

# Desert Cove Homeowners Association

---

## Executive Meeting

Tuesday, March 19, 2024 @ 7:00 pm  
Recreation Centre

### ATTENDEES:

President: Marilyn Richardson  
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: Mary Mate  
Director at Large: Monica McDonald

Absent: Vice President: Rhonda Van Lent

Quorum verified:

Meeting started at 7:00 pm

### 1. APPROVAL OF AGENDA with addition of General Meeting, Board Events

MOVED: Mary                      SECONDED: Kathy                      CARRIED

### 2. APPROVAL OF MINUTES of February 2024

MOVED: Laurie                      SECONDED: Monica                      CARRIED

### 3. CORRESPONDENCE:

- One email request received from Carolyn Megli from Hearing Life requesting to do free hearing tests and hearing aid cleanings for current clients that live in Desert Cove. The board felt that this would be a helpful service.

**ACTION:** Kathy to look up possible dates that this could take place.

**ACTION:** Linda to call Carolyn to arrange it all with her.

### 4. DIRECTORS REPORTS:

#### President:

- **ACTION: CLOSED:** composed a notice introducing the new board members and Linda to send out via HOA email.
- **ACTION: CLOSED:** Worked with Linda on VHJ donation history to present as a general interest item at the GM.  
**ACTION:** Mary Mate will make the VJH presentation.
- **ACTION: CLOSED:** Elections BC Thursday/Friday/Saturday October 10 -12, 2024 and Final Voting Day, October 19, 2024 is confirmed. They need one hour the night before for set-up. Marilyn to send Elections contact information to Kathy.  
**ACTION:** Kathy will notify residents and coordinators of hall closure to all events.
- Garage Sale: DCHA will be paying for garage sale port-a-potties. Will need to order very soon. Marilyn will provide Rhonda with contact information. Management will still photocopy maps and set up barricades for parking. Marilyn to ask Ted if he is putting garbage/recycle around cove.

## Desert Cove Homeowners Association

---

**ACTION:** Rhonda will contact vendor to order port-a-potties.

**ACTION:** Board Siren: will be using the siren from old fire truck. Hopefully installed before GM. Switch will be in hall with lockbox. Need at least two people to hold keys. When installed, will need to develop procedure, communicate and do siren tests.

- Shuttle: Need a push on using the shuttle this year or consider informing Management to let it go. There may be some consideration to waiving the rental fee if used for shuttling folks not able to drive. Need to look at recruiting other drivers who may volunteer their time for free.

**ACTION:** Rhonda, Kathy will take this on.

### Vice President:

- **ACTION: CLOSED:** Rhonda was able to get a picture of the Overnight Room and the plaque in front that shows it was supported by the DCHA.
  - Extensive research on possible park benches showed a variety of styles and materials ranging from \$104.00 to \$1,300.00 with plaques ranging from \$230.00 to \$280.00. See **AGENDA** for further discussion information.
  - **ACTION: CLOSED:** Rhonda was able to obtain a British Columbia flag for the second pole from our local MLA.
  - The ice cream food truck possible dates are Friday, June 7<sup>th</sup> from 5:30 to 7:30 pm and Friday, July 26<sup>th</sup> from 5:30 to 7:30 pm.
  - **ACTION:** Rhonda to confirm dates with Kathy and book.
  - **ACTION:** Rhonda City Donuts has yet to respond and other possibles along Westside Road are Dimun Grillz and On the Way.
  - **ACTION: CLOSED:** Doug McGregor was contacted to let him know that there would be no Corn Roast at the Show and Shine.
  - **ACTION: CLOSED:** Our MLA asked if he could come and address the residents as he is stepping down from office. The Board felt that this could lead to heated discussions and as it is political not a good idea.
- ACTION:** Linda to send Kathy Rhonda's report.

### Treasurer:

#### Approval of February Financial report

**MOVED:** Cecile

**SECONDED:** Mary

**CARRIED**

- Valentine Dance Expenses \$469.67, Revenue \$694.00, Profit \$224.33
- Coffee urn and Card holders purchased for total of \$131.70
- 200 cheques ordered and treasurers float was replenished for the monthly Gas Honorarium.
- Cheque to D. Fortier for \$1,166.95 and \$244.99 for Desert Cove cookbook and colour cover order. Possible profit with 100 copies \$588.00.

### Secretary:

- **ACTION: CLOSED:** Information about the Refundable Ladder in the Rec Centre was posted in the newsletter. Will be updated each month when final figures received from Cecile.
- ACTION:** Linda and Cecile need to make sure to take out the honorarium from the totals to show true amount that will be donated.
- **ACTION: CLOSED:** Checked into downsizing the Donation Bin at front of Rec Centre. Suggested that it does have high and low periods so will leave as it.
  - New artists Debbie Reeves is displaying her work and Luke Grant will display for April.
- ACTION:** Linda to research Artist display grids for possible purchase for the display wall.

# Desert Cove Homeowners Association

---

## Data Management Director:

- Updated and uploaded resident information and weekly and monthly scheduled events
- Created poster for St. Patrick's Day dance.
- Number of Occupied Homes            446                    Unoccupied            3
- Number of Residents                    808
- Members                                    669                    Non-Members            63
- Non-Active                                65                    Non-Voting              6
- Tenants                                      11 included in # above
- Percentage that are DCHA Members - 83%

## Welcome Director:

- Shaunie made one visit resulting in two new members.

## Social:

- Had meeting with Linda Cesario (Ugo not present) to discuss hot dog sales and separating the weekly games from the Canada Day event. Hot dog sales are not covering the cost of additional supplies that were purchased last year by Ugo.  
**ACTION: Kathy, Marilyn and Cecile** to meet further with Ugo to discuss limiting sales and raising cost of hot dogs when sold.
- Kathy will notify coordinators on an **ongoing basis** about left over food, and that event must end at midnight and hall must be cleaned that night (exceptions Christmas and New Years).
- **ACTION: CLOSED:** Cookbooks have been ordered and delivered. Sales will take place Tuesday, March 26.
- **ACTION: CLOSED:** Discussion indicated that the Waffle Truck was too expensive so will not pursue at this time.

## Events completed since last meeting:

- Feb 24            Crib Tournament (Laurie French and Rebecca Clements)
- March 9            Bill Versluis birthday party
- March 12           Wine and Paint Workshop (Dot Bishop - 10 in attendance)
- March 12           Marilyn Fisher Birthday party
- March 16           Happy Hour (24 in attendance)

## Upcoming Events:

- March 24           Inaugural Rummoli game (Suzie Tones)
- April 6            Birthday Party
- April 7            Pet First Aid Course
- April 19           Happy Hour
- April 20           Volunteer Appreciation Breakfast (DCHA)
- April 30           General Meeting
- May 4            Cinco de Mayo Celebration (Anita Jarmolicz)
- June ?           Hawaiian Luau (Jackie Palmer)
- July 1            Dinner (Denise Harper)

- **ACTION: Kathy** to notify coordinator that when Card Bingo resumes in September as they should start selling 50/50.

# Desert Cove Homeowners Association

---

### Recreation Director:

- Laurie has tried to get a hold of Mike Doherty about the Fire Extinguisher Demo but has yet to make contact.  
**ACTION:** Marilyn will give him contact number for Maurice Evans of Fire Smart.
- **ACTION:** CLOSED: Elaine Horsford put a notice in the newsletter to indicate that she is back in her role of kitchen coordinator.
- Ugo has asked for paint for the Bocce Ball Courts. Locally sources six for \$20.00. Online 12 for \$150.00.  
**MOTION:** To purchase Bocce Ball court paint online for the price of 12 for \$150.00  
**MOVED:** Laurie                                    **SECONDED:** Kathy                                    **CARRIED**

### Director at Large 1:

- The Recycle program is running well. Gordon French and Doug McGregor will do April, Mike will do May and Bill will do June. Mary will help were needed.
- Mary has started to put up the speed signs again.
- Magnetic Name tags have gone up to \$8.25 plus tax. This is still reasonable.  
**ACTION:** Mary to put notice in newsletter to ask if anyone would like to order name tags.
- Discussion around having recycling bins in the Rec Centre.  
**ACTION:** Mary to check into getting bins from supplier as follows: Yellow for Paper, Blue for Recyclables, Clear bag for Refundable and Grey for Glass.  
**ACTION:** Linda to take picture of bins in place and put notice in newsletter.  
**ACTION:** Tracy to print up signs.

### Director at Large 2:

- *See agenda items for report.*

## 5. OLD BUSINESS:

### Simulated Emergency for Emergency Contact Volunteers: PENDING

- Dot Bishop and Sandy Bader have completed their First Aid training and will be joining the Emergency Response Team along with Carmel Hopkin who already has her certification. We now have 8 volunteers in total.  
**ACTION:** Monica An Emergency Simulation is tentatively planned for May 2.  
**ACTION:** Tracy will send out the new updated Emergency Contact list to all residents.

### 2024 Event Coordinators and Board volunteers for events: PENDING

- Denise will be coordinator for the Canada Dinner and Phil Hoeksema for Golf Tournament in July

Event	Date	50/50	Task	Date	Time	Board
Cookbooks			Sales	March 26		Kathy, Diana
Mexican Fiesta	May 4	Kathy	Tickets	April 12, 19	10:30-12, 10:30-11:30	Kathy, Linda
Hawaiian Luau	June TBD	Jackie Palmer	Tickets		TBD	
DC Golf Tournament	June 13	Marilyn, Mary				
Pup Strut	June 22	Shaunie, Cecile				
July 1 Bocce Dinner	July 1	Shaunie, Mary	Tickets	June 14, 15	10:30 – 12, 11:00–12:	Shaunie, Monica
Rocking Horse Dance	July 20	Kathy	Tickets	July 5, 6	10:30 – 12, 11:00–12	Laurie, Denise

- **NOTE:** first day ticket sales run for 1.5 hours and second day for 1 hour.

## Desert Cove Homeowners Association

---

### Clean out of old damaged tables: PENDING

- There are a total of 13 tables that need some sort of repair. Laurie did extensive research on the cost of repairing the damaged tables that ranged from broken corners to refinishing surfaces. He has concluded that the cost of fixing would be similar to the cost of purchasing new ones.
- Management has replaced a few tables with vinyl that fold in the middle. It was felt that these were not strong enough to withstand extended use and recommend solid tops.
- This item will be added to the Management Meeting Agenda to discuss. Options: Management purchase, provide a budget for us to purchase. It was suggested Laurie could check auction sites for tables

### Ways to recognize donations made to DCHA: PENDING

- Management has given us permission to purchase 3-4 “memorial” benches for various areas around Desert Cove. At present we have one resident who may wish to purchase a bench in honor of Jim Horsford and possibly Denise Harper, Ben Cunliffe (who already gave donation).
- All benches should be the same style (maybe look at the concrete ones?). We also need consistent guidelines to apply when determining who, minimum donations, how many per bench, where to put the plaques etc... We wont contact anyone at this time until we have guidelines in place.  
**ACTION: Rhonda and Laurie** to provide their assessment of the two best bench options and a draft set of guidelines for board review.

### Flag Pole for British Columbia Flag: CLOSED

- Laurie has finished the second flag pole and it is now located with the other pole on top of the cabinet in the Craft room. The flags are in the Remembrance Day Tote.

### Time Line for Ending Late Payment: PENDING to General Meeting

#### Fire Smart: PENDING

- Premeeting with the Board April 9<sup>th</sup> and a walk about of the Cove to assess Fire Smart options.
- Presentation to Residents April 13<sup>th</sup> from 1:30 to 3:00.
- If any resident in the cove is interested in volunteering for the Emergency Support Centre, presentation will be 3:15 - 4:00.  
**ACTION: Marilyn** to post notices in newsletter and Recreation Hall.

#### Head of the Lake Road: PENDING

- June McGregor gave us the contact’s name for the Ministry of Transportation - Danny Morris. **Monica** sent off an email to him about grading of the sharp curve and is waiting for a response.

#### Schedule Cleanup and Inventory: PENDING

- Clean-up and inventory have been completed. Marilyn has reviewed and revised the total asset value which is currently at \$ 72,285.57, compared to \$ 68,344.42 in 2022. We feel that this is an accurate assessment of our assets.
- **See addendum at end of minutes for outstanding actions.**  
**MOTION:** The board has approval to purchase the inventory items that have been identified as required.

**MOVED: Kathy**

**SECONDED: Laurie**

**CARRIED**

# Desert Cove Homeowners Association

---

## Update Board pictures and new framing system: PENDING

- Laurie is working on the picture frame and once it is done, we will update all the board pictures.

## Volunteer Appreciation Breakfast: PENDING

- April 20<sup>th</sup> from 9:30 to 12:00.
- **ACTION:** Marilyn and Linda will be working on this over other the next few weeks.

## 6. NEW BUSINESS:

### General Meeting: PENDING

**ACTION:** Linda to send out first notice March 26<sup>th</sup>.

**ACTION:** Marilyn and Linda to put together Agenda and files to send out over the next few weeks prior to meeting on the April 30<sup>th</sup>.

### Meeting with Management prior to GM: PENDING

- **ACTION:** Marilyn, Linda and Kathy will meet with Management April 23, at 11:00.
- **ACTION:** Marilyn to put together agenda.

## 7. MEETING ADJOURNED: 10:30 pm

### Announcements:

Cecile away April 18 - April 21

Tracy away June 10 - 17

Linda away May 9 - 13, June 27 - July 7

### IMPORTANT APRIL DATES - please let Linda know who is/is not available

- April 9 at 1:30 - Fire Smart Pre-Meeting (Marilyn, Cecile, Cor, Mary Matus,)
- April 13 at 1:30 - Fire Smart and 3:15- ESS Recruitment
- April 20 at 9:30 - Volunteer Breakfast
- April 16 at 7:00 - Board Meeting
- April 23 at 11:00 (TBC) - Management Meeting (Marilyn, Linda, Kathy)
- April 30 at 7:00 - General Meeting
- May 11 all day - Garage Sale
- **May Date?** - Fire Extinguisher Demo

# Desert Cove Homeowners Association

---

## ADDENDUM 1

- List of outstanding tasks as a result of Inventory:
  - Ted has agreed to dispose of our big items
  - **Marilyn/Linda** verifying Management vs DCHA owned assets
  - **Mary and Linda** to purchase Double Boiler, Cookie sheets, parchment paper, totes
  - **Marilyn** to purchase lock
  - **Linda** to forward combination to Cecile and Kathy for sewing room cabinet
  - **Linda** to check if Kenmore serger is used
  - Poker table and top (library) - **will go to vote at GM**
  - **Laurie** to check with Ugo about various bocce balls in storage
  - fuji camera and case - will be donated
  - **Linda/Mary** - Freezer cleaned
  - **Linda/Mary** Top of Cupboards cleaned
  - Laurie taking older crib boards to refinish then sell
  - **Laurie** fixing cupboard door in Hall (south) storage
  - **Kathy** to connect with coordinators to purge collection of CDs
  - **Linda/Marilyn/Cecile** to purge Binders related to Social Event History
  - **Linda/Marilyn/Cecile** to purge DCHA file cabinets
- For future board discussion
  - Library - replacement table if poker table is disposed of.
  - Library - brown chairs being disposed of, replacement chairs?