

# **Desert Cove Homeowners Association**

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## **Secretary's Report**

### **Annual General Meeting September 27<sup>th</sup>, 2022**

My name is Linda Hill. I have lived in the Cove for 1.5 years.

I accepted the position of Secretary in September of 2021 to become involved and it worked. And that is a good thing. It has been wonderful getting to know and working with this great group of people and also meeting the rest of you in the many events that we have been able to put together over the past year.

My job is basically to take copious notes at all our monthly meetings. That can be a challenge at our Board meetings with 10 people in a room all talking at once or getting off track as some are good at doing. From those notes I create minutes, action reports for each director, the agenda for the next meeting, and update our motions file and board calendar to ensure that we do not miss anniversary dates for special renewals (i.e., insurance) or events (i.e., the flu clinic).

Planning and communicating all the necessary notices and reports for our GM and AGM meeting and any other special meeting that we may have to ensure they run smoothly is also part of the role.

We must keep a hard copy of all these records on file for 10 years. As we each have our own way of doing things. I have spent some time in purging and reorganizing these files in our cabinets. An electronic copy is also stored with our Data Management Director on the Google Drive.

I monitor the DCHA general email and respond when the answers are easy or forward them to the appropriate director or DC Management when necessary.

Over the course of the last year, I have helped create posters, notices and signs for various events and along with the other board members conducted a full inventory count and create a spreadsheet to make this process easier.

Our Social Director has been very busy getting Desert Cove up and running again and all members of the board including myself have been involved in these events. We look forward for bigger and better.

Respectfully submitted,

**Linda Hill**  
**DCHA Secretary**