

Desert Cove Homeowners Association

Secretary's Report

General Meeting May 3rd, 2022

My name is Linda Hill. I moved into the Cove in May of 2021.

I accepted the position of Secretary in September of 2021 as I feel it is important to become involved in a community such as this.

My job is basically the keeper of all records.

I create the agenda and take minutes at all the Executive Meetings, General and Annual General Meetings and distribute to the board members.

This also creates a MOTION file which keeps track of all the motions that are passed by your Board.

The General Meetings and Annual General Meetings require more ahead of time notifications and forms which must be created and distributed to DCHA members according to a schedule.

As well I manage the DCHA general email. Many emails come through each week and are either forward to the appropriate person or I answer them as best I can. There are many times that passwords are forgotten or ads for the newsletter are sent. We appreciate all emails especially the ones that tell us we are doing a good job.

I am responsible for all paper records and document which must be stored for 10 years. I am currently working on disposing of what is no longer required. Electric copies are also being forwarded to our Data Management Director.

Along with other board members I did an up-to-date inventory count of all the DCHA assets. I then took this and created a "where it's at" and total asset value spreadsheet. This work will be presented later in the meeting.

When it looked like a Christmas Craft Sale might not happen, I brought our Desert Cove crafters together and we decided to go ahead and have a Covians Only Sale. It was well attended and gave the vendors an opportunity to sell some of the things they had been collecting for the past few years and also mingle safely.

I took on the role of Easter Bunny to help Denise with the Bunny hunt over the April holiday. The bunnies were a little shy this year so it was difficult for some of us old folks to find them, so next year we will tell them to be more visible.

I must say that we all have our designated job descriptions but, it is a board that work together in all things for your common good and we have fun doing it.

Respectfully submitted,

Linda Hill
DCHA Secretary