

Turtle Rock Community Association
Communications Committee Meeting Minutes
May 22, 2018
TRCC patio, 1:00pm

Committee Chair Jim Cerny called the meeting to order at 1:10 pm

Members present: Russ Gill, David and Patricia Tarlton, Judy Bentz, Kathrin Harris, Manager Ed Olson. Guest: Grace Cooney.

Minutes of the May 3 meeting were approved as distributed.

It is the goal of the committee to assure that management has as many owner and tenant email addresses on file as possible. While the hope is 100% participation, this will never happen. The committee has drafted a letter for BOG approval to mail to all owners. Several changes were made to the initial draft, which is attached hereto. Committee members are asked to submit further ideas for change asap so the final draft can be presented to the board in advance of their June 5 meeting.

Newsletter discussion:

- a) Manner of distribution (electronic), format (simple, without links), and how information will be collected and organized were discussed. Judy has volunteered to compile submissions from the various sources into a master template that Jim, Kathrin, and Patricia will assist in creating for the purpose.
- b) The entire publication will need to be prepared in final form in order for management to send it out via email. It was decided for now not to try using Constant Contact or MailChimp formatting, but rather to create the newsletter using Word (or similar program), and sending out as a pdf.
- c) News sources and contributors: Jim created a spreadsheet with the various sources for content; the committee determine various individuals who will be asked to send in regular updates/articles. Judy will contact those individuals identified as providers of information to obtain their agreement to participate and update the list with contact information. (current list included as Attachment B).
- d) The date for the initial monthly newsletter has been targeted for **August 1**.

“Parking Lot”—Patricia volunteered to keep the bank of future ideas updated. We added the following items/thoughts to the list today:

- Follow-up with management in future about rental issues (do we have email addresses?)
- News and articles originating from neighbors
- Getting the monitor in the CC set up with a small laptop that shows our website (with or without keyboard/mouse access for residents).

The meeting adjourned at 2:10pm.

Respectfully submitted,

Kathrin Harris
Secretary

