

Desert Cove Homeowners Association

Secretary's Report General meeting, April 25th, 2023

My name is Linda Hill and I am your Association Secretary. I have been in my role for 1.5 years and am now quite comfortable in the position.

My main duties are a record keeper of all and every document that passes from the Association to the residents and from the residents to the Association. Hard copies are kept for 10 years in our secure filing cabinet and copies are forwarded to our Data Management Director to upload to our secure goggle drive.

As well as keeper I am also creator, as for every meeting - Annual, General and Executive I prepare the necessary documents to post, display, use and/or read. Coming up with something that will catch the eye or decoding what people are really trying to say is, challenging but fun.

I manage the Desert Cove Association email account so if you send an email to the desertcovehoa I am the one who answers it and will either do my best to give you the correct information or forward it on to another Association Director or Desert Cove Management for their attention.

We had a lot of fun in January doing a major clean-up of the storage rooms in the hall. Some of our decorations were very dated and worn so going forward we might need to replenish with newer items. With the approval of our President of course

I have had the pleasure to create some of the posters for the events over the past year which you will see posted on our refaced bulletin boards in the hallway or perhaps on the new outside bulletin board which was taken down and remounted by our great Maintenance Man Ted. Updates to our events are posted as they happen.

I also suggested and was given the OK by Management to display our Resident artists, art work in the entranceway. Each month a new artist will display some of their art work which gives us all an opportunity to enjoy and perhaps enhance our own walls with their work if they wish to sell it. I have artists signed up to and including November. Betty Hunter is currently displaying her chicken art and Luke Grant will be our resident artist for May.

Over Christmas, myself and Mary Mate drove around the Cove to spy on some unique Christmas Decorations to create a Hide and Seek challenge. I was surprised to get very quick responses to this challenge and four prizes were rewarded.

I am responsible to send out thank you cards and condolence cards to surviving spouses. Unfortunately, it has been a busy year for this job.

I can only add that we have a fantastic board who have been extremely busy bringing us into the data world of 2023. Going forward should be a breeze.

Respectfully submitted by

Linda Hill
DCHA Secretary