

**Turtle Rock Community Association**  
Communications Committee Meeting Minutes  
June 6, 2018  
TRCC, 1:30pm

Committee Chair Jim Cerny called the meeting to order at 1:35 pm

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

Minutes of the May 22 meeting were approved as distributed.

Judy's computer was hooked up to the CC TV so we could all see the initial draft of a format she has laid out for our intended August 1 initial newsletter, to be posted to the web and distributed electronically via email. The file is created using MS Publisher, and can be converted into a pdf for the purpose of posting to web and email dissemination. It looks great—thanks, Judy!

The BOG has approved our draft letter to the community requesting owners to send an email to management for the purpose of placing it on a master communications list. In the letter, owners who rent their homes are asked to forward the request to their tenants so we can also gain those emails. How to get this letter in the mail most cost effectively and quickly was a matter of long discussion. Sir Speedy quoted around \$900 for such a mailing and a second bid was requested by the board. Since the landscape committee also has a letter approved for mailing, the hope is to combine these documents into one mailing, although David raised concern that getting residents to ACT upon the request to send in emails is muddled when there are several pieces of information in one mailing. It was ultimately agreed that our letter would have a large caption on the top, "ACTION REQUIRED." Kathrin will check with Creative Tech about the cost of such a mailing and turn-around time, requesting both a bid for doing only copying/folding (which requires management to print mailing labels and volunteers to complete the process), and coordinating the entire mailing.

Other items of discussion:

- David said he would look into using the community center TV/monitor with a computer; Jim will see if I can find a used computer someplace;
- Our team future meetings at the TR Comm Center are:
  - Mon, June 18 at 4 p.m.
  - Mon, July 9 at 4 p.m. (Work on first issue; only Jim and Judy in town)
  - Mon, July 16 at 4 p.m. (Finalize newsletter, email addresses)
  - Mon, July 30 at 4 p.m. (Review of actions, next steps, etc.)
- Advertising for newsletter and renters (acquiring their emails) are on "parking lot" list , which Patricia is tracking.

The meeting adjourned at 2:40pm.

Respectfully submitted,

Kathrin Harris  
Secretary