

Desert Cove Homeowners Association

Executive Meeting Minutes Tuesday, February 20, 2024 @ 7:00 Recreation Centre

Attendees:

President: Marilyn Richardson
Vice President: Rhonda Van Lent
Treasurer: Cecile Zandbergen
Secretary: Linda Hill
Data Management Director: Tracy Cox

Welcome Director: Shaunie Wood
Social Director: Kathy Burwell
Recreation Director: Laurie French
Director at Large: Monica McDonald

Absent: Director at Large: Mary Mate

Quorum was confirmed.
Meeting started: 6:59 pm

1. APPROVAL OF AGENDA:

MOVED: Kathy SECONDED: Cecile CARRIED

2. APPROVAL OF MINUTES OF JANUARY 2024:

MOVED: Monica SECONDED: Cecile CARRIED

3. CORRESPONDENCE:

- Two emails forwarded to the newsletter, several thank yous received for the 'WHO TO CALL' document sent out, one email asking about hall rental rules and one email from Bounce Back Coach (Mental Health Association) asking for access to Desert Cove.

4. Directors Reports:

President:

- **ACTION: CLOSED** The VJHF published a number of articles with pictures (permission granted) and write ups that were a very nice tribute to Jim. They were shared in our newsletter as well as posted on our website.
- **ACTION: CLOSED** Raydon information was added to the handbook which has been updated to the new word format and is posted on the website. "Who to call" was also put into the handbook.
- Site map has been put on the website. One on the Home Page and one on the Board Page.
- Connected with Laurie and Rhonda to discuss their new board positions, set up their board emails and provided them with board orientation information.
- Helped with designing and formatting the Desert Cove Cookbook cover.
- Worked on VHJ donation history to present as a general interest item at the GM.
ACTION: Marilyn to compose a notice introducing the new board members and Linda to send out via HOA email.
- Elections Canada has asked to rent the hall for election dates Thursday/Friday/Saturday October 10 -12, 2024 and Final Voting Day, October 19, 2024. Events need to be cancelled for that time.
ACTION: Kathy to inform all coordinators affected on those dates that the hall will be closed for the entire days and nights.

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- Spoke to Management for update on installation of the evacuation siren. They will hopefully have it installed before the Fire Smart presentation in April.
- Received an inquiry regarding Litton fires, OKIB requirement and an insurance issue. Was informed that this is not something we need to be concerned about as our lease is administered by the Government.
- RC Carpet cleaning is rescheduled to Sunday February 25th.
- Suggested that we purchase a new Remembrance Day Wreath to replace dated one.

ACTION: Kathy to research where to purchase a new Remembrance Day Wreath.

Vice President:

- Looking forward to serving on the board and ready to be put to work.

Treasurer:

- A few typos appeared on the January financials which Cecile will correct and reissue.
 - Approval of Financial for January 2024 with noted corrections
- MOVED: Cecile SECONDED: Linda CARRIED**
- Paid our 2024 Insurance for commercial insurance of \$1,726.00 and Directors and Officers Insurance of \$750.00 for a total of \$2,476.00.
 - Shepards Pie dinner made a profit of \$525.18.
 - Three copy receipt books are now being used for the Recycle Program.

Secretary:

- **ACTION: CLOSED** Created a spreadsheet showing our donations to the Light a Bulb Campaign and then created a poster to hang in the Recreation Centre to show our monthly giving.
ACTION: Linda to put information about the recycle poster into the newsletter.
ACTION: Rhonda to look into the room at the Hospital that Desert Cove funded and take a picture of the plaque for our GM announcement.
- Cecile and I contacted Laurie French regarding the Recreation Director position, John Bishop for the Director at Large position when Mary leaves and Art Olfert for if and when a position came available would he consider it. All three responded in the affirmative.
- Bought two totes with lids for the kitchen to put disposable cups into after opening to make them food safe.
ACTION: Linda to look into who owns the Donation Bin in the RC to see if it can cut in half.

Social Director:

- Kathy forwarded a purchase request to the board via email and members voted in favor.
MOTION: to purchase a 40-cup stainless steel coffee pot and two large deck holders for the canasta.
MOVED: Kathy SECONDED: Linda CARRIED
- Kathy purchased both items.
- It was reported that left over food is being left in the refrigerator after an event.
ACTION: Kathy is to notify coordinators that any leftover food is to be cleaned out or labelled. If not labelled, it will be thrown out.
ACTION: Kathy to notify coordinators that events are to end at midnight (except new years). Clean-up of tables etc. must be done the night of the event (except for Christmas and New Years). Management and Maintenance requested as their clean-up start very early.
- An inaugural "Happy Hour" coordinated by Denise Harper was held on January 19th and will continue every month.
- Card Bingo continues to be a big draw, with 30 to 40 people attending

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- Shepherd's Pie Dinner coordinated by Lisa Peterson and Denise Harper was held on January 25th.
- The Clements hosted a karaoke night on January 27th.
- Rebecca Clements coordinated the Valentine's Dance on February 10th. Door prizes were donated and the music was provided by Bob King. The 50/50 draw raised \$104.00 for the DCHA.
- Doug MacGregor has asked that the Kitchen Parties be cancelled until further notice.
- A crib tournament will be held on Saturday, February 24th from 10am until 4pm.
- The next social event will be the Saint Patrick's Day Social, coordinated by Linda Doyle.

ACTION: Rhonda: to look into ice cream truck for two times in the summer and to bring in mini donut truck for Show and Shine.

ACTION: Rhonda: to tell Doug McGregor that there will not be a corn roast during the Show and Shine.

ACTION: Kathy to look into the Waffle truck for a time during the summer.

- **ACTION: CLOSED** The DC Cook Book is ready to go to print. Three quotes were obtained with the lowest one coming from Canada Copy.com. at \$1,394.68. This would mean that we print at \$13.94 and sell for \$20.00. We would like to get the cookbook to the printer by the end of February to ensure delivery by Easter and for the Garage Sale in May.

MOTION: To accept the quote of Canada Copy.Com to print the DC Cook Book.

MOVED: Kathy

SECONDED: Rhonda

CARRIED

- **NOTE:** Kathy to request, if possible, a draft copy be sent to the committee before the final print run is made.

Recreation Director:

ACTION: Laurie to follow-up with Mike Doherty regarding a date for the Fire Extinguisher demonstration.

ACTION: Laurie to contact Elaine Horsford to see if she is prepared to come back to her previous Kitchen involvement.

Welcome Director:

- Made two visits with both becoming Association members.

Data Management Director:

- **ACTION: CLOSED:** Removed Ladies Luncheon from the activities calendar.
- Created and printed 80 tickets for the Valentines Dance.
- Uploaded bios, pictures and contact information of our new board members to the website.
- Created new style of spreadsheets to be used when selling tickets.
- **ACTION: CLOSED:** Worked with Marilyn to upgrade our website with format changes and adding new photos to the gallery and events.

Occupied homes	446	Number of Residents	808
Members	666	Non-members	66
Non-Active	65	Non-Voting	6
Tenants	11 (incl in above #)	82% members	

Director at Large 1:

- **ACTION: CLOSED:** Monica approached the Emergency Responders volunteers to discuss the use of a dedicated phone that would be passed around on a rotation basis. They did not agree due to the commitment of longer dedicated hours that it would require.

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Director at Large 2:

- Mary will continue to help with the Recycle Program in conjunction with Laurie for a few more months. Met with the team of elves to discuss methods used. Put out a notice for more volunteers but no replies received to date.
- Washed floors and cleaned up cupboards in the kitchen due to mice problem.

5. OLD BUSINESS:

Simulated Emergency for Emergency Contact Volunteers: PENDING

- Four residents have agreed to join the Emergency Response team. Sandy Bader, Dot Bishop and Chris Meisner and Carmel Hopkins. A simulation will be planned when they have completed their First Aid Course.

Update to Google Drive and Website: CLOSED

- As this is ongoing work, it will be covered in reports.

2024 Event coordinators needed: PENDING

ACTION: Kathy to find coordinators for Canada Day Dinner and Golf Tournament as this is needed for Gaming.

Clean out of older damaged tables. PENDING

ACTION: Laurie to research ways we can fix or repair the damaged tables in the Recreation Centre and provide price quotes.

Ways to recognize donations made in honor of deceased spouses. PENDING

- Management has agreed to let us purchase two benches for the new Greenspace. Anyone donating money to cover some of the cost of the bench will be named on a plaque attached to it.

ACTION: Board to decide how this will work and how many donations could be accepted.

ACTION: Rhonda to research possible benches and costs.

Flag pole for Centre: PENDING

- Laurie French made a flag pole for the Canadian flag for the Remembrance ceremony for \$59.00. It was suggested that a second one be made for the British Columbia flag. They will be used for Canada Day and our General Meetings. They will be stored in the Craft Room on top of the shelving unit.

ACTION: Laurie to make a second flag pole

ACTION: Rhonda to obtain a British Columbia flag 3' X 6

Time line for ending late payment of Dues. PENDING

Existing policy: Members will be contacted after the yearly due's deadline of August 31st. If payment is not received within 30 days, member status will change to non-active until such time as payment is made.

- Non-active members are not eligible to be elected, vote or attend DCHA meetings.
- Non-active members can participate in any and all activities providing there is capacity, but will pay non-member price at DCHA events where a fee is required.

MOTION: Outstanding dues will be accepted up to and including December 31st of the current year. If dues remain outstanding, the member will remain in non-active status until dues are being received for the following year.

MOVED: Shaunie SECONDED: Linda CARRIED

- This motion will be taken to the General Meeting for ratification by members

RV Security: CLOSED

- Marilyn met with Tracy Colley and Ted Brick to discuss solutions. These suggestions were drafted into a letter and left with Tracy to forward to Gary and Don for their approval. As this is now in the hands of Administration it is off our agenda and will be covered in reports.

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Fire Smart: PENDING

- Tuesday, April 9th at 1:30 Maurice Evans from the OKIB will meet with board, Mary Matus and Cor Zandbergen to discuss what we already have in place and to do a community assessment. Saturday, April 13th at 1:30 has been booked for the presentation in the Recreation Centre. Maurice has asked Management to be present. Management Declined.

Recreation Centre Duties: CLOSED

DCHA Email Distribution Lists: CLOSED

Resend 'Who to Contact' info to the Cove: CLOSED

Head of the Lake Road: PENDING

ACTION: Monica to contact June McGregor to see if she could give us possible contact names that could be approached about having the road properly graded and/or sloped.

Promote Website and its use (post on DC News and FB?) CLOSED

- This will be done when there is a particular reason to direct people to the website.

6. NEW BUSINESS:

Bounce Back email. CLOSED

- The Board felt that mental health is a very sensitive and personal issue and not appropriate for a group presentation. We will keep her information should someone ask for it.

Schedule Cleanup and inventory: PENDING

- Clean-up of the RC will take place Saturday, March 2nd from 10 - 4 and Sunday, March 3rd from 1 - 5 pm.
ACTION: Marilyn will put together a task spreadsheet and send it out to all those taking part.

Update Board pictures and new frame: PENDING

- The current system used to show the board pictures is aging and hard to work with when changes have to be made. Marilyn showed three different options for a new frame and the Board indicated their preference.

ACTION: Laurie to make the board picture frame that was chosen.

Management appreciation date revisited: TABLE to May

- Originally, we decided on the December luncheon but as we are very busy during that time it was suggested that we do it June 19th from 12 – 2. We could use the BBQ and eat outside.

Volunteer Appreciation Breakfast: PENDING

- This will take place April 20th from 9:30 to 12:00
ACTION: Marilyn and Linda will work on the menu and program.

7. MEETING ADJOURNED: 9:29 pm

8. ANNOUNCEMENT:

Linda: away March 9 - 17

Rhonda: away March 19