

**Turtle Rock Community Association**  
Communications Committee Meeting Minutes APPROVED

August 13, 2018  
TRCC, 4:00pm

Committee Chair Jim Cerny called the meeting to order at 4:00 pm

Members present: Russ Gill, Judy Bentz, Patricia Tarlton, Kathrin Harris, and board liason David Tarlton.

Minutes of the July 30 meeting were approved as distributed.

We reviewed the process used to issue the first "new" TR Newsletter, which was issued August 1.  
- No negative reviews were heard by committee members, and  
- some suggestions were incorporated into the Newsletter for future issues;  
- no major changes to the process of forming and publishing the newsletter were made at this time;  
- the TR office will have some printed copies for those who do not have access to a computer.

Email address list:

Jim and Russ attempted to contact all who had an "un-deliverable" email address (list provided by Ed). About half of the 35 on the list were corrected or resolved. We will attempt to do this again for those bad email addresses next month (September) and on-going.

Review of the "parking lot" items of issues: much of the long list was addressed and either  
- removed from the list (completed or not applicable) or  
- prioritized with 1 (hight), 2 (medium), or 3 (low).

Parking Lot item disposition (Compl, N/A, 1, 2, or 3):

- |         |   |
|---------|---|
| Compl   | communications from board/management/committees to residents (accomplished via newsletter)  |
| Compl   | Feedback and communications FROM residents will be handled using the black mailbox outside the door to the CC. We will remind residents of its use via the newsletter and website. Patricia will look into this and report at our next meeting.   |
| N/A     | committee is not responsible for getting new email addresses from residents<br>– the sandwich board poster, new residents forms and car sticker forms will serve to obtain email addresses. Management list of residents should include both owners and tenants, and be able to distinguish an owner from a tenant. |
| Ongoing | clean up outdated/duplicate email addresses   |
| 1       | committee will work with the TR Board to determine when and if "Town Meetings" on particular major issues should be held, and facilitate them if requested by the board.  |
| 1       | continue to discuss how to handle advertisements (if any) in the newsletter.  |
| 1       | New member efforts: David will investigate the possibility of a "welcome" person to join our committee, which would help form the welcome packet of information. A small gift (bag?) was also suggested for those moving into TR.   |

- 1 Additional topics or articles to consider for the newsletter include: the TR library, reasoning behind some rules in TR homeowners manual, explanation of ARC guidelines, etc
- 2 "Hot links" in the text of the newsletter may be considered in the near future.
- 3 possibility of using monitors to display news will be discussed at some future date.

We will complete review of additional items at our next meeting.

Future MEETINGS (monthly on Tuesdays) will be on  
Sept 18 at 11 a.m., (Jim out of town, Russ will put together agenda)  
October 16 at 11 a.m.,  
November 20 at 11 a.m., and  
December 11 at noon.

The meeting ended at 5:15 p.m.

Respectfully submitted,

Kathrin Harris  
Secretary