

Gateway Greens Community Relations Committee

Meeting Minutes
March 3, 2008

Opening:

The regular meeting of the CRC was called to order at 6:30 on March 3, 2008 in 11629 Callaway Greens Dr by Denny Whitworth.

Present: Denny Whitworth, Bill Markle, Sherry Nassoioy

Absent: Delores Linscott (BOD representative), Adrian Pfeffer, Joan Hritz, Bob Frances

Agenda:

News letter distribution

- a. Printer
- b. Email
- c. POC

President's response

- a. Receptivity
- b. Utility screening

Next Newsletter

- a. Publication Date
- b. Publication size
 - i. Per page 40 lines
 - ii. Per page 720 words
 - iii. Each picture 50 words
 - iv. Each title 14 words
 - v. Each paragraph 7 words
 - vi. Each story 100 fixed words
 - vii. So two pages will hold 4 stories with 260 words of text
 - viii. Or 5 stories with 188 words of text
- c. Story ideas
 - i. Karen Maxwell want us to do Armadillos
 - ii. DRC wants us to cover rules governing play equipment and house repainting
 - iii. New management company
 - iv. 2008 Board priorities
 - v. Clarification of covenant enforcement

Web page

- a. Software installation and training
- b. Material
 - i. Board input by Delores

1. Minutes
 2. Meeting times and places
 3. Committee assignments
 4. Important Board decisions and initiatives
- ii. Committee input (assign POC)
 - iii. Neighborhood (POC)
- c. Password protection
 - d. Outside vendor to manage web site

Data Base

- a. KT Excel spreadsheet on CD??
- b. Meeting with new management

Subjects Discussed

Newsletter:

Printer: The BOD approved the purchase of a printer but Delores reported by phone that no action was taken. The CRC is recommending the purchase of the HP Laser Jet 4250. Cost \$800 at Staples with \$100 coupon and free delivery.

Email: 404 Newsletters were emailed to members. The lowest percentages were for Summerwind and Champions Greens. Future email distributions will be by blind copy.

Hard copies: Need printer but Sherry volunteered to print copies for distribution at the Hidden Links and Summerwind pool. She also agreed to provide 25 copies for distribution at the County Club. CRC is recommending the BOD approve a printed sign and take one box for Newsletter pick up at the Gates.

Presidents Response:

Denny and Sherry reported their assigned Neighborhood Presidents were very receptive to the newsletter and effort to keep them informed.

No Association agreed to make screening the transformers and communications post a common area expense.

POC list has been updated. Unable to communicate with Tropical Isles leaving a large portion of Summerwind and Champions Green out of the loop.

Next Newsletter:

Publication Date: To reach seasonal residents before they leave, the next publication will be March 15th. First drafts are due March 10th. Giving us 5 days for BOD approval and layout.

Content: It was agreed to keep the newsletter to two pages with four stories. The stories will be Armadillos (Bill Markle), New Management (Delores or Denny), Seasonal house close down advice (Sherry), and Covenant Enforcement (Denny).

Web Page:

Software: Sherry installed Front Page and returned software. Adrian unable to report. Sherry lent Front Page manual. Front Page Extensions have been disabled on web page as previously reported. Forms and other features may not function. Denny purchased Expression Web and User manual at a cost of \$93.99 for the software and \$33.91 for the manual. The Expression Web software is an upgrade to Front Page.

Web Page Content: Web page updates have ceased as new BOD representative still in learning curve.

Contract for outside web site services: Karen Maxwell suggested a look see at www.athomenet.com. The committee feels this is worthwhile.

Password Protection: Expression Web has full support for ASP.NET Login Systems. This means we are a lot closer to being able to add full Login capability to our site.

Data Base: The CRC previously offered to assist the BOD is setting up an integrated data base system. Integrated means connections with the security, web page, and management systems. The web page offers data base capability and the Design Review data base is up and running. Without the BOD representative present, the CRC could go no further at this time.

Action Items:

1. Delores gain BOD approval for the purchase of the HP 4250 printer.
2. Delores gain BOD for the purchase of a removal sign and take one box for newsletter distribution at the Gates.
3. Denny to set up an email address at newsletter@gwgreens.org in order to blind copy future newsletters email distributions.
4. Sherry to make hard copies of Newsletter for distribution to Hidden Links, Summerwind and Country Club.
5. Denny to continue calling Tropical Isles manager Jeannie Nespoli.
6. Denny to report to the DRC the Neighborhood Associations all agreed the screening of transformers and communications post are the responsibility of the individual homeowners.
7. Story drafts by Denny, Bill, Delores, and Sherry due by March 10th.
8. Denny to test forms and other web site functions for possible problems with the discontinuance of Front Page Extensions by our web host.

9. Delores to gain BOD reimbursement of software and manual purchased by Denny.
10. Delores to provide CRC with electronic copies of board minutes, committee assignments, new email addresses, email contact assignments, meeting dates for the board and committees, and important board decisions and announcements.
11. Delores to contact www.athomenet.com and find out their cost and procedures.
12. Delores to provide CRC a copy of the KT data base which was to be made available on an excel spreadsheet.
13. Delores to set up a meeting with the new management's data base administrator.

Adjournment:

Meeting was adjourned at 7:30. The next general meeting will be determined as needed.

Minutes submitted by:

Denny Whitworth