

Monday April 7, 2008

CRC Meeting Notes:

Present: Delores Linscott, board representative, Denny Whitworth, Chairperson, Sherry Nassoiiy, Bill Markle, Joan Hritz, & Barbara Tursky

Board report: Delores reported the Board had no new instructions for the CRC

**Data Base:**

- Design Review data entry is complete with 576 records entered. These represent all of the applications acted upon by the DRC either under WCI or Gateway Greens since the turnover. This data base is on the web page and is searchable and available to the DRC, CAM, or Board.
- Security, Gate, and other board required forms have been put on the web site at the request of prior boards. All of the forms have been disabled due to the discontinuation of support for Front Page. Before the CRC rebuilds these forms, the CRC request the board identify which ones they want to continue.

**New Purchases:**

- With authorization from the board the CRC purchased Expressions Web software and user manual. The invoice was presented to Ms. Linscott for reimbursement.

**Web Page:**

- The CRC is using the new software to rebuild the web site. This will take several months and will be published all at once. The new site will have access controls, improve navigation, and appearance.
- Delores Linscott will investigate outsourcing cost and capabilities.
- Delores Linscott will keep the CRC current on changes to the web page content. She will attempt to gain committee chairperson cooperation in providing content.

**NHOA Presidents:** (the committee decided to call this program the Red Circle)

The NHOA presidents responded positively to initial efforts to share information. To keep the momentum, the CRC decided to email Board minutes, resolutions, and CAM and committee reports to the Presidents. Delores is to communicate other messages the Board may choose to send to the NHOA presidents.

**Newsletter (Quarterly)**

- Content: The CRC offers the following suggestion to the Board for story lines. (up to six may be used for each four page newsletter)
  - Property Management (source is Lourdes McLeod)(writer: Denny)
  - WCI settlement and Turn over issues (sources are Susan Delihias & Adrian Pfeffer)(writer: Bill)

- New security system ( sources are Brian Mook and Bernie Williams)(writer: Bill)
  - Towing policies (sources are Tropical Isles and Corner Stone)(writer: Denny)
  - Santalutz Square(writer: Joan)
  - Daniels road construction(writer Delores)
  - School cross walks(writer: Delores)
  - Show case property(writer: Delores)
  - New Business in Gateway(writer: Barbara)
- Text: All stories will be written in Note Pad without formatting except each paragraph to be separated by a line break.
- Publication Date: May or June quarterly.
- Distribution Plan
  - The Board's plan has resulted in no hard copies of the first edition of the newsletters being distributed. This was ready for distribution in February. To enhance the Board's plan, the CRC
  - Appointed Barbara Tursky the distribution manager
  - She will set up distribution points at the pool cabanas at Summerwind, Hidden Links, and Championship Greens. Small numbers of newsletters will be left at each site under the watchful eye of a member of each community. New copies will be put out only when needed. Old copies will be removed.
  - A notice will be posted at each site asking members to sign up for email delivery.
  - Delores will again request the board approve the purchase of two painted signs reading "Newsletters Available" with a take one box built onto the sign. These signs will be placed at the Main and Westlinks gate exit on the driver's side. They will be used for no more than two weeks while a new newsletter is being distributed and will be outside only during times when the gate is attended. Newsletters will be placed in the box by guards and will not be left out during rain. At no time will the newsletters or sign be left out unattended.
  - club
- Board approval
  - Delores secures approval for story Lines before they are written.
  - Karen edits stories in Note Pad before they are laid out in the publication software.

**Next Meeting:** Sept. 8<sup>th</sup> (to plan the fall newsletter)