

Desert Cove Homeowners Association

Executive Meeting Minutes

Tuesday, February 21, 2023 @ 6:30 pm
Recreation Hall

Attendees:

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

Absent:

Director at Large: Mary Mate

Quorum verified:

Meeting started at 6:33 pm

1. Approval of Agenda

MOVED: Tracy SECONDED: Jim CARRIED

2. Approval of Minutes of January 17, 2023

MOVED: Cecile SECONDED: Jack CARRIED

3. Correspondence: quiet month. 1 email about accessing the resident information

- 1 email about posting on the DC emails
- 1 email for info on resident location
- Back and forth from Lloyd Furneaux about gym equipment not yet available
- Volunteer for Yoga instructor
- Request to use craft room for a rope bowl making class
- Information about purchase of home in DC

4. Directors Reports:

President:

- Gate will be installed on Monday. Contractor not sure if they can program all the houses with a unique code.
- Fence damaged last winter on west side of Head of the Lake Road is being held up by insurance issues.
- Mail boxes for parcels are not fixed. Gary Westgate will look into it on Wednesday.

Vice President:

- Nothing to report.

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Treasurer:

- Procedure was created to set up online statements and was sent out to Marilyn and Linda.
- Financial statement was reconciled to January 28th. Dates for Membership fees, cheque 311 and 315 were omitted.
- Wendy Muth was reimbursed for the purchase of a pillow that we discarded in error during our storage clean up.
- A form was created for processing Floats.
- It was acknowledged that the \$3,000 transferred from Jack's personal account to our account was done in error by the bank and not Jack.

Secretary:

- Had a good response from artist about displaying their work in the Recreation Hall on a monthly basis. Have list filled to October.
- Spoke to Peter Gilchrist regarding his request for a ping pong table. After discussion and measurements, it was determined that it wouldn't fit anywhere in the hall. Peter withdrew his request.
- Filled out permission to access account statements online.
- Sent out condolence card to Ruth Patterson.
- Box containing Treasurer records from 2004 and 2005 that were found during our storage clean out are slowly being shredded.

Data Management Director:

- Tracy spent time to reorganize the name tag slots so that they are in order of streets and numbers.
- Regarding posting of pictures on the web, we can not post pictures of individual unless we have their permission. If they are posted on Facebook, we have elected to not use them as we do not want them to repost our announcements etc.
- With the new definition of voting/non voting member, non member/non-active, tenants, etc., Tracy has revamped the database to better reflect the exact break down of each. We are to call Tracy if we need an accurate updated list for selling tickets etc.
- Local Heroes page has been added to Resident Information. New articles will be added once they appear in the DC Email news.

| | Jan | Feb |
|----------------|----------|-----------|
| # of Residents | 764 | 767 |
| Homes Occupied | 425 | 426 |
| Non-Occupied | 9 | 9 |
| Voting Members | 621 | 633 |
| Non-Voting | 70 | 8 |
| Non-Active | | 60 |
| Non-Members | 73/13 No | 66/ 13 No |
| Tenants | 10 | 13 |

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Social Director:

- The Alzheimer's Session was well received. The presenter left us info sheets and a Book. The office has agreed to photocopy the book so that we can put them in the library.
- John Rudy Health presentation detailed free services.
- Valentine Dance attended by 74 persons. One of the band members had younger children which were allowed to attend for awhile. No negative feed back.

Welcome Director:

- Shaunie made 4 welcome visits and signed up 8 new members.

Recreation Director:

- Cecile was given \$617.00 from recycling.
- Jim answered the Emergency call for the drowning of Yvonne Cunliffe on Saturday. Was impressed by the composure of the responders from OKIB and EMT's. Coroner has asked for the video tapes from the pool.
- This brought up the issue of the proper procedure when an incident happens. People need to call our emergency contacts first and then 911. Once you call 911, they do not allow you to hang up.
- It was noted that this is not stated on the emergency contact handout so this needs to be changed and redistributed. Also, residents need to be reminded of putting their prescriptions in an envelope on the refrigerator.

ACTION: Tracy to contact Clay and Dianna to revamp the emergency handout.

ACTION: Linda to put a reminder on calendar to send out Emergency information update to residents.

ACTION: Linda to send out condolence card to Ben Cunliffe on behalf of the Management and DCHA

ACTION: Tracy to purchase file trays to hold the Emergency Contact List and Medication Lists at the entry way of the Recreation Centre.

Director at Large 1: see agenda

Director at Large 2: see agenda

5. OLD BUSINESS:

• Pre-arranged seating: CLOSED

- Denise explained that for ticketed events the prearranged seating helped remove the stress of newcomers coming into a hall filled with people and trying to find a place to sit. As people purchase tickets, if they are not part of a whole table, this allows the sellers to add newcomers to an existing table. It was noted that at the Christmas dinner some people removed names assigned to their table and inserted new names. This caused embarrassment and confusion. Therefore, the seller will enter the names in ink and hold the list until the event takes place at which time it will be posted.

◇ **MOTION:** At ticketed events prearranged seating will be used for seating. Ink is to be used on the master and no changes allowed.

MOVED: Denise

SECONDED: Jim

CARRIED.

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- **Vendor Definition: PENDING**
 - After some discussion about items to be sold during our Christmas Craft and Bake Sale it was decided that we should not allow non craft items to be sold.
ACTION: Marilyn to rework the definition.
- **Send out notice for name tag orders: PENDING**
 - Mary contacted Five Star Awards and got pricing for magnetic name tags. \$6.50 plus taxes. This allows for your name and a second line for your address if desired. No minimum order required.
ACTION: Linda will put out a notice through the DC News to have people submit their information if they want to purchase one.
ACTION: Mary to complete order when names are in.
- **Events and events calendar further updates: PENDING**
 - Calendar attached at end of minutes. Denise continues to lock in vendors etc. so that dates can be firmed up.
 - **ACTION:** Denise and Tracy to finalize a few more dates and format
 - **ACTION:** Linda to send out to all residents.
 - Suggestion for Volunteer Recognition was to ask the Pipers to come and perform. Perhaps parade around some of the Cove and pick up volunteers on the way. Firmed up time of 3-5 with apps etc.
 - **ACTION:** Tracy to contact her brother to see if they can come.
 - Country Manor has asked if they can put on a BBQ for us. We will arrange this with another event.
- **Bulletin Boards in front hallway and outside: PENDING**
 - Linda is posting periodic posters to show upcoming events on inside bulletin board. We would like to move the whole board structure up to better show our notices. This has to be investigated further.
ACTION: Linda to contact Ted and discuss outside bulletin board. Needs to be replaced or repaired. We will volunteer to do the work, repair or purchase a new one.
- **Role Review: PENDING**
 - Role for the Recreation Director is complete. Responsibility for Kitchen workers now falls under Recreation Director. Responsibility for the AED updating is now under Director at Large 2. Welcome Director Role still is pending.
- **Simulated Emergency for Emergency Contact Volunteers: PENDING**
 - Monica is ready to set up simulation and will also schedule a debriefing after the event.
ACTION: Marilyn to meet with Monica to help set up procedure.
- **First Aid Kit and the AED in the Recreation Centre: PENDING**
 - We have one Large First Aid kit stored in the AED station in the entry hall. It has a list of items and must be checked and revised every six months. A second smaller one kept in the Kitchen by the microwave and is basically for burns pads and must be checked every six months. Replacement supplies are in the storage room.
 - The AED must be visually checked each month. Blinking green light shows the battery is functioning. It has a life of 4 years and must be replaced at end of the 4th year. Defibrillator pads have a 2-year time span and must be replaced biannually or after an incident. One pad on machine and one in supply box. New pads are in storage room.
 - Need to update individual Responder kits to cover Breathing, Bleeding and Breaks.
ACTION: Jim and Monica to update kits.

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- **Notice to residents and where to send requests: CLOSED**
 - Tracy created and Linda sent to all residents. Noted that we missed including the Fitness Centre under the Administration responsibilities.
- **Purchase of billiard cues and pool noodles**
 - Billiard cues **CLOSED**: Purchased.
 - Noodles **PENDING**: Looking for source.
- **Librarian Float: CLOSED**
 - Shirley Ladder informed of change.

6. NEW BUSINESS:

- **Scheduling of weekly events: PENDING**
 - Bocce ball is scheduled to take place on Tuesday at 3:00 pm. Ugo would change this time at the last minute. This caused some confusion and frustration.
ACTION: Denise will talk to Ugo to say that he must keep the time fixed. It could be changed as the weather warms but it must be well in advance and again stay fixed.
 - It was also noted that he desires to cover the gazebo and buy some shading material for the benches. This will not be allowed or paid for by the Association. It was felt that the portable easy ups that we currently have could be used and if need be we could add one more. Also changing the time could make the shade less of an issue.
- **Speed Sign: PENDING**
 - Mary purchased a speed sign stating "Slow Down this is our neighbourhood" at a cost of \$250. The Management stated that it agreed with posting the sign around the Cove as long as it did not impede traffic. It was felt that we should contact the Sign Man and see if he can make two exterior speed signs to add to this one.
ACTION: Mary to contact the Sign Man and get pricing and ideas.
- **Board Photo: CLOSED**
 - As we already have individual pictures on the website and in the hall, it was decided that a full board photo was no longer necessary.

7. ANNOUNCEMENTS: none at this time

8. Meeting adjourned: 8:49 pm

9. Next Meeting: March 21, 2023 at 7:00 pm

***See ACTION FILE for full job assignment.**