

+Tanyard Springs HOA Communications Committee

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Minutes

April 7, 2016

7pm @ Tanyard Springs Club House

Monthly Meeting			
Note taker	Michael Brown,		
Attendees	Committee Members: Michael Brown		
	Board Liaison: Not Present		
	Homeowners: Raymond Hodge, Dan Zadra, Jessica Dugan		
Absent			
Quorum Established	7:05pm	Meeting Concluded	8:01pm

Meeting was called to order at 7:05pm and per Roberts Rules a quorum was met. The agenda for the current meeting was approved.

Committee chair Michael Brown, motioned to modify the meeting minutes from March 2016 to indicate the correct time of the conclusion of the meeting. It was changed from 9:02pm to 7:40pm. In addition, the attendees section for committee members will be updated to include Michael Brown. He is noted as the note taker but not a committee member. The updated meeting minutes will be sent to the board liaison, William Ward so he can forward them to the board.

There were three homeowners present who had several question:

Ray Hodge asked what budget the banner out front was out of. This banner stated for resident to register on the website so they could obtain the monthly newsletter since the newsletter is digital only. The committee answered that they inquired about this as well and was told by the board liaison that the funds for the sign out front came out of the general funds. This was based on an e-mail between the board liaison and the committee chair on March 29, 2016.

Ray Hodge asked about the status of "Official" Facebook Page. The committee stated that it would be discussed later in the meeting. Committee Chair Michael Brown informed Mr. Hodge that he requested Facebook to remove it entirely. Mr. Hodge explained that he could still see the page. Committee Chair Brown stated that he would look into it. Upon further evaluation, apparently after the 14 day request, you still must go into the setting and click delete page. This has been done and the Facebook page is no longer.

Ray Hodge again asked about the newsletter release schedule. It was reminded that the newsletter is scheduled for a monthly release and that the committee needs to send their portion to the board liaison by the 25th of every month and the release to the public are scheduled for the 1st of every month. Mr. Hodge asked again because they stated that it was a board decision to make it a quarterly release. Mr. Hodge also brought up that the advertisement schedule is set up to be quarterly not monthly and stated that the advertisement schedule is set to be buy 3 get the 4th free to make it a full year. Committee Chair Brown stated that he would look into both of these claims with the board during the Committee Report section of the next board meeting.

Committee Chair Michael Brown also noted that there are sections that state that they are in the newsletter on the first page that are not in the newsletter and he would follow up with the board liaison on this topic.

It was discussed that the newsletter has had very little issues and complaints. Mr. Hodge stated that the newsletter advertisements were not supposed to be sporadically inserted throughout the newsletter and were supposed to be all at the end of the newsletter per his time

when he was on the committee. Committee Chair Brown stated that he remembers this conversation and would discuss it with the board liaison prior to the next release.

Dan Zadra stated the he has not gotten the e-mails about the newsletter. Mr. Zadra is registered. It was stated for the homeowner to talk to on-site management about this issue as the committee had no responsibility for the website currently.

Committee Chair Brown discussed that there has been a lot of turnover in the committee and asked for anyone interested in joining to submit their bio to the committee and to on-site management.

The website was discussed and stated that the committee still has no role in the website. A formal request would be drafted by the committee chair to ask for the committee to play a role into the website in the future.

NextDoor.com service was discussed again and a formal request to the board is forthcoming from the committee chair.

Survey Monkey was discussed and currently the committee has no role in this tool. It was discussed that this would be a great tool for voting for annual elections. The committee chair stated that in the past it was utilized for feedback to the board and committees in addition to public comment session for the updated Rules and Regulations document. All homeowners that were in attendance asked for an update on Survey Monkey. The Committee Chair will discuss this with the board liaison.

The next meeting will be on May 5, 2016 at 7:00pm in the club house.

Action Items	Responsible	Due Date
Survey Monkey Status	Mike	5/5/16
Newsletter Revisions	Mike	4/25/16
Newsletter Compilation/Distribution	Will	4/1/16
Status of Newsletter Distribution monthly vs. quarterly	Mike	5/5/16
Formal Request for newsletter to be turned over to committee	Mike	4/11/16
Formal Request for website responsibility	Mike	5/5/16
Advertisement Complaint	Mike	4/25/16