

Desert Cove Homeowners Association

Executive Meeting Minutes

Tuesday, June 20th, 2023 @ 7:00
Recreation Hall

Attendees:

President: Marilyn Richardson
Vice President: Jack Schultz
Treasurer: Cecile Zandbergen
Recreation Director: Jim Horsford
Data Management Director: Tracy Cox
Welcome Director: Shaunie Wood
Director at Large: Monica McDonald
Director at Large: Mary Mate

Absent:

Secretary: Linda Hill
Social Director: Denise Harper

Quorum verified

Meeting started: 7.00pm

1. Approval of Agenda:

MOVED: Mary **SECONDED:** Shaunie **CARRIED**

2. Approval of Minutes of April 18, 2023.

MOVED: Mary **SECONDED:** Cecile **CARRIED**

3. Correspondence:

- Wanted password for Directory - answered
- Donating equipment to Men's Shed – referred to Peter Gilchrist
- Musician who would like to play for Desert Cove event – referred to Denise
- Request to move the speed sign from the back alley behind 8th Avenue – Sign moved

4. Directors Reports:

President:

- Speed sign move request
- Website problem inquiry
- Fire pit clean-up notice sent out
- Fire extinguisher replacement and demo questions
- Feedback about removing Terry Lawson cards from the hall.
 - Discussed doing monthly craft displays similar to the pictures. It was decided that this would not be a good idea.
- Questions/complaints about fire protection fees. Contract ends Sept 2024. Intent to put onto taxes.
- Air conditioning is installed. Will be in main hall only and set at 22.
- Meetings: Gaming - Cecile, Members list and master drive – Tracy

Vice President: No report

Treasurer:

- New gaming license has been approved July 1 to September 30th.
- Spring dance: 108 tickets sold, Revenue = 1529, Expense 800.26 = **Profit 648.74**
- Garage Sale: 118 homes, Revenue = 4459.20, Expense 1019.26 = **Profit 3439.94**
- Name Tags 48, Revenue = 349.87, Expense 349.44 = **Profit .43**

- Cecile will be away June 23 – 27. Marilyn will have cheque book.

Approval of Financial Report for May 2023

MOVED: Cecile

SECONDED: Mary

CARRIED

Secretary:

- Posted new artist at Recreation Centre – Wendy Muth.

ACTION: Linda needs to find someone for July as Debbie Reeves has cancelled her spot.

Data Management Director:

- **Residents: 787, Tenants: 15, Occupied homes: 436, Voting members: 647, Non-voting: 8, Non-active: 51, Non-members: 74, 83% of residents are members.**
- Marilyn and Tracy met to create a way to show on the membership database two (2) residents living in same house but only one (1) a member. A new list was created for selling tickets showing this.
- Updated Members list, email distribution, website directory and name tags.
- Revised and updated information on the website.
- Created 115 tickets for Canada Day Dinner and assisted Denise with Pup Strut registration form.
- Printed and assembled 5 welcome kits for Shaunie.

Social Director: No Report

- No further action on bringing in the Pipe Band (closed).
- DCHA sponsored BBQ was cancelled due to cost.

ACTION: Denise was looking into if using a ‘Lotto Tree’ as a prize is legal. Cecile will also look.

ACTION: Denise to speak to Anita about wine tasting.

Welcome Director:

- Visited 5 new move ins and all joined the Association. Fees have been handed to the Treasurer. There are approximately 10 new move-ins who haven't been able to schedule a visit yet.

ACTION: Cecile to put out notices in July to start people thinking about renewing their membership

Recreation Director:

- Approximately 50 people attended the Fire extinguisher demonstration and quite a few used the services of Okanagan Test Rite to purchase/refurbish their fire extinguisher. Feedback was positive. It was noted that we should move the time later in the day Sunday as many Covians attend church in the morning.
- Mike and Bill have been taking care of the refundable. We have collected 4470 this year so far, should exceed last year's amount.

Director at Large 1:

- The name tags have been distributed and money turned into Treasurer.

ACTION: A new name tag order will be placed when we have a minimum of 16 orders. Will ask for pre-payment and will place in nametag slots when received.

- Requests for speed signs have been received regularly and they are being moved around the various streets and avenues.

Director at Large 2: see agenda

5. OLD BUSINESS:

- **Simulated Emergency for Emergency Contact Volunteers: PENDING**

ACTION: Monica/Marilyn to update documents for Emergency Simulation Event, Questions to ask to keep in emergency kit, Kit contents list.

- **First Aid Kits restocking: PENDING**

- Monica provided a quote for board approval for the purchase of emergency supplies at approximately \$450. To include additional supplies (cold pack and tweezers)

MOTION: Monica to purchase the supplies for the emergency kits.

MOVED: Jim

SECONDED: Shaunie

CARRIED

RECIND MOTION: To purchase a new blood pressure machine. Linda has donated her machine to the DCHA to be placed with the AED.

ACTION: Monica will take blood pressure machine in to check if calibrated correctly.

• **Use of 16-seater DC bus: PENDING**

- At present Denise is trying to finalize the pricing and route for a wine tour. Management charges \$200.00 for the use of the bus and the driver would charge \$20/hr.

ACTION: Finalize the pricing and route for a wine tour

• **Garage Sale: CLOSED**

- Financials received.
- Treasurer has added a note to the financial statement to reserve \$2000.00 from this years' Garage Sale profits to cover any extra expenses that we may have to incur next year.

• **Purchase of Dedicated printer for DCHA: PENDING**

- The printer costs \$200 plus \$40 for 2-year protection plan (not incl tax)

ACTION: Marilyn to let Brian know to purchase and to set-up at Tracy's.

• **Annual General Meeting Elections: PENDING**

The following is a breakdown of the executive terms and those that are up for reelection at the Annual General Meeting.

- **President: Marilyn Richardson: will let her name stand for re-election**
- Vice President: Jack Schultz: term has one more year and he will fulfill it
- Treasurer: Cecile Zandbergen: term has one more year and she will fulfill it
- **Secretary: Linda Hill: will let her name stand for re-election**
- **Data Management Director: Tracy Cox: will let her name stand for re-election**
- Welcome Director: Shaunie Wood: term has one more year and she will fulfill it
- **Social Director: Denise Harper: position will be vacant and possible candidates must be found.**
- Recreation Director: Jim Horsford: term has one more year and he will fulfill it
- **Director at Large: Monica McDonald: will let her name stand for re-election**
- Director at Large: Mary Mate: term has one more year and she will fulfill it

Shirley Peterkin – will do garage and craft sale only. Possibles are Marilyn Froment and Lisa Peterson

• **Ticket sales: PENDING (need Social Director input)**

Discussion centered around making members a priority. Procedure to follow going forward.

- First day of sales for members only (or maybe first couple of hours?)
- No sales for Non-members until second day
- Table reservations – yes
- Two tables to be set up for ticket sales with membership and non-membership names divided between the tables. (Or is this alphabetical?)

MOTION: Ticketed events will sell tickets to DCHA members on the first day and then Non- Members on the second.

MOVED: Linda **SECONDED:** Monica **CARRIED**

- No group sales – tickets must be purchased by each attendee (for discussion next meeting)
- Discussion also raised the concern of control of events that were not directly organized by the DCHA (i.e., Rocking through the Ages).

ACTION: Denise will create a form that coordinators of any event must follow for review at next meeting

- In order to streamline, Board discussed if the ticket list should be sorted by street instead of name, and if the ticket number was required.

6. NEW BUSINESS:

- **No new business**

7. ANNOUNCEMENTS:

Board Social - Friday July 7th at 5:00. Rec Centre Greenspace. Potluck

- YES – Linda, Shaunie, Tracy, Cecile, Jack, Jim, Mary, Marilyn, Monica
- Yet to respond –Denise

July meeting cancelled (however, please check emails at least weekly for business that still may need to be done)

Away:

Jack: July 15 – 29

Dec 22 – Jan 22/23

Cecile: June 23 – 27

Linda: June 18 – 23

Denise first part of July – Mid August

Jim: July 15 – Aug 1

Monica: Oct 6 - 15

Mary: July 30 to Aug 30

8. Meeting adjourned: 8:50

9. Next Meeting: August 15th, 2023 at 7:00