

FINAL FORM

MINUTES - BELLAVITA COMMUNICATIONS COMMITTEE meeting

08DEC09

*This was a regularly-scheduled meeting of the Committee – **SECOND TUESDAY OF THE MONTH, 11:30 AT THE CLUBHOUSE.***

MEMBERS PRESENT – Chairman Scott Vaughn, Kelley Paterno, Bob Stockinger (now Board-approved), Jan Ireland, Ex-Officio Nancy Triggs, Board Contact Bill Burdick.

MEMBERS ABSENT – Kakie McKinney (third consecutive), Nita McLeroy (third consecutive)

CALL TO ORDER – Chairman Scott Vaughn

MINUTES – from prior meeting on 10NOV09, which Acting Secretary Jan Ireland had electronically submitted to the leadership for additions and corrections, were officially adopted.

POINT OF PROCEDURE – Chairman Scott Vaughn noted that the office of Secretary had become vacant and appointed Acting Secretary Jan Ireland to serve as Secretary for the group.

POINT OF PROCEDURE – Board President Ruth Southard should be added as an electronic recipient of the final version of meeting Minutes. Non-final versions, distributed electronically to those present at the meeting for additions or corrections, should be clearly labeled DRAFT (to avoid a posting of unapproved Minutes). The final approved version – which the Committee decides will be ELECTRONICALLY approved henceforth – will be clearly labeled APPROVED – NO LONGER DRAFT. This will signal to Ex-Officio Nancy Triggs that they are ready to be posted to the website – although “official” adoption of the Minutes will still take place at the next regularly-scheduled monthly meeting, pro forma. This procedure, in which the Secretary electronically distributes the Draft Minutes to those members who were present at the meeting until Approval is reached, is adopted by the Committee so that news of the Meeting can be distributed to the Community more quickly. The Secretary is also asked to send the final version of the Minutes (again electronically) to each Committee member, one week before the next regularly-scheduled meeting, for review.

REPORTS

New Year’s Eve Flyer distribution. Jan Ireland and Kelley Paterno reported that, despite a limited time frame, flyers appear to have been distributed to all residences by the deadline – owing to a herculean effort by all Committee Members, and particularly a final push spearheaded by Chairman Scott Vaughn. Recommendations: additional Block Captains are needed, ideally one for each street (Jan and Kelley will recruit, and welcome referrals). A better distribution system is needed (accordion folders labeled by street, with block captains initialing pickup, and a way to notify block captains to do so). There are very few events that require physical distribution of flyers, the next will probably be a flyer from the Board dealing with the Gate situation. As much lead time as possible is requested. Kelley will contact those residents who do not list a home phone, and will attempt to contact residents who do not have email.

Email/Telephone Master list. Ideally, the first or preferred (though by no means only) method of communication will be email, with telephone following as the second preferred contact method.

UNFINISHED BUSINESS

The Sales Office Sign, which the Committee had expected to receive pro bono, no longer is a possibility. Chairman Scott Vaughn will still attempt to negotiate the use of a small part of the sign to be used to as a notification area for residents, but is not hopeful that it will be possible.

The data from the Community Survey of the Community Relations Committee has not yet made its way to the Communications Committee. We received the packets of flyers and the oversized map, but not the data results of the Survey. Chairman Scott Vaughn will contact Chairman Dutch Uran about that info.

NEW BUSINESS

Progress continues on installation of the new entry gates. The Board, through the **Access Control Implementation Task Force**, will likely request our Committee's assistance soon – in passing out letters concerning new Gate procedures (a legally required notice). We can affix the notices to the doors of residents by tape (on the glass, so as not to injure the wood) or rubber banded to the doorknob. (The old keypad will be taken away eventually.)

The Villas Master Website exists but seems not to have changed significantly (have been updated significantly). Chairman Scott Vaughn shared information from Board President Ruth Southard about that website earlier. Our Committee should consider future plans for either integration with or differentiation from that site. Updating addresses is problematic and ongoing.

Bob Stockinger suggested selling ads to help with mailing costs for flyers. Several committee members brought up the issue of liability with that process. Some felt that a "Disclaimer of Liability" would be enough, or that "homeowner experiences" alongside would be sufficient. LIABILITY is a MAJOR ISSUE which should be resolved prior to implementation of such a procedure.

Chairman Scott Vaughn will request a DISCRETIONARY FUND of \$500 per year from the Board, so that the Committee can purchase materials as needed (and when approved by the Committee). *[[[The Committee has been awarded a budget of \$900 for the year ending December 31, 2010. \$500 committee expenses; \$400 website contract. News conveyed by Board Contact Bill Burdick.]]]*

Ex-Officio Nancy Triggs is updating her database with the keypad, but this is not something committee members can assist with.

Meeting adjourned.