

Turtle Rock Community Association
Communications Committee Meeting Minutes

September 18, 2018
TRCC, 11:00 am

Committee member Russ Gill called the meeting to order at 11:10 am.

Members present: Russ Gill, Kathrin Harris, David Tarlton, Patricia Tarlton, Glenn Scharf

Minutes of the 8/13/2018 meeting were approved.

New member Glenn Scharf was introduced to the committee. He will serve as the Turtle Rock New Resident Welcoming Representative.

The group addressed the feedback/issues of our second newsletter. Some residents are still not receiving the email version of the newsletters. It was suggested that we post a new version of the sandwich boards at the gates which would announce when the newsletter is available on the TR website. The office will provide a printed copy of the newsletter to residents who request it.

The group decided that we consider some changes to the newsletter format. Glenn volunteered to create a template that could be used going forward. The purpose would be to create a consistent and organized format to the newsletter. For example, President's message on Page 2, Manager's message on Page 3, Finance message on Page 4, Activities and Club information in the same section, etc. We would also like to include photos of the BOG in the newsletter template. We agreed that the committee should insist that articles and photos be submitted as Word and jpeg files. Our hope is that we will be able to easily drop this information into the newsletter template.

Glenn and the group shared some of ideas for the duties of the Welcoming Representative.

- a. How will the Communication Committee receive notification of a new resident?
- b. Can we produce a welcome item featuring the TR logo? Examples: mugs, water bottle, tote bags, etc.
- c. Can we create a directory for Turtle Rock business owners that could be provided to new residents? This could be included in the Welcome kit—business owners could also provide samples/give aways/coupons.
- d. "Welcome to the Neighborhood" page in the newsletter, including photo/brief intro of the new residents.

These items were discussed briefly and assigned Parking Lot status; we will continue to address in future meetings:

- a. Clean up of email addresses. How can we get a concise list from management for our communication purposes? Could someone on the Communications Committee be the administrator of this database or should newsletters/alerts always come from management?
- b. Better management communication in the newsletter on action items in the neighborhood—as discussed at the BOG meetings.
- c. Communication Committee will organize upcoming town hall meetings as needed. Date/location TBD for the Traffic town hall meeting.
- d. Common area maintenance and repair info and safety/crime/storm information. Could this be covered in the Manager's message in the newsletter?
- e. Possibility of other monitors in the neighborhood/outside clubhouse.
- f. Add TR calendar of events to the newsletter
- g. Staff writer/photographer for the newsletter

Our next meetings are scheduled for 10/16 at 11am, 11/20 at 11am, and 12/11 at noon.

The meeting adjourned at 12:30 pm.

Respectfully submitted,
Patricia Tarlton