

Desert Cove Homeowners Association

Executive Meeting Minutes

Tuesday, August 15th, 2023 @ 7:00 pm
Recreation Centre

Attendees:

President: Marilyn Richardson

Vice President: Jack Schultz

Secretary: Linda Hill

Treasurer: Cecile Zandbergen

Recreation Director: Jim Horsford

Data Management Director: Tracy Cox

Social Director: Denise Harper

Welcome Director: Shaunie Wood

Director at Large: Monica McDonald

Absent With Leave: Director at Large: Mary Mate

Quorum verified

Meeting started: 7:10 pm

1. APPROVAL OF AGENDA WITH ADDITIONS:

- Bylaw changes
- Compost information

MOVED: Denise

SECONDED: Cecile

CARRIED

2. APPROVAL OF MINUTES OF JUNE 20th, 2023 WITH CORRECTIONS:

- Number of name tags needed to order is 12
- Bus is an 18-seater
- Monica away to October 22nd

MOVED: Linda

SECONDED: Shaunie

CARRIED

3. CORRESPONDENCE: Desert Cove email received concerns about speeding within the Cove, power failure resulting in loss of water pressure, inquiries about 3.5% commission on resales and paying by e-transfer for dues. All were answered and those that needed to be, forwarded to Management.

4. DIRECTORS REPORTS:

President:

- The Board pot luck was great food and social time! Held a number of meetings with various board members, Management and Administration. Provided support for a number of Events (Pup Strut, Canada Day, Brock and Sherri Dance, Wine Tour/Tasting).
- On our behalf, Cor Zandbergen has made numerous inquiries about a Fire Smart Presentation for DC Residents. Have not had any response from the BC Government or the OKIB. So, I have been working with Mary Matus to include 'Fire Preparedness' in the Newsletter. Mary is our first point of contact for OKIB fire updates.
- Management has been attempting to move forward the issue of our Fire Protection fees being included in our property taxes. A shuffle in OKIB leadership has been making this difficult.
- Some lights that are burnt out in the Recreation main hall will be replaced when a scaffolding is available. Pot holes fixed and parking lot lines painted. Maintenance has been working on cleaning up DC common areas.
- Six (6) new black vinyl foldable tables (6 ft) have been purchased by Management for the hall, five (5) of which are now in the storage room.

ACTION: We will need to schedule a clean out of the older damaged tables and decide what we want to do with them.

Vice President:

- Jack has found two volunteers to take over the recycle duties for September as Jim, Bill and Mike are not available. John Johnson September 2 - 16 and Chris Meisner from the 27th onward.
- ACTION:** Jack to find someone to take over the recycling duties from September 18 - 27th.

Treasurer:

- **Approval of Financial Report for both June and July 2023 with corrections:**
 - Amount of bank shares is \$5.73. Cecile will make corrections and reissue.

MOVED: Monica

SECONDED: Denise

CARRIED

- **Pup Strut:** 38 dogs, Revenue \$501, Expense \$345.31 = Profit \$155.69
- **Brock and Sherri Dance:** 83 tickets sold, Revenue \$1,240.50, Expense \$750 = Profit \$490.50
- **Bocce Tournament:** Revenue \$460.50, Expense \$434.13 = Profit \$26.37
- **Canada Day:** 118 tickets sold, Revenue \$2022, Expense \$927.94 = Profit \$1,094.06
- Gaming report submitted June 30th for April 6 - June 27th. Amount collected during this period \$1,049.50
- Submitted request for new gaming license for July 1 - September 30, 2023. Approved. I will require any new add-ons to calendar by September 1st.
- Dues notices have been posted and dues are slowly coming in. Members who do not pay by end of September will receive a reminder call.

ACTION: Tracy will create a list at the end of September of outstanding dues and highlight those who NO LONGER WANT TO BE A MEMBER. Marilyn to appoint a Director to make those calls.

ACTION: A new gaming license will be required as of September 30th. All 50/50 dates until the end of the year need to be identified by September 1, 2023.

 - Selling tickets for prizes/raffles require a separate license from the 50/50 draws. The license is detailed and may potentially conflict with our 50/50 license. It was decided that we will no longer sell tickets/raffle prizes at events.

Secretary:

- A new artist is now displaying his work in the hall. Ken Schamuhn.
- Linda filled the holes left in the wall by previous displays and then spoke to Tracy about putting up a grid that would alleviate the use of nails. She said the owners really like to displays and are not concerned about the holes.

Data Management Director:

- Tracy continues to upload documents, files, pictures, event posters, obituaries etc., onto the google drive and our website.
- Creating and arranging name tags in the hall.
- The directory is updated the first of every month and posted.
- We have approximately 793 residents, 440 home occupied, 5 unoccupied and 11 tenants.

Welcome Director: No report.

Social Director:

- A 'test' Wine Tour with the DC shuttle was arranged by Anita Jarmolicz with 17 going. It was a long day but went off well. A second one is being arranged for September 6th for members only. Suggested that the time be reduced if possible.
- A Wine Tasting night is also being arranged by Anita for September 16th, with assistance from Denise, Rhonda Van Lent and Linda. The limit for participants is 40 - 60 for members only and tickets will be \$15.00 per person.

ACTION: Marilyn to create posters and give details to Tracy.

ACTION: Tracy to print tickets.

ACTION: Monica's daughter has offered to do the calendar layout for the Pup Strut calendars. This year Denise will only order 120 and if sold out, more can be ordered.
- The July 1st Bocce Tournament and dinner was a huge success.
- Ice cream truck at night was organized by Rhonda Van Lent and was a success.

- A group of artists have asked if they can use the Centre/Craft Room every Monday from 10 - 1 for a social/working group.
- Based on the new gaming requirements, we will not sell ticket/raffle a "Lotto Tree" prize.
- It is intended that the Kitchen Party/Happy Hour will be scheduled once a month on Wednesdays.
- Card Bingo will be scheduled for once a month in the Fall.
- Concern was raised about events not directly organized by the DCHA (i.e., Rocking through the Ages). It was suggested that a form be created for these coordinators. This information is already available so a form is not required.
ACTION: Denise will review the event coordinators package to ensure it is up-to-date.
- 34 non-residents purchased tickets and attended the Brock and Sherri Dance. According to Desert Cove Regulations, the Recreation Centre is for Desert Cove residents use only (and invited guests if approved by the DCHA and/or Management). This dance is in violation of the regulations.

MOTION: Brock and Sherri will not be invited back to play in Desert Cove. Non-Residents are not allowed to purchase tickets for events in the Recreation Centre.

MOVED: Denise **SECONDED:** Jim **CARRIED**

Recreation Director:

- Michelle and Art Olford are now responsible for managing the Kitchen while Elaine is recovering. Jim will remain as supervisor and advisor: To date \$6,954.00 has been deposited into the Recycle account.

Director at Large 1:

- Mary continues to move the speed signs around and receives positive comments.
ACTION: Only a few pins have been ordered so will wait for a larger order.
- Mary and Linda met with a resident committee at Predator Ridge who were instrumental in the installation of a warning siren installed by their fire hall. It was a long and costly process for them. After discussion it was decided that this was beyond our needs.
ACTION: Mary to talk to Golf Course and see what they have installed for a lightning warning system.

Director at Large 2: See agenda.

5. OLD BUSINESS:

- **Simulated Emergency for Emergency Contact Volunteers: PENDING**
ACTION: Questions to ask when a call is received have been completed and waiting to be distributed with emergency supplies.
ACTION: Monica to arrange an Emergency Response Drill sometime in September or early October.
- **First Aid Kits restocking: PENDING**
ACTION: Monica has ordered supplies for the First Responder kits. Tweezers were expensive so will try to see what can be purchased elsewhere.
ACTION: Monica will take blood pressure machine in to check if calibrated correctly.
- **Use of 18-seater DC bus: PENDING**
It was decided that the Social Director should be responsible for the booking of the DC Shuttle.
ACTION: Marilyn to put together parameters and discuss with office.
- **Purchase of dedicated printer for DCHA: CLOSED**
The printer has been purchased and installed in the home of the Data Management Director.
- **Annual General Meeting Elections: PENDING**
The following terms end this year:
 - **President:** Marilyn Richardson: will let her name stand for re-election,
 - **Secretary:** Linda Hill: will let her name stand for re-election,
 - **Data Management Director:** Tracy Cox: will let her name stand for re-election,
 - **Social Director:** Denise Harper: **Resigning. Kathy Burwell has been nominated by Shaunie Wood and she has accepted the nomination.**
 - **Director at Large:** Monica McDonald: will let her name stand for re-election.

- **Ticket sales: PENDING**
 - Ticket sales will be available to members first. If there is capacity, tickets will be available for non-members. If a member wishes to purchase tickets for a non-member, they will need to wait if/when these are available.
 - Non-residents cannot purchase tickets for an event. If guests allowed, resident must purchase the ticket.
 - One family unit can purchase tickets for one other family unit (maximum 4 tickets).
ACTION: Still to discuss: what is required on the members list when selling tickets? Do we need ticket number? How should it be sorted?

6. NEW BUSINESS:

- **Agenda for AGM: PENDING**
ACTION: Linda and Marilyn to discuss.
- **Management Meeting: PENDING**
Additional topics to bring to Management:
 - Praise for how they are cleaning up the Cove,
 - Install lower hooks in pool change rooms,
 - Pool liner and tile repair,
 - New Green Space plans,
 - OKIB fire risk assessment (brought up at the GM),
 - Need to enforce all the rules - speeding, lawn maintenance, parking, etc.,
 - Items of interest to residents - Power failure generator - no water, compost, security - do we have any? Gate toggle (more codes and toggle removed). For Sale signs taken down quickly when sold.**ACTION:** Marilyn will develop Management meeting agenda.
- **Bylaw changes: PENDING**
Due to changes in the Society Act, our bylaws require updating.
 - Part 4, item 13: set voting threshold at 75% for special resolution.
 - Part 6, items 25 - 30:
 - Revised numbering
 - Changed first Directors meeting after elections to 5 days
 - Added item for board member disclosure of interests.

MOTION: To accept the changes made to the Bylaws to comply with the changes that the Society Act required.
MOVED: Linda SECONDED: Cecile Carried
ACTION: Linda will add bylaw changes to AGM agenda for member vote.
- **Compost information: PENDING**
A composting firm has approached Desert Cove asking if we would like compost pick-up. More information is required.
ACTION: Marilyn will be following-up.

7. ANNOUNCEMENTS:

Jack: December 22 - January 22/23
Linda: September 20 - 30, November 27 - December 9
Monica: October 6 - 22

8. MEETING ADJOURNED: 9:45 pm

9. NEXT MEETING: September 12, 2023