

# Desert Cove Homeowners Association

## Directors Orientation and Binder Contents

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### DCHA Gmail

Email accounts have been created for all roles. When a board member leaves, that account will be reassigned to the new board member and a new password created. A new signature will also be created, showing the Director's name. The recovery phone number on the account will also be changed to the new director.

Please do not change the password. The passwords are maintained by the Data Management Director, if there is a problem, contact Data Mgmt.

Your email is below:

Role	Email Name	Email Address	Password

It is a Directors responsibility to check their email on a regular basis, keep it clean and organized. Standard folders have been provided for filing emails and more can be created if necessary.

### DCHA Board website

The board website contains current information relevant to the board (i.e., minutes, templates, procedures etc...) all information is in non-editable format (i.e., PDF)

On the DCHA website, click on **DCHA Information** then click on **DCHA Board**. A password will be required: **BOARDPAGE24**

(Other passwords: Resident Directory: **DCHALIST2024**)

### DCHA Board Master google drive

The board master google drive holds all current and historical DCHA **master** documents. The Data Management Director, Secretary and President have **edit** access to this drive; other board members have **view** access. If a document needs to be revised, please request the master copy from Data Mgmt. When revisions have been completed, please ensure the revised master copy is returned to Data Mgmt. Also, if a new master document is created, please ensure Data Mgmt. has the master copy.

### DCHA Board Member biography and picture

All new board members are asked to submit a bio which will be included on the website along with a picture.

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To familiarize a new Director to the DCHA and their new role, a list of documents to review is provided below. These documents are available on the website and/or the google drive. A Director can print a copy of the documents to maintain in a binder, if they choose. A binder *may* be provided to a new director with documents specific to that role. These reference documents should stay up to date and intact in this binder, to be handed over to the next person taking responsibility for the position.

**Below is a list of some of the documents a new director should review:**

1. Current Board of Directors Contact information
  - [a7ea2a\\_bd8a2100c70c474b902b334f17bc44ed.pdf \(desertcovehomeowners.org\)](#)
2. Mission Statement/constitution
3. Current bylaws
  - [DCHA Information | Desertcovehomeowners](#)
4. Policy and Guidelines Manual
  - [Board Policies and Guidelines \(desertcovehomeowners.org\)](#)
5. Directors Calendar
  - [a7ea2a\\_4237bb11585c4421a7aea5d8741b9734.pdf \(desertcovehomeowners.org\)](#)
6. Copy of Motions
  - [Motions made by the Desert Cove Homeowners Association](#)
7. Directors Meeting Minutes
  - <https://www.desertcovehomeowners.org/copy-of-board-meetings>
8. Duties and Responsibilities for Executive members
  - <https://www.desertcovehomeowners.org/copy-of-board-minutes>
9. Director Procedures
10. Documents specific to the Director role
11. Emergency Contact numbers
  - [a7ea2a\\_d8694e67141340edbd3d0b58793970d3.pdf \(desertcovehomeowners.org\)](#)
12. Desert Cove Rules and Regulations
  - [Normal \(normal-1\).dotm \(desertcovehomeowners.org\)](#)
13. Resident Handbook
  - [a7ea2a\\_4dd4da4de6c94a2192caf10157f6ac71.pdf \(desertcovehomeowners.org\)](#)
14. Social Activities calendar-current year (weekly and yearly)
  - [Events & Activities | Desertcovehomeowners](#)

**Note: The 'master' editable electronic copy of all documents need to be submitted to the Data Management Director for storage on the google drive.**