

# Desert Cove Homeowners Association Executive Meeting Minutes

Tuesday, May 16, 2023 @ 7:00 pm  
Recreation Centre

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## ATTENDEES:

President: Marilyn Richardson  
Vice President: Jack Schultz  
Treasurer: Cecile Zandbergen  
Secretary: Linda Hill  
Data Management Director: Tracy Cox  
Welcome Director: Shaunie Wood  
Social Director: Denise Harper  
Director at Large: Monica McDonald  
Director at Large: Mary Mate

## ABSENT:

Recreation Director: Jim Horsford

Quorum verified:

Meeting started: 7:01 pm

### 1. APPROVAL OF AGENDA

MOVED: Jack                      SECONDED: Mary                      CARRIED

### 2. APPROVAL OF MINUTES OF APRIL 18, 2023

MOVED: Mary                      SECONDED: Denise                      CARRIED

3. **CORRESPONDENCE:** Requests for information on fencing, gate code, and a few forwarded to Newsletter.

### 4. DIRECTORS REPORTS:

**President:** Met with Monica re Emergency Kits, reports sent to Linda and met with Directors to go over scripts for General Meeting.

**Vice President:** No report.

**Treasurer:** Outstanding cheques from April have been cashed, profits from two birdhouse painting classes and Spaghetti dinner totaled \$ 679.48, and expenses for Appreciation Day were \$327.67.

#### Approval of Financial Report for April 2023

MOVED: Monica                      SECONDED: Shaunie                      CARRIED

**Secretary:** Asked Don Brunner to help with vote counting, monitored proxy box and then gave key to Shirley Peterkin for garage sale fees, delivered volunteer certificates to Mary Matus and Rypstra, helped set up Luke Grant's art work in hall, gave Denise name of bus driver volunteer.

**Data Management Director:** Worked on Members list to update and divide for General Meeting and better distribution for mailing and sorting, put out new phone list at beginning of month which will become a monthly thing, created name tags for new residents and updated website with pictures and posters etc.

Residents 781, occupied homes 435, tenants 13, voting members 647, non-voting 8, non-active 52, Non-members 74.

**ACTION:** Marilyn and Tracy to meet to design way to show two (2) residents living in same house but only one (1) a member.

**Social Director:** Spoke to people that made and managed the Donation Box and it is being used. Another box could be made but no action to be taken. Made sure Elaine was paid for the two cakes she baked recently,

- Teach and Learn will be bringing their ice cream truck on June 14 (a \$50.00 deposit was required).
- A block party is planned for June 24<sup>th</sup> with music by the Garage Band.
- July 1 will be the Annual Bocce Ball Tournament with a dinner to follow that is open to all residents. \$15 for members and \$18 for non-member. More activities are being added monthly.

**Welcome Director:** Visited 4 new move ins and all joined the Association.

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

**Recreation Director:** No report.

**Director at Large 1:** The name tags have been picked up and Mary is now arranging for people to pick them up and pay. Speed signs are being moved around the various streets and avenues.

**Director at Large 2:** See agenda.

## 5. OLD BUSINESS:

- **Simulated Emergency for Emergency Contact Volunteer: PENDING**  
**First Aid Kits restocking: PENDING**

Monica is putting a budget together for the additional supplies required by the emergency contact team and monitoring the Emergency Kits and AED on an ongoing basis.

**MOTION:** To purchase a new blood pressure machine to be placed with the AED and used by the DC Emergency Responders

**MOVED: Shaunie SECONDED: Mary CARRIED**

**ACTION:** Linda will see if the spare one she has still worked and if so, will donate to DCHA

**ACTION:** Monica to purchase a new cuff if required.

- **Purchase of pool noodles: CLOSED**

Four additional noodles have been purchased for the pool.

- **General Meeting Debrief: CLOSED**

General consensus was that it went very well with positive comments received from several attendees

**ACTION:** Marilyn and Linda to look at using the overhead to highlight financials and items for next Annual General Meeting.

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

The community bus is owned, insured and maintained by Desert Cove Management. There are a few drivers living in the Cove that are qualified to drive the bus.

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:** Denise will determine the number of seats in the bus.

- **Garage Sale: PENDING (waiting on Financials)**

Some people did not pay the \$5.00 fee and some questioned why the need. Next year there is a possibility that Management may not cover what they do now so it will be important to forewarn residents that this fee is necessary to cover not only advertising and signage but porta potties, barricades etc.

**Approximately 700 cars came through the gate with approximately 2.700 people.**

**ACTION:** Cecile to assign \$2,000.00 from this years' Garage Sale profits to a reserve fund to cover any extra expenses that we may have to incur next year.

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

**MOTION:** To purchase a black and white Bluetooth printer dedicated to printing DCHA material. To be housed with the Data Management Director.

**MOVED:** Linda      **SECONDED:** Mary      **CARRIED**

**ACTION:** Marilyn to get quotes.

## 6. NEW BUSINESS:

- **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: Term is up and she has yet to decide.**
- **Director at Large: Mary Mate: Term has one more year and she will fulfill it.**

**Possibles are Shirley Peterkin, Marilyn Froment and Lisa Peterson.**

- **Ticket Sales: PENDING**

Discussion centered around making members a priority. Procedure followed going forward.

- First day of sales for members only.
- No group sales - tickets must be purchased by each attendee (for discussion next meeting).
- 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.

**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**

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.

**7. ANNOUNCEMENTS: There is a possibility that the July meeting could be cancelled if business allows.**

**Jack:** July 15 - 29, December 22 - January 22, 2024

**Cecile:** April, June 23 - 27

**Linda:** June 18 - 23

**Denise:** First part of July - Mid August

**Jim:** July 15 - August 1

**Monica:** October 6 - 15

**Mary:** July 30 - August 30

**8. MEETING ADJOURNED: 9:01 pm**

**9. NEXT MEETING: June 20, 2023 at 7:00 pm**