



## COMMUNICATIONS COMMITTEE MINUTES

COMPUTER LEARNING CENTER MEETING ROOM #1, 9:30 A.M.

**MAY 1, 2023**

**Board Liaison:** Tami Ronnfeldt

**HOA Staff:** Steve Hardesty, Patti Johnston

**Members in Attendance:** Linda Grendahl, Chair, Sue Green, Vice-Chair, Ricki O'Keeffe, Secretary, Virginia Cook, David Hocevar. There was a quorum.

**Absent Members:** Denise Haynie, Linda Whitfield

**Guests:** Judy Chamberlain

**Call to Order:** The meeting was called to order at 9:30 a.m.

**Approval of Minutes:** A motion was made by Virginia and seconded by Sue to approve the Minutes of April 3, 2023. Motion carried.

**Board Liaison Report:** Tami Ronnfeldt, Liaison reported on the BOD meeting of April 26, 2023. Len Horst, President, announced the new BOD member, Cheryl Ravenscroft, and advised that Tami Ronnfeldt is now Secretary. The employee of the month is Judy Purcell in Administration. YTD homes sales are fifty (50) units which generated \$100,000. Next BOD meeting is May 31, 2023.

**Management Report:** Patti Johnston, Administrative Services Manager gave her report on the Website, The Flyer, email updates, the Food and Beverage and General Comment Cards. Email subscribers are now at 3,754 and the web site hits for April were 11,932 with the most hits being PV and CW restaurant related. Most viewed day was Monday.

**Library Report:** Virginia Cook reported that all is well in the library. She also indicated that many, many books are being donated that do not fall within our parameters. Also, the summer volunteer schedule has been set.

### Old Business:

1. Linda announced that that a Committee Chairs meeting was held recently with the intention of making it a quarterly meeting. They have suggested four (4) areas be addressed by the BOD and/or Management.
2. Linda reviewed the members' status; five (5) are up for renewal and (1) is termed out. Dave suggested that the Committee go to a nine (9) member committee in the future.

### New Business:

1. Linda asked that suggestions for future publications from the April through August comment card lists be ready for discussion at our September meeting.
2. Linda announced that the homeowner's satisfaction survey was distributed on April 10, 2023, by email to all residents currently registered. To date, there have been 1,184 submissions. Paper copies are still available at the Administration Building and Sue will collect and enter them online. The survey ends on May 8, 2023.
3. Steve gave a brief overview of our current uses of JONAS, which is a suite of Club/HOA management modules. We will use JONAS for our new website which is expected to "go live" in September. The committee has reviewed various other community websites for reasonable suggestions to complement our website. Linda has requested that recommendations be sent to her for consolidation. We need to provide our input to Steve by June 15, 2023.

### Guest comments:

1. Judy Chamberlain suggested that the Committee might want to review Oakwood's online magazine as a possible new project.

### Future CWPV Meetings this Month:

BOD Agenda Planning meeting: May 23, 2023, 3 p.m., CLC Lecture Hall  
BOD Directors meeting: May 31, 2023, 3 p.m., CLC Lecture Hall

**Recommendations to the Board of Directors: There are no recommendations to for the Board of Directors.**

**Recommendations to Management: There are no recommendations for Management.**

**Adjournment:** The meeting was adjourned at 11:58 a.m. The next meeting will be held on **September 11, 2023**, at 9:30 a.m. in the **CLC MEETING ROOM #1**. If you are unable to attend, please email Chair, Linda Grendahl at [lindagrendahl@yahoo.com](mailto:lindagrendahl@yahoo.com).

Respectfully Submitted By:

Linda Grendahl

Linda Grendahl, Chair

Ricki O'Keeffe

Ricki O'Keeffe, Secretary



## COMMUNICATIONS COMMITTEE MINUTES

COMPUTER LEARNING CENTER MEETING ROOM #1, 2:00 P.M.

**MAY 24, 2023**

**Board Liaison:** N/A

**HOA Staff:** Steve Hardesty, Patti Johnston

**Members in Attendance:** Linda Grendahl, Chair, Sue Green, Vice-Chair, Ricki O'Keeffe, Secretary, Virginia Cook, Linda Whitfield, David Hocesvar, Denise Haynie (via telephone). There was a quorum.

**Absent Members:** N/A

**Special Meeting:** This meeting was held for the purpose of establishing a rough timeline of summer events and establishing a deadline for the final analysis of the recent Satisfaction Survey. The public was invited to attend.

**Guests:** Seventeen Guests

**Call to Order:** The meeting was called to order at 2:00 p.m.

**Approval of Minutes:** A motion was made by Sue and seconded by Virginia to approve the Minutes of May 1, 2023. Motion carried.

### **Old Business:**

1. Linda related that all the Committee Chairs recently met, and they have suggested that Management consider hiring either a full or part time Communications Specialist.

### **New Business:**

1. Denise will compose a "Thank You" note for all the survey responders and will forward it to Len Horst and Steve Hardesty for publication.

**Future CWPV Meetings this Month:**

BOD Agenda Planning meeting: May 23, 2023, 3 p.m., CLC Lecture Hall

BOD Directors meeting: May 31, 2023, 3 p.m., CLC Lecture Hall

**Recommendations to the Board of Directors: There are no recommendations to for the Board of Directors.**

**Recommendations to Management: This Committee respectfully requests that Management entertain a request to hire a Communications Specialist, either as a full or part-time position for the HOA staff .**

**Adjournment:** The meeting was adjourned at 3:05 p.m. The next meeting will be held on **October 9, 2023**, at 9:30 a.m. in the **CLC MEETING ROOM #1**. If you are unable to attend, please email Chair, Linda Grendahl at [lindagrendahl@yahoo.com](mailto:lindagrendahl@yahoo.com).

Respectfully Submitted By:

Linda Grendahl

Linda Grendahl, Chair

Ricki O'Keeffe

Ricki O'Keeffe, Secretary