hall reading "Desert Cove Estates" along with their logo should be added. After discussion it was felt a painted or graphic set-up would be more aesthetically pleasing than a banner.

MOTION: To look into placing the Desert Cove Estates lettering and logo at the front of the hall.

MOVED: Marilyn **SECONDED: Kathy** **CARRIED** **5-2**

ACTION: MARILYN to approach Management to see if they would allow a painted sign.

5.7. Set-up of Siren System: DEFERRED to January agenda.

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.

5.8. Ways to Communicate updates to Residents: PENDING

CLOSED: RHONDA researched the efficiency of an electric speed sign and statistics show that it does slow speeders down and has reduced fatalities.

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However, as the Focus group indicated that they did not want to spend the \$3,000.00 and that speeding is not enforceable in the Cove, the issue of purchasing a sign has been closed.

To further communicate with residents, it was decided that a monthly communication should be distributed. At the end of our monthly meetings, we will choose topics to put into the communication and distribute it to all residents through the DCHA email contact list.

ACTION: RHONDA to put together the communication and have it proofed by Marilyn before sending to Linda for distribution.

5.9. Follow-up communication to members regarding Fire Protection: CLOSED

CLOSED: MARILYN spoke to Don regarding Fire Protection updates. Don has committed to giving the residents weekly updates on negotiation developments.

As of last week, the September fire protection fees have been held back until Don has a meeting with the OKIB. He has stopped collecting payment of the fees until an interim agreement has been reached.

5.10. Board Orientation: PENDING

CLOSED: CECILE Rhonda's bank authority is set-up.

CLOSED: MARILYN sent the bios of Witold and John to Tracy to download on the website.

CLOSED: TRACY sent instructions to set-up John's email as Director at Large 1.

CLOSED: MARILYN met with Witold to help him set-up his Recreation email account.

- John Bishop will take over the overseeing of the Refundable Program.

ACTION: MONICA will do Welcome visits on a temporary basis until Shaunie is able. Rhonda agreed to help out if needed.

ACTION: MARILYN to meet with Monica and Rhonda to go over the Welcome Visit process.

5.11. Board Calendar:

Flu Clinic will take place October 11th. Jobs were assigned: **PENDING**

ACTION: LINDA will make a sandwich board sign to direct traffic to the kitchen door.

Follow-up on un-paid dues (end of October): **PENDING**

ACTION: RHONDA will make the follow-up calls around the end of the month.

ACTION: MARILYN will script a basic call.

MOTION: To waive the Membership Fee for George and Nancy Vandelft.

MOVED: Cecile **SECONDED: Rhonda** **CARRIED**

MOTION: To waive the Membership Fee for Brian and Wendy Gallant.

MOVED: Cecile **SECONDED: Kathy** **CARRIED**

VJH donation exchange: **PENDING**

ACTION: JOHN will contact VJH to set-up a time to present the \$8,000.00 cheque to the Foundation along with our volunteers and Board members.

New Year's Events Calendar to be drafted: **PENDING**

ACTION: TRACY to go over the Yearly calendars and update.

ACTION: LINDA to review the Board Calendar and update as required.

Remembrance Day Service: **PENDING**

ACTION: MARILYN will send out the job list to the Board.

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It was suggested that perhaps we could get pictures of our resident veterans and a Remembrance Day video clip to show during the ceremony.

Emergency updates to residents: **CLOSED**

As this is ongoing it will be removed from the Agenda.

6. NEW BUSINESS:

6.1. Coordinators are advertising their event before its posted in the schedule and confirming with Kathy or Tracy:

ACTION: **KATHY** is to send out a notice in the newsletter reminding event coordinators that they must check with the Social Director first before making or adding times to their scheduled event.

6.2. Purchase of stove for Kitchen:

MOTION: To purchase a stove from Denise Harper for \$350.00 to replace the white stove in the kitchen.

MOVED: Linda **SECONDED:** Kathy **CARRIED**

6.3. Focus Group:

An informal focus group of different residents will be used on occasion if there is something that the Board feels they need feedback on. Board members will approach three to four residents of their choosing and relay the information back to the Board.

6.4. Christmas Dinner:

- The caterer (Kim) will keep the same price as last year for catering this years' Christmas Dinner. We will keep the same menu choices.
- The Board will purchase the dessert squares from Costco.
- Tickets will sell for \$30.00 for members and \$45.00 for non members.

MOTION: To give Kim a 20% gratuity.

MOVED: Tracy **SECONDED:** Cecile **CARRIED**

6.5. Upcoming ticket sales volunteers:

Event	Date	50/50	Task / Printed	Date	Time	Board
Chili Cook-off	October 26	John	Tickets - 105	October 15 October 16	11:00 - 12:30 5:30 - 6:30	Linda ?
Witches Tea	October 27	Linda	Tickets - 70	October 13 October 20	11:00 - 12:00 10:00 - 11:00	Debbie Reeves Kathy
Christmas	December 7 December 8		Tickets	TBA	1 Hour	
New Year's Eve	December 31?					

ACTION: **KATHY** to put a notice out asking for a coordinator for the New Year's Eve event.

7. COMMUNICATION TOPICS:

Simulated emergency event, flu clinic, dues, party guidelines, purchase of stove, VJH donation, upcoming calendar additions.

8. MEETING ADJOURNED: 9:40 pm.

9. ANNOUNCEMENTS:

Linda away November 8 - 12.
Rhonda away October 23 - 28.