

# Desert Cove Homeowners Association

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## Executive Meeting Minutes

Tuesday, April 15, 2025 @ 7:00 at Recreation Centre

### ATTENDEES:

President: Marilyn Richardson

Vice President: Rhonda Van Lent

Secretary: Linda Hill

Social Director: Kathy Burwell

Data Management Director: Tracy Cox

Director at Large: Monica McDonald

Director at Large: John Bishop

Absent: Treasurer: Cecile Zandbergen, Recreation Director: Witold Wince, Welcome Director: Shaunie Wood

Invited Guest: Kate LaForge to shadow Data Management position and Sue Jolly who has agreed to take over the role of Treasurer at the end of April.

Quorum verified

Meeting starts: 7:02

1. **MOTION:** to accept the Agenda

**MOVED: Marilyn**

**SECONDED: Monica**

**CARRIED**

2. **MOTION:** to accept the Minutes with corrections

**MOVED: Kathy Burwell**

**SECONDED: Rhonda**

**CARRIED**

3. **CORRESPONDENCE:**

**CLOSED: LINDA** forwarded letter from Rudy to Rhonda regarding concerns over billiard table refinishing

**CLOSED: RHONDA** followed-up up with her Nephew.

The felt is new and will take some time to settle. Players have agreed to do periodic brushing to help remove the fuzz.

4. **DIRECTORS REPORT**

#### 4.1. President:

**CLOSED MARILYN:** to get more information from office and google maps to add resident locations. This is still pending, however will take this off the agenda and report back if/when something happens.

**CLOSED: LINDA** researched garter clips for Recreation tables. Cost was an issue. Marilyn and Linda put regular paper clips at corners to pull the table cloth tighter.

**ACTION: BOARD** needs to look at a better solution. Tablecloths will not last long.

- A resident who has moved out of the cove donated a chair set to Desert Cove, which has been placed in the new greenspace. The chairs were constructed with wood from the construction burn pile.

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## 4.2. Vice President:

- Rhonda has successfully applied for the latest Gaming license.
- She and Marilyn have been busy with preparations for the Garage Sale, booking porta potties, Gleaners, ReStore, meeting with Coordinators and gathering volunteers.
- Jims Pizza now has a food truck which Rhonda will book for the summer
- Rhonda suggested that it might be fun to host a garden tour for the residents of the Cove. This will be discussed on the May Agenda.
- John told us about a Tomatoe challenge that he was involved with. It sounded fun but would take some planning so will be deferred to early next year.

## 4.3. Treasurer:

### St. Patrick's Event

Revenue from 50/50	\$97.00
Expenses:	\$61.80
Profit	\$35.20

- Two gas honorarium cheques were cashed in March as the volunteer did not cash it in February.
- Appointment needs to be made with Valley First Credit Union due to Sue Jolly taking over from Cecile. Two signatures are also needed to remove Cecile as a signing authority and Sue to be added.
- We have set aside funds: \$2000 for the Garage Sale. \$5000 for Legal fees and \$5000 for Maintenance. It was suggested that we create one reduced Contingency account and put it into a Term Deposit. **Will bring this item forward to discuss later in the year.**

**MOTION:** to accept the Financial Report for March

**MOVED:** Linda

**SECONDED:** Kathy

**CARRIED**

## 4.4. Secretary:

**CLOSED:** LINDA sent out a notice to all residents regarding placing a rock in Recreation Centre main door and give notice for the Emergency Buzzer test.

I will need to find new artists for our Art Gallery Wall after the May display is finished.

**ACTION:** LINDA will call former artists to see if they would like to display new art pieces.

## 4.5. Data Management:

**OPEN TRACY** will make a presentation at the upcoming General Meeting and give out the new Password. Will send out an email to the rest of the Cove after the meeting.

- For now, we won't password protect other sections on the site, as it makes it too cumbersome for users. Will have to look as some alternatives.

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**ACTION: TRACY/KATE/MARILYN** Will be creating a quick access map for the board page at a later date.

**OPEN TRACY** The personal phone number of each director is now directly linked to their Board email for Recovery purposes (**Witold and Linda still outstanding. Kate, Sue will be done after the 30<sup>th</sup>**)

- As Tracy is leaving her position, she has been busy creating a Data Management Binder and reviewing it with Kate.
- Our website went down for a few hours this month. Tracy contacted our web manager who was able fix it quickly.

### **FUN FACTS**

Occupied Homes	443	Total Homes	451
Number of Residents	804	Members Dues Paid	671
Non-Members	103	Non-Active	22
Non-Voting	8	Tenants (incl above)	14
Homes for Sale	11		
% of Residents that are Paid up Members		85%	

#### **4.6. Welcome Director:**

No visits this month.

#### **4.7. Recreation Director:**

**OPEN JOHN** to contact Witold to find out the names of the individuals willing to recertificate and determine how they will recertify.

**ACTION: JOHN** to check the Recreation Centre chairs and purchase leg caps to replace missing and damaged ones.

**ACTION: JOHN** to follow up with OK Test Rite to confirm May test date.

**ACTION: JOHN** to follow up with Ugo to ensure he knows we have Bocce paint.

#### **4.8. Social:**

**CLOSED KATHY:** sale of Elvis Ticket sales now totals \$2505.00. We have reached the break even point. There are still a few tickets left which will be available from Kathy.

- Kathy mentioned that non-residents are attending some of the weekly events at our Recreation Centre. This is not acceptable but unless the different coordinators are willing to police it, it would be difficult to enforce.
- We discussed the fact that some of the event coordinators are refusing to run 50/50 tickets at their events. Our fund raising for this year has significantly decreased. We need to do fund raising to maintain a healthy bank balance.

**MOTION:** As of September 1, all tournaments will either have 50/50 sales or will be required to charge an entry fee to contribute to fund raising.

**MOVED:** Kathy      **SECONDED:** John      **CARRIED**

**ACTION: KATHY** will announce the above at the GM.

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### 4.9. Director at Large 1:

An audit was done to test the new Refundable process. It was 100% accurate.

### 4.10. Director at Large 2:

**OPEN: MONICA** has received June's emergency vest but as yet to obtain Richards. She has yet to recruit a new volunteer for the team.

**ACTION: MONICA**

- The first aid responders want to post a picture of the group near the AED in the foyer. We will use first names only. This will give residents further confidence on who will come to their door when they are called.

## 5. UNFINISHED BUSINESS:

### 5.1. Placement of Banner in Centre: CLOSED

**CLOSED:** Linda Brian, Bill, and John installed the DC logo on the front wall of the hall.

### 5.2. Request to hold an estate planning and scamming workshop for residents.

**PENDING**

**OPEN: JOHN** will continue to try to connect with Gary Holte (Preplanning Advisor) regarding Estate Planning seminar.

**Scam Presentation: PENDING**

**CLOSED: RHONDA** sent out a notice regarding the Scam Presentation and posted Sign Up sheets. A Constable from the RCMP Detachment Vernon will be presenting a Black Book of Scams and supply us with on-line information. This will take place April 22 at 10:00 am

**ACTION: BRIAN** will set up the sound system

**ACTION: JOHN KATE AND RHONDA** will help with set up and make coffee.

### 5.3. Volunteer Appreciation ideas (April 12 from noon to 2:00 pm) CLOSED

**CLOSED: LINDA** sent out a notice to all residents inviting them to the Appreciation Luncheon and put up a poster and sign-up sheets.

**CLOSED RHONDA** purchased groceries for the dessert.

**CLOSED: KATHY** purchased sandwiches and veggie trays from the Legion

**CLOSED: MARILYN** purchased gifts and send out task list

Jean H. created and read a poem about all the volunteers which was received with great applause.

**CLOSED LINDA AND RHONDA** created a game which was enjoyed by all. First, second and third place winners were given candy leis with appreciation buttons.

### 5.4. Testing of Evacuation Buzzer. CLOSED

**CLOSED: LINDA** Laurie French and Rich Marshall monitor north corner, and Mary Mate monitored corner of 9<sup>th</sup> Avenue and 4<sup>th</sup> Street. Linda sent out notice of test to all residents

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**CLOSED:** KATE called Denise Harper to monitor south east corner

The result of the test indicated that most residents would not hear the siren. Most areas rated the ability to hear at a 0-1 on a scale of 10.

**ACTION: MARILYN** will be speaking with management about the test results in our April 24<sup>th</sup> meeting

### 5.5. Christmas Dinner ideas: PENDING

**ACTION: KATHY** cancelled the caterers for the sit-down dinner, but is waiting for response to see if they prepare appetizers.

**CLOSED: KATHY** presented an Appetizer menu from the Legion. The Board will look it over and come back with choices for our next meeting.

**ACTION: KATHY** to contact Gumtree Catering to get another quote.

### 5.6. Recruitment for Board positions:

**CLOSED: MARILYN and CECILE** met with Sue to discuss the Treasurer role with her. Sue has accepted the position and has been working with Cecile.

- We are also please to welcome Susan Jolly as our new Treasurer. **Susan Jolly** will officially take over the Treasurer role April 30<sup>th</sup> as a temporary assignment until September elections. (The Treasurer's position term is complete in September 2026, so the newly elected Treasurer will serve a one year term.)
- We are pleased to welcome **Katherine LaForge** as the new Data Management Director who takes over from Tracy Cox as of April 30<sup>th</sup> as a temporary assignment until September elections.
- Shaunie will be stepping down from her position due to her health. She will give her last report at the GM. Monica will take on the Welcome visits for now with Rhonda as support. We will need to discuss this further after the GM as membership dues will be coming soon. (The Welcome Director's position term is complete in September 2026, so the newly elected Welcome Director would serve a one year term.)

**ACTION: MONICA** needs to pick up the membership files from Shaunie as there are new residents who will need visits scheduled

- Witold Wince our Recreation Director will be unavailable for a time. John Bishop will take over his position on a temporary basis.
- John offered the name of someone who may be interested in joining the board.

**ACTION: MARILYN/RHONDA** will follow-up

**ACTION: MARILYN** will get Sue and Kate's bios and pictures ready to post after the GM.

### 5.7. Assigning Board members to upcoming events

Event	Date	50/50	Selling Dates	Tickets Sales
ELVIS	May 4	Linda/Kate		

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## 6. NEW BUSINESS

### 6.1. General Meeting prep: PENDING

- Linda will read Witold's report and Rhonda will read John's report as both will be away.
- Linda filled the job list and board members were asked to arrive around 5:40 for set up.

**ACTION: BOARD** members need to forward their reports to Marilyn to proof and she will summarize on a slide.

- GM written report to include role, but oral report only on tasks accomplished.
- We will take a break ½ way through the meeting for coffee and cookies.

**ACTION: MONICA** Will buy the cookies for the meeting (approx. 85).

### 6.2. Communication Topics: ONGOING

A newsletter will not go out this month as the GM is providing the update.

### 6.3. Management Meeting: PENDING

Marilyn and Linda will be meeting with Desert Cove Estates Administration, Management and Maintenance on April 24 at 11:00 am. A report will follow.

**ACTION: MARILYN** will send a copy of the agenda to the board.

### 6.4. Survey to Residents before General Meetings: DEFERRED

It was suggested that we might put out a survey to residents asking for topics that they want to put on the agenda. This will be brought forward in August.

**ANNOUNCEMENTS:**

**MEETING ADJOURNED 9:15**