

Ceres Gleann Homeowners Association

Communications Committee Minutes (Approved 1/22/14)

Wednesday, August 14, 2013

Ceres Gleann HOA Community Center

Present: Sue Olmstead, Barbara Kerr, Judy Levis, Nancy Hauge, Linda Holland and Ray Olmstead (Communications Liaison).

Absent: Barbara Silvey, Dwight Dean, Denise and Larry Seith

No members of the public were present.

The meeting was called to order by Chair, Barbara Kerr at 3:00 pm.

The meeting minutes of June 25, 2013 were moved, seconded and approved as read. Judy Levis made the motion.

The committee went over the changes needed to the committee page of the newsletter making changes which added Linda Holland to Landscape Committee, removed Donna Dalton from ARC and came up with a suggested way to add the Reserve Committee as a sub-committee to Finance. Judy will revise and send to Barbara prior to asking Dwight to change the page in the newsletter.

Sue passed out a suggested letter to be sent to all Ceres Gleann Committee Chairs regarding new procedures for committees. The group read through the draft letter, made changes. Sue agreed to make changes and then to resend to those committee members present for any additional changes and clarification needed prior to sending out to Committee Chairs.

Sue stated that she has replies from all but TAC, Landscaping, Garden and Finance with regards to their committee's Statements of Purpose. Those received have been typed up in a consistent format. Once all are received, she will forward them to Denise and Larry for loading to the web site. A copy will also be placed in the community center files.

Linda asked about procedures and filing system. Ray explained the corporate files and lack of procedures existing. Linda asked about how to write a resolution. After briefly explaining what we knew about the procedure, we referred her to the resolution book on file.

Judy Levis and Barbara Kerr went over the process of taking the newsletter and calendar from draft form to final form. Barbara will be taking over Emily's job and Sue is Barbara's back up.

New Business: Linda advised of some changes she and Barbara Silvey would like to possibly make to the Welcome Packet including adding a "gift" by one of the residents. Linda asked that we advertise openings on committees in Announcements and Reminders. The openings she is aware of are in the ARC and Neighborhood Watch. Barbara Kerr said Reserve Study has an opening. Sue stated that the qualifications for that opening have not yet been approved by the TAC. Sue explained that the committees will need to notify her of openings. Barbara Kerr will send out e-mail to committee chairs in a separate e-mail from the letter going out.

Linda spoke about the Recipe Book idea, Sue wondered if we couldn't get recipes from the families or spouses of recently deceased residents of Ceres Gleann. Sue will contact families or close neighbors to see if she can get that to happen.

Judy Levis made a motion to adjourn. It was seconded and approved by all present.

Meeting adjourned at 4:08 pm.

Sue Olmstead
Acting Secretary