

# Desert Cove Homeowners Association

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## Executive Meeting Minutes

Tuesday, April 19, 2022 @ 7:00  
Recreation Hall

### Attendees:

**President:** Marilyn Richardson  
**Vice President:** Jack Schultz  
**Secretary:** Linda Hill  
**Treasurer:** Phil Hoeksema  
**Data Management Director:** Tracy Cox  
**Recreation Director:** Jim Horsford  
**Social Director:** Denise Harper  
**Welcome Director:** Shaunie Wood  
**Director at Large:** June MacGregor  
**Director at Large:** Monica McDonald

**Quorum** confirmed and meeting started at 7:00 pm

### 1. Approval of Minutes of March 15, 2022:

MOVED: Shaunie                      SECONDED: Jim                      CARRIED

### 2. Approval of Agenda:

June asked if the topic of the Gas Storage location could be added to the agenda. It was to be brought forward when Kathy Burwell and John Dennison got together upon his return. It will be put on **May Agenda**.

MOVED: June                              SECONDED: Phil                      CARRIED

### 3. Correspondence:

- Linda stated that we had had several positive comments from residents about how we handled the covid situation.
- Jerry asked if an outsider could attend the line dancing. Linda responded that the hall use was for residents only.
- Trudy asked about water flushing notice and Linda told her to contact the Administration.
- Marilyn was asked if the board could approach Administration about building an access road to the golf course around the 6<sup>th</sup> hole. He was told that is not in our mandate and to contact Administration

### 4. Directors Reports:

**President:** Marilyn reported that the Celebration of Life Committee has been disbanded. This topic will be put on the **May Agenda** to see how we might address it.

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**Vice President:** Asked if any action was to be taken this summer with the grassy field the runs parallel to Head of the Lake Road that is opposite our property. Marilyn stated that the Fire Inspector that came out during the fires last summer to assess our area indicated that it was not a danger. The grass would burn quickly and self extinguish. He was more concerned with drifting ash from the larger burn.

**Treasurer:** Our available balance to date is \$5,549.00. Discussion about each revenue source being indicated and not lumped together with other revenue will be corrected in the next months report.

Items not yet on report:

- June purchased \$180.00 worth of gift cards from Swan Lake for the General Meeting/Appreciation Night which was approved at the last meeting.
- Phil purchased firewood for the courtyard at \$150.00. This on- time purchase was previous approved by the board. This will be added to the **May Agenda** meeting.
- Tracy purchased printer ink, paper supplies, and folder for \$273.81.

**MOTION:** to pay Tracy for purchase of these supplies.

MOVED: Phil SECONDED: June CARRIED

**MOTION:** to accept the March financial report

MOVED: Linda SECONDED: Jim CARRIED

Due to cancellations of some events over the past week there was a question about how that would affect our gaming license as they are issued for specific dates and events.

**ACTION:** Phil is to contact Gaming Licensing and clarify how this all works.

**Secretary:** Linda stated that she had purchased a 30-cup percolator for the purpose of hot water only for the kitchen and Jim had disposed of the rusty one

**Data Management Director:** Tracy has been super busy updating our website and updating the data base. Older files are slowly being added to the google drive. All resident emails and name tags are current.

**Welcome Director:** Shaunie wanted to clarify that DUES are the one-time payment of \$25.00 for membership and that FEES is the annual \$5.00 per member amount.

This month she has visited 9 homes and has 5 more to do. All 9 became members and she gave Phil \$225.00 for these memberships.

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**Social Director:** Denise has been busy helping Mary Matas organize the Garage Sale and was happy to report that she had all the coordinators in place. Meeting will soon follow. People are eager to sign up and announcements are coming shortly.

More events ideas will be forthcoming Dog Parade, Wine Tasting, Garden Party .....

**Recreation Director:** Jim continues to work hard on the Bottle Recycling but now has some helpers. He gave Phil \$570 this month. He will be keeping all receipts for bottle return amount to present to Phil who will issue a receipt. His monthly expenses will come out of the Recycling revenue and be documented as agreed upon in Feb Executive Meeting.

**Director at Large:** June- covered in agenda

**Director at Large:** Monica - covered in agenda

### 5. OLD BUSINESS:

- **Preparation for GM in April: Totals to date**

Total residents	737
Total membership	621 which is 84%
Quorum required	31 (present and proxies)

- It was agreed that masks are mandatory.
- Marilyn discussed our reports. Short and stating Who we are, What we do and what we have added to those responsibilities. The idea is to not repeat things between board members.  
**ACTION:** Board members to email their finished reports to all Board Members by Friday for comments then forward finished to Linda.
- Marilyn asked Phil to present the asset report. Questions can be handled by all.
- Marilyn will discuss the dues increase.
- Linda assigned jobs to all the board and some spouse for the night of the meeting.  
**ACTION:** Linda to send out list to board prior to meeting night.
- The 50/50 Tickets will be handed out to all people who attend the meeting and ones will be assigned to ON LINE VOTERS. 14 will be drawn at the end of the meeting for the Swan Lake Gift Cards.

After discussion as to whether we should continue with the meeting Marilyn called for a vote. The majority voted to postpone the meeting for two weeks (May 3<sup>rd</sup>.)

**ACTION:** Linda to send out a notice Wednesday April 20, to the membership stating "due to others cancelling their weekly events and the increase in Covid cases in Desert Cove, we felt it best to postpone the General Meeting for two weeks."

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- **Appreciation Night after General Meeting:**
  - Marilyn has contacted all the coordinators of events to invite them to an Appreciation Night that will take place after the General Meeting. 23 people indicated that they will attend.
  - A general certificate will be presented to each volunteer. Lists will be posted around the hall along with thank you poems and appreciation sayings. It was suggested throughout the night, board members read some of the larger one. A trivia game was also suggested. Elaine Horsford will make a cake and Denise volunteered to make a Gluten Free cake.
  - 6 draws for the Swan Lake gift Cards will be made throughout the event.
- **Inventory: CLOSED**

A full inventory was taken in all areas and our final assessed value is 67,390.77. There are a few items on this list that could be disposed of/sold as they have not been used for many years or as in the case of the piano can not be tuned to full quality sound. These items will be brought forward to the Membership at the upcoming General Meeting.

**ACTION:** Jim to check with Mike Fotheringham at OKIB for update on the fire hall certification and budget for the AGM meeting

- **Hall capacity report and Fire Extinguisher Presentation:** Jim reported that Michael Doherty will be coming sometime during the first couple of weeks in May to assess the hall capacity and do a demonstration for home owners on how to use a Fire Extinguisher.

**ACTION:** Jim to check with Mike Fotheringham at OKIB for update on Fire Hall Certification and budget for the September AGM.

- **Role Review: PENDING**

- **Policy and guideline manual revisions: PENDING**

Items still requiring discussion:

- **Board absences** – board agreed that it should read two consecutive meetings (not 4). Should include a statement about having a back-up to cover while absent. Denise will reword the bylaw for the board to review. This will require a special resolution (voted on by membership)
- **Communications approach - PENDING**
- **Confirmation of who has which keys: CLOSED**
- **Hall Rental - Agreement has been reached with the owners. CLOSED**
- **First Responders: PENDING**

Monica has put together a template for First Responders when they are called to an incident. One suggestion was to add where exactly at the address/ location you are. This will be posted and added to the Website.
- **Website Updates: PENDING**

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- **Bylaw update: PENDING**
- **File Cabinet purchase: CLOSED**

With the help of Shaunie and the Gleaners we now have a three-drawer filing cabinet to add to securing our older files in the Storage room.

**ACTION:** Linda to have a second key cut for Phil, and purchase file folders if required.
- **Possible Easter community event: CLOSED**

A “find the Bunny event” took place over the Easter Holiday. 5 wooden bunnies were placed in front yards and the residents were to report where they were located. Several people reported that it was a fun idea and one couple especially were overjoyed to experience it with their granddaughters during their visit. Denise purchased 5 Tim Horton cards to give to the first 5 that found the 5.

**ACTION:** Denise to hand out Tim Horton gift certificates from the BUNNIE contest when over
- **Piano Tuning: CLOSED**

This will be discussed at the General Meeting
- **Annual Membership Dues: CLOSED**

Marilyn put together an explanation of what the dues cover and where we are going forward with purchases etc. An increase of \$5.00 per person for a total of \$10.00 per person will be up for vote at the upcoming General Meeting.
- **Food Safe Certification Holders: CLOSED**

Tracy created a list of all the certificate holders and Denise will contact them and explain their role for upcoming events which involve food.
- **New Resident Name Tag Slots: CLOSED**

Laurie French built a new name tag slot shelf that perfectly matches the others.
- **Garage Sale: PENDING**

A date of May 28<sup>th</sup> has been set with Mary Matas and Denise heading it up.
- **Handbook Copying: CLOSED**

The office has agreed to copy our Resident Handbooks and use their paper.

6. **Meeting adjourned: 9:30 pm**

7. **Next Meeting: May 17, 2022**