

Desert Cove Homeowners Association

Executive Meeting Minutes

Tuesday, March 21, 2023 @ 7:00 pm
Recreation Centre

Attendees:

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

Quorum verified:

Meeting started at 7:05 pm

1. Approval of Agenda: Denise asked that Hall Rental topic be added to New Business

MOVED: Jim SECONDED: Mary CARRIED

2. Approval of Minutes of February 21, 2023.

MOVED: Denise SECONDED: Jim CARRIED

3. Correspondence: It was a quiet month. Only one person asked for Website password, one person asked if we could upload the artists pictures to Facebook or the DC News. Due to possible sales of pictures, we declined.

4. Directors Reports:

President: Marilyn updated us on Administration activities.

- The carpets have been cleaned. Chairs were removed to be done separately so have not confirmed if they are completed,
- they have hired a new contractor to install the security gate which may take some time as parts need to be ordered.
- With recent thieves they plan to install sensor security lights in the lower RV Park.
- They will not longer be printing off our Welcome Packages and
- a request from Ugo to build shelters for the Bocce ball courts has been declined. The Association will also not fund it.
- There was a concern from a resident regarding noise from a neighbour. After some back and forth, the resident is aware this is a DC Administration issue not DCHA.
- There was an issue regarding the payment of membership by a new resident (Kim Gavin). Marilyn will be contacting her and resolving the issue.

A receipt book is now inside the float box that is used for ticketed events. If someone wants to pay their dues while purchasing a ticket, they must be issued a receipt from this book. One copy for person one for treasurer and one stays in the book.

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Marilyn stated that going forward a board member must be present at all events that run a 50/50.

ACTION: Denise is to appoint a board member to cover 50/50 events on a rotation basis.

Kurtis from Facebook has been aggressive with some residents regarding his wish that they post on his Facebook. Marilyn spoke to him and asked that he back off some. He asked if he could come and talk to the Boards about our negative attitude to his Facebook. We will decline.

ACTION: Marilyn to speak to Kurtis regarding declining a meeting about Facebook.

Vice President: Nothing to report this month.

Treasurer:

Approval of Financial Report for Feb 2023

MOVED: Jim

SECONDED: Mary

CARRIED

The top up of membership fees has been finalized for Mach, Wood and Kolompar. There was a small issue with membership for Pettigrew/Brown but it has been resolved. The total profit from the Valentine Dance was \$386.51

A spreadsheet showing our Fixed and Variable revenue vs expenses indicates that we need to bring in more money as we wish to continue subsidizing events like the Christmas Dinner and The Volunteer Appreciation Event.

Some suggestions were:

- cut out prizes at events unless donated,
- sell 50/50 tickets at events were possible,
- limit the amount of money spent on décor.

Secretary: We now have artists willing to show their artwork up and including November.

I spent some time with Ben Cunliff while I delivered a condolence card upon the death of his wife.

Data Management Director:

- Tracy purchased and installed two file trays the hold copies of the Emergency contact list and the Medical form.
- Clay and Diana Fortier were contacted to provide some information on Questions to Ask when the First Responders get a call. The list is still being reviewed.
- The Emergency Contact information has been updated again and posted on the web and in the Recreation Centre.
- Working with Shaunie we revised some master documents in the Welcome Folders Shaunie uses in her Welcome Visits. Monica
- was provided the masters.
- I have started updating the RESOURCES List on the website by phoning the companies listed to see if they are still in business, then I will send out an email to residents asking them to review and provide revisions.
- Resident Data files, event calendar, and weekly activity sheets are constantly being updated.
- Signs from the pool door are being reworked.
- Asked Administration if they had any plans to replace the tattered flag at the Recreation Centre. Was replaced within the week

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Social Director: The Birdhouse painting activity went extremely well and a second is booked.

- Many events, private parties and Celebrations of Life have been added to the calendar.
- The Alzheimer's Disease Book we received after the presentation has been photocopied and placed in the library.
- **ACTION:** Denise to get a digital copy of the Alzheimer's Book and send to Tracy so she can upload it to the web.
- The St Patrick Social was attended by over 100 residents and brought in \$111.16 to the DCHA.
- The play Those Where the Days is set to run March 25 with approx. 180 attending. Has presented challenges but has helped plan for such future events.
- A Rope Bowl Course, Spaghetti Dinner and a Spring Dance have been firmed up and added to April. Mens Wellness has been moved to April 22.
- More 50/50 tickets need to be purchased. Denise asked permission to order more

MOVED: Cecile

SECONDED: Shaunie

CARRIED

Welcome Director: Shaunie did not make any visits this month and stated that it has started to slow down as resales are slow and builds are not occupied.

10 Newcomer kits are still available and will probably be enough for the time being.

Recreation Director: Jim purchased blow-dryers for the pool washrooms.

The recycling brought in \$495.00. Two people, Bill Versluis and Mike Hovde have come forward to help Jim with the Recycle program, this will allow each person to do one month at a time.

Mike Doherty has yet to confirm a date for the fire Extinguisher Demonstration.

ACTION: Jim to pursue date confirmation with Mike.

Director at Large 1: see agenda

Director at Large 2: Call outs to our Emergency Contacts in the last year have included 4 cardiac, 2 falls and 2 others.

5. OLD BUSINESS:

5.1. Vendor Definition: **CLOSED**

The primary purpose of the Recreation Centre is to provide a place where Desert Cove residents can gather and enjoy social and physical activities together.

- It also intended to provide a space for residents to meet about topics of importance to them. For example; fire extinguisher presentations, First Aid, Food Safe, Health related topics, DCHA meetings, etc.
- **The Recreation Centre is not intended to be used as a place for vendors to sell products, nor will it be rented for that purpose.**
- A vendor *can* be used by a Coordinator who is providing an activity or event for Desert Cove Residents (i.e., dance band, catered meal, instructor for a class, wine tasting, etc.).
- Where an outside vendor is used, no individual resident (other than the DCHA) will profit from the use of that vendor.
- At an event where all Desert Cove residents are invited to sell their products (i.e.; Garage Sale). Vendors who are not Desert Cove residents are not allowed to participate, however, a resident can sell these products (not exclusively, but in addition to their other goods) **at their residence** if they wish, during these events.
- On occasion, and with approval from DC Administration, a fundraiser for a charitable cause can be held in the Recreation Centre.
- Soliciting is not permitted in Desert Cove.

MOTION To accept the above new definition.

MOVED: Linda

SECONDED: Cecile

CARRIED:

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- 5.2. Simulated Emergency for Emergency Contact Volunteers: PENDING
On March 14 an Emergency Call Out simulation was staged. All members of the team were involved with the exception of Richard Reeves who was away. They created and treated 4 different emergencies – cardiac arrest, stroke, a fall and a bleed. Leaders, Clay and Diana Fortier critiqued and new protocols were added to the response style. A procedure and leader critique checklist were created for future simulations. A simulation needs to be performed every 6 months to insure a timely and effective response.
NOTE: Marilyn's leadership in the organization of this was much appreciated
ACTION: Linda to enter into Board Calendar an Emergency Simulation for every 6 Months. May/June and Oct/Nov
ACTION: With help from Diana, Monica to develop emergency pointers for the New Resident Welcome visits.
ACTION: Monica to complete the “Questions to Ask” List which goes out to all the Emergency Responders. One should be in kit and one by the phone
- 5.3. Ordering of Name Tags: CLOSED
Mary ordered 48 name tags from Five Stars Awards. Cecile will issue Mary a cheque which she will take to Katherine. Tags should be ready in approximately 3 weeks.
- 5.4. Events and events calendar further updates: CLOSED
Denise will continue to work on the calendar and firming up dates.
- 5.5. Bulletin Boards in front hallway and outside: CLOSED
A new bulletin board was purchased for outside the Recreation Centre and the boards inside the Centre have been switched so that the DCHA bulletin board is more visible.
- 5.6. Role Review: CLOSED
All role reviews have been completed. Name tag ordering has been assigned to Director at Large 1, Plastic ones to Tracy, Shaunie will be assigned to assist the Treasurer with the collection and recording of annual dues.
- 5.7. First Aid Kits restocking: PENDING
Monica met with Jim Horsford to learn how the AED unit works and to go over the First Aid Kits and see where the supplies are kept. A check list has been created to show what should be in the kit. Monica will check on the AED every month to ensure it is working
ACTION: Monica is working on a supply list with Diana to stock the First Aid Kits (*Note: aspirins should be in every kit*)
- 5.8. Purchase of pool noodles: PENDING
Jim purchased some noodles but more need to be purchased.
- 5.9. Scheduling of bocce ball weekly date to be consistent. CLOSED
Denise spoke to Ugo and he will keep the time consistent. Bocce will start April 18 and run through to June after which time the weather will dictate if and when.
- 5.10. Speed Signs: CLOSED
Three speed signs have been purchased and placed throughout the cove to encourage drivers to slow down. They will be moved to different locations as needed. Management does have signs but will not be installing them until after the construction is over. This was a one-time purchase to address an issue that was felt timely.
NOTE: Responses received after signs went up has been positive in nature

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6. NEW BUSINESS:

- 6.1. Prep for General Meeting: Agenda items were discussed and it was decided that since we have had the emergency simulation and a few noted emergency calls that we should use this time to inform the residents of what and where and who.
ACTION: Those participating will get together over the next few weeks to discuss agenda. Jobs will be assigned by email for the meeting
- 6.2. Volunteer Appreciation: April 15 **PENDING**
Tracy contacted her brother-in-law who plays for the Kalamalka Highlanders Pipe Band to see if they the band would come out and play for the volunteer Recognition. Unfortunately, they prefer to play for a larger audience. They would be willing to come out for a planned larger summer event. The event will be from 3 - 5 pm. Coffee, tea, and sweets will be served.
ACTION: Linda and Marilyn will meet to start event planning
ACTION: Tracy to talk to Denise as to the best event to have the pipe band play.
- 6.3. Emergency Contacts: ~~input from the Board on 'Question to Ask List'~~.
- 6.4. Social Committee - do we have one? **CLOSED**
NO there is no committee but Denise was referring to the many people who help her.
- 6.5. Packages to homes without email addresses: **PENDING**
There are approximately 9 residents who do not have access to email.
ACTION: Shaunie and Mary will go around to those homes and delivery all necessary documents generated by Tracy.
- 6.6. Management Meeting: **PENDING**
Set for April 12. Marilyn, Jim and Linda will attend.
- 6.7. Hall Booking: **PENDING**

7. ANNOUNCEMENTS: none to date

8. Meeting adjourned: 9:35 pm

9. Next Meeting: April 18, 2023 at 7:00