

Desert Cove Homeowners Association

Executive Meeting Minutes

Tuesday, April 18, 2023 @ 7:00 pm
Recreation Hall

ATTENDEES:

President: Marilyn Richardson
Secretary: Linda Hill
Data Management Director: Tracy Cox
Recreation Director: Jim Horsford
Social Director: Denise Harper
Director at Large: Monica McDonald

ABSENT:

Vice President: Jack Schultz
Treasurer: Cecile Zandbergen
Welcome Director: Shaunie Wood
Director at Large: Mary Mate

Quorum Verified:

Meeting Started: 7:02 pm

- 1. APROVAL OF AGENDA:**
MOVED: Jim **SECONDED:** Monica **CARRIED**
- 2. APPROVAL OF MINUTES OF MARCH 21, 2023:** Marilyn asked for the addition of the Purchase of a Printer for DCHA
MOVED: Linda **SECONDED:** Jim **CARRIED**
- 3. CORRESPONDENCE:** 1 password, 1 report of wandering cat, three referred to Management, two forwarded to Tracy Cox to make changes to RESOURCES and on offering to drive our Community Bus.
- 4. DIRECTORS REPORTS:**
President: Marilyn spoke to Kurtis to indicate that the Board would not be meeting with him about Facebook.
 - She met with Linda to firm up plans for the Appreciation Afternoon and the General Meeting.
 - We are allowing Shirley Peterkin to use our Proxy box to collect the \$5.00 fee for the Garage Sale.
 - The completion of the Front Gate has required some back and forth with Management, and Data Management to get out the security codes to all residents.
 - Alzheimer's pamphlet has been loaded on the website.

ACTION: Linda to monitor the Proxy box, but once the General Meeting is over Linda will give the lock key to Shirley Peterkin so she can monitor it.

Vice President: No report.

Treasurer: The St Patrick's Day event brought in \$111.00, \$327 was spent on the Volunteer Appreciation Afternoon.

- We are allowed a maximum of \$5000 revenue per licence. We are exceeding that amount per year so will now be applying for a license every 3 months.

Approval of Financial Report for March 2023

MOVED: Jim **SECONDED:** MONICA **CARRIED**

Secretary: Had fun planning the Appreciation Afternoon.

- Helped Betty Hunter hang her artwork for the April display.
- Denise indicated that she had talked to gentleman who made and monitors the Donation Box by the front door.

ACTION: Denise will forward the name of the person responsible for the Donation Box to Linda.

Data Management Director: Continuously updating the Data Base of residents. Plans are to post this list the first of each month.

- Uploaded two Local Heroes autobiographies and printed off tickets for the Spaghetti Dinner and the Spring Dance.
- As the code for the Board is similar to the Resident password it was decided to change it.
- Residents 777, occupied homes, 431 unoccupied homes, 7 voting members, 643 non-voting, 8 non-active, 56 non-members, 67 of those never pay 13 Tenants 15.

Social Director: Past events include the play which was attended by approximately 180 people, Card bingo, Kurtis's presentation on travelling to Asia, Bird House painting, Rope Bowl class, Spaghetti Dinner attended by 60 diners, and Volunteer Appreciation.

- The Spring Dance with music by Hat Trick sold out in 20 minutes with the cut off at 101. Will set up an extra table at events for last minute add-ons just in case.

ACTION: Denise is to follow up with Elaine Horsford regarding payment for the cake she baked for the Spaghetti dinner.

Welcome Director: No report.

Recreation Director: Recycling brought in \$520.00. Jim has his elf helper Mike doing April.

Director at Large 1: Name tag material will be in April 20th and the plan is to have them ready in one week.

- Portable speed signs have been a big success and people are asking to have them moved to their areas.

Director at Large 2: See Agenda.

5. OLD BUSINESS:

5.1 Simulated Emergency for Emergency Contact Volunteer: PENDING

Monica has been working with Diana on the "Questions to Ask" dialogue and the development of Emergency Pointers for the New Resident Handbook. They will continue working on this over the next month.

5.2 First Aid Kits restocking: PENDING

Monica has been in contact with Diana regarding the restocking of Emergency kits. It was suggested that various sizes of disposal gloves be purchased for the kitchen as the one size there now is not adequate for all. Aspirin will also be added to the kits.

ACTION: Marilyn will meet with Monica to go over Emergency Response supplies and procedures

5.3 Purchase of pool noodles: PENDING

Jim is still waiting to purchase the last 4 in an attempt to find firmer ones.

5.4 Prep for General Meeting: PENDING

Jobs were handed out to the board members who will be available.

ACTION: Tracy will take the Members List and divide it into 2 equal parts. Mary and Jack will sit on opposite sides of the entrance way to sign in Members and Proxies. If a person is not on the Members list, they will be directed to Shaunie at a third table to determine why and if they wish to purchase membership.

ACTION: Marilyn to get copies of the Directors Reports to Linda

ACTION: Board members are to show up for 6:00 to prepare for early sign in at 6:15

ACTION: Marilyn to firm up scripts with Monica, Jack, Denise, and Jim for the New Business Information session.

ACTION: Linda will contact Don Brunner to see if he will count during voting.

5.5 Volunteer Appreciation: CLOSED

The event went over very well with 49 volunteers attending. This event is something that we should and will continue.

ACTION: Linda to delivery certificates to Mary Matus and Mary Rypstra. They were not able to attend the event and had volunteered extensively throughout the year.

5.6 Preparing envelopes for residents without email. CLOSED

Tracy prepared the envelopes that were distributed to the residents who did not have access to email. Included were the gate codes, agenda and minutes related to the General Meeting, emergency contact information and medication forms.

5.7 Management Meeting: CLOSED

Minutes of this meeting are currently with Management for approval. Marilyn went over the meeting we had with Don, Ted and Tracy with the Board. She will relay this information during the General Meeting. **NOTE:** Regarding the Fire Protection Fee, it was suggested that we let the attendees know who they might contact at NORD to voice their consent to having the fee come off our yearly taxes.

6. NEW BUSINESS:

6.1 Hall Booking: CLOSED

At present there is no problem with Special Events interfering with scheduled weekly events. Coordinators have been willing to forgo their times when asked.

ACTION: The purchase of tickets was discussed and the board are to think of ways to make this process easier

6.2 Use of 16-seater DC bus: PENDING

Denise spoke to Management and they are having the bus serviced and adding new tires. A gentleman from the Cove has indicated that he is willing to drive the bus. Duane Grandbois
ACTION: Denise is to follow up with Management and find out who owns the bus, who buys insurance and fees for usage. Possible suggestions - Wine tours, garden tours, shopping, light tours etc. **ACTION:** Linda to forward to Denise the name of bus driver who contacted her.

6.3 Garage Sale: PENDING

Fees are coming in but some may need to be collected on the day of the sales.
ACTION: Cecile to set aside approximately \$1500 from the garage sale profit to cover future costs related to future garage sales.

Denise has ordered more direction signs from Stan the Sign Man to direct people to the lower areas of the Cove and to the green spaces to reduce congestion on streets. More traffic personnel are needed so more advertising is required.

ACTION: Denise is to talk to Shirley to say she needs to put the word out to get more volunteers to sign up.

6.4 Purchase of Dedicated printer for DCHS: PENDING

We talked about the need to purchase a more efficient printer as our needs are increasing. Do we go with a black and white or colour printer. Marilyn researched a black and white for under \$200.00.

ACTION: Further discussion was deferred to next meeting.

7. ANNOUNCEMENTS:

Holiday Plans:

Jack July 15 - 29, December 22 - January 22/24

Cecile April 26 - May 2, June 23 - 27

Linda May 12 - 15, May 24 - 29, June 18 - 23

Tracy June 7 - 14

Denise First part of July - mid August

Jim July 15 - August 1

Monica October 6 - 15

Mary May 2/3 - 9, July 30 - August 30

8. MEETING ADJOURNED: 9:05 PM

9. NEXT MEETING: MAY 16 AND JUNE 20, 2023 AT 7:00 PM