

Desert Cove Homeowners Association

Data Management Director's Report General Meeting – April 25th, 2023

My name is Tracy Cox and I hold the position of Data Management Director. Thank you to all the members of DCHA for giving me the opportunity to serve as your Data Management Director for the past 3 ½ years.

My role has been very busy with new homes sales and residents moving in and out of the Cove. I'm responsible for:

- Keeping the DCHA resident's information database up-to-date. The database is used for:
 - Identifying new residents for Welcome Visits.
 - Residents Directory on the DCHA website.
 - Creating email distribution lists for notices and information to residents from the DCHA and sometimes Administration.
 - Creating name tags, current members list for events, ticket sales, general meetings etc...
- Keeping the DCHA website current with useful information for Residents and the Board.
 - Recently added a "Heroes' and 'In Memorial" page.
 - The Special Events Calendar continues to evolve which requires constant updates.
- Maintaining the master copies of all the electronic records for the DCHA which includes managing Board email accounts.

- In addition:
 - The Name Tag slots at the Recreation center have been put in order of street and avenue.

I have enjoyed this journey and have learned a lot about excel and website design.

It has been a pleasure working with this great group of hardworking people. I look forward to continued friendships with you all. Keep up the fantastic work!

Thank you!

Tracy Cox
Data Management Director