

◀ Minutes of Meeting ▶

Meeting Title	:	Community Relations Committee
Date	:	Feb. 4, 2008
Time	:	6:30 PM
Place	:	11269 Callaway Greens Dr
Chair Person	:	Denny Whitworth
Invitee List	:	Internal: CRC Committee External: None
In Attendance	:	Internal: Brian Mook, Joan Hritz, Bill Markle, Sherry Nassoiy, Adrian Pfeffer, Denny Whitworth External: None
Absent	:	Internal: Bob Francis External:
Agenda	:	President / POC List President / POC assignments NHOA communication subjects Plant screens Shutters Ganoderma Design Review Web Page Covenant enforcement Antennas Newsletter production and distribution Web Page Passwords Data base
Minutes Submitted By	:	D. Whitworth
Minutes Submitted On	:	Feb 5, 2008
Next Meeting	:	3/3/08 6:30 PM Place: TBD

Decisions:

#	Decision
1.	Joan Hritz appointed editor
2.	Bill Markel and Adrian Pfeffer appointed Paginators
3.	Paginators to use Page Maker software for Newsletters
4.	Each POC and NHOA president was assigned to a committee member to serve as a liaison with the president or POC.
5.	POC duties to include passing communications on to the residents of their neighborhoods
6.	Adrian and Sherry to learn Front Page software and were provided with the software for installation on their PCs.

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	Brian to request BOD to purchase a business printer
8.	Bill to follow up with password requirements
9.	Membership changes: Remove Bob Sutherland and Clyde Dougherty and add Adrian Pfeffer and Bob Francis
10.	Brian to advise BOD the CRC will need to purchase Expression Web as Front Page is being discontinued

Action Items:

#	Action Item	Owner	Status	Due Date	Comments
1.	Each liaison to contact their assigned president or POC	Liaisons		immediate	
2.	Liaisons to supply balance of POC info	Liaisons		ASAP	
3.	Put transformer diagram on CAD	Adrian		ASAP	To be used in the newsletter

Carry-Over Items for Next Meeting:

#	Description
7.	Story items for next newsletter: Leasing Policy and tenant bar codes: Vehicle towing practices
8.	

Notes: See POC table for liaison assignments