

# Desert Cove Homeowners Association

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## Executive Meeting Minutes

Tuesday, May 24, 2022 @ 7:00  
Recreation Hall

### Attendees:

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

### Absent:

**Director at Large:** Monica McDonald

Quorum confirmed and meeting started at 7:02 pm

#### 1. Approval of Minutes of April 19, 2022:

**MOVED:** June            **SECONDED:** Jim            **CARRIED**

#### 2. Approval of Agenda: several items were added to the agenda

- Posting of Administration staff pictures to inform residents who is who,
- The burn pile cleanup,
- Storage room lock,
- Exit of Data Management Director before September,
- Concerns that need to be presented to Management on behalf of Desert Cove residents

**MOTION** to accept the Agenda with additions:

**MOVED:** Linda            **SECONDED:** Shaunie            **CARRIED**

#### 3. Correspondence: no emails except those stating that they could not access the website directories.

#### 4. Directors Reports:

**President:** covered in agenda

**Vice President:** nothing to report

**Treasurer:** Last month's deposits totaled \$754.00 and expenses totaled \$822.12. Our available balance is \$5480.88

Monies received from the Bingos will be receipted as they are received.

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Approve April financial report

**MOVED:** Phil                      **SECONDED:** Tracey                      **CARRIED**

**Secretary:** nothing to report

**Data Management Director:** has been updating new residents and move outs as notified by Management. Needs to be more communication from the office in this regard.

**Welcome Director:** balance of \$5.00 dues given to Phil from February visit. Gave Phil \$50.00 in fees from two new residents who become members. Waiting for call backs from 5 new move ins and Shaunie has 2 to make a first contact. Asked Phil for a \$25.00 float

The new filing cabinets in the Storage Room will be for the Treasurer and Welcome Directors.

**ACTION:** Phil to give Shaunie \$25.00 float.  
Linda to label new filing cabinet drawers (Treasurer and Welcome) and get key to Shaunie

**Social Director:** Denise stated that the MACE dance was a huge success and netted the Association \$225.00 from the Share the Pot and \$35.00 after expenses. 89 tickets were sold.

Additional events that will be added to the Social Calendar are as follows:

- Saturday, June 4<sup>th</sup> - a Music Night coordinated by Rebecca
- Saturday, June 18<sup>th</sup> – Wine tasting from Creekside Wineries paired with Cheeses from Tanto Latte from Salmon Arm. A 50/50 will be available.
- Saturday June 25<sup>th</sup> - Puppy Strut coordinated by Nadine
- Wednesday, July 13<sup>th</sup> from 4:00 to 7:00 pm Shebang Food Truck and possible Mini Donut truck to be set up by Recreation Hall. Suggestions from the board included music, and a fire in the pit. Linda Cesario will help with this.
- Saturday, July 23<sup>rd</sup> – Dance evening with Brook and Sheri Quest.
- August: Date to be determined. Men's Chili Bake Off. Linda offered to help Denise with this.
- Sept / Oct: date to be announced a Dance evening.

**Recreation Director:** Management needs to be notified so that Ted can turn on the BBQ prior to events.

Jim has had help with the recycling for May but is looking for someone to replace him when he is away for two weeks. Several names were suggested.

**ACTION:** Jim to contact names to see if they will volunteer.

**Director at Large:** June has ordered 23 resident name tags.

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**Director at Large:** no report

### 5. OLD BUSINESS:

- **Hall capacity report and Fire Extinguisher demo: PENDING**

A fire extinguisher demonstrated is scheduled for this Sunday, May 29<sup>th</sup> at the burn pile. There will be opportunity for people to have their extinguishers checked and replaced. Notices have been placed in the DC Newsletter as well as poster throughout. Jim will obtain straw bales from O'Keefe Ranch for demo.

A hall capacity review will be done in May but Jim feels that the capacity will be far less than we all think. This brings up an issue for future events if we have 720 plus residents and the hall capacity is below 160.

- **Fire Hall Certification update and budget. PENDING**

Jim has not been able to get a definite date from the OKIB. July is what was promised but could be as late as September.

**ACTION:** Jim will continue to follow up with OKIB regarding Fire Hall Certification and Budget.

- **Role Review: PENDING**

All roles have been updated with the exception of Welcome Director (Shaunie) and Recreation Director (Jim). Marilyn went over all the roles that have been done to date with each director.

**MOTION:** to accept the new additions to the roles as outlined.

**MOVED:** Jim                      **SECONDED:** June                      **CARRIED**

- **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:** possible additional director and/or process for communication.

- **First Responders:** Laminated page for questions to ask: **CLOSED**

- **Website Updates:** Our website currently has three passwords to access information. Due to confusion and privacy issues for residents it was discussed and agreed upon that we should remove the password that allows Members to access the membership list. This list allows them to see who is a member or not.

**ACTION:** Tracy to delete the MEMBERS2022 password for the Membership Info link under the DCHA Information icon and move the List itself to the Board page.

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- **Bylaw updates: PENDING**
  
- **Garage Sale: PENDING**

Denise gave us all information on the upcoming Garage Sale Saturday, May 28<sup>th</sup>  
\$5.00 will be collected on the day by volunteers,  
Flags will be distributed to each seller to help people identify vendors,  
Set up Friday night in the hall at 6:00,  
Hot dog sales and food will be outside the Recreation Hall in the green space and will start at 10:30,  
Jim will remove the recycle bins to help control the wasps, and place garbage can throughout,  
Entrance and exit will have to be from the front door,  
Due to sickness two new food vendors are needed. Denise will email the people on the Food Safe List,  
Water sales will be located throughout the Cove at \$1.00 a bottle. A \$10.00 float will be required,
  
- **Gas Storage issue: PENDING**
  - **ACTION:** Linda will follow-up with John Dennison to see if this is still an issue
  
- **Celebration of Life Committee disbanded: PENDING**
  
- **Gaming license information update: CLOSED**

Phil spoke to licensing and the following applies. Our License covers a specific time period. When we apply for our license, we indicate specific events on specific dates that need to be covered (i.e., Bingo). If an event comes up that needs to be added, Phil will email them and it will be added to the list. If an event does not take place, we do not need to notify them immediately, but submit these dates at the end of the licensing period.
  
- **Fire evacuation plan: Bring Forward item: PENDING**
  
- **Fundraising suggestions: Bring Forward item: PENDING**
  
- 6. NEW BUSINESS**
- **General Meeting and Volunteer event debrief and follow-up actions: CLOSED**
  - Seven Gift cards are left over to be used for future events
  - Voting Procedure: It was suggested when the attendance is large that we ask for all in favor and not count, but eye ball to determine majority. We would then ask for against and abstaining. These two numbers can then be subtracted from the total present for a more accurate count of “In Favor”

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- It was discussed and decided that the piano was to stay in the Centre for the time being. Jim was to follow up with Stan to see if the poker table in the library was being used.

**ACTION:** Jim to research use of poker table in the library.

- **Update on insurance policy (Phil) PENDING**

Companies want 3 months' notice to cancel.

**ACTION:** Phil will start to contact some different insurance companies to see what they say about our coverage before our renewal in November.

- **Tracking outdoor events: PENDING**

- **Posting of Administration staff pictures** to inform residents who is who. **PENDING**

- The **burn pile** cleanup. **CLOSED**

The board felt this was not a Board or DCHA responsibility.

- **Storage room lock: PENDING**

- **Exit of Data Management Director** before September: **PENDING**

Richard Reeves has shown an interest to take on the job in September.

**ACTION:** Marilyn and Tracy will meet with Richard Reeves to discuss taking on the job of Data Management.

- **Concerns to take to DC Mgmt.:** Several concerns have been raised over the past year by residents and it was felt it was time to make a presentation to Management on behalf of Desert Cove residents

- Air conditioner for Recreation Hall,
- Security gate and other related issues,
- Capacity limit of Recreation Hall for future events. and
- Pool upgrade.

**ACTION:** The executive will meet to discuss and develop a presentation that we can present to the Desert Cove Administration concerning various topics raised by residents.

### **7. Announcements:**

- Tracy will be away June 8<sup>th</sup> - 18<sup>th</sup>
- June will be away next meeting
- Jim will be away 2 weeks in July

### **8. Meeting adjourned: 9:41 pm**

### **9. Next Meeting: June 21, 2022**