



BOCA WEST MASTER ASSOCIATION

COMMUNICATIONS COMMITTEE MEETING

Friday, August 2, 2024; 10:00 A.M.

Minutes

In attendance: Liz Rome, Chair, Susan Kantor, Marjory Widensky, David Yarnell, Donna Root, and Gary Nath. Guest attendance: Kris Mortenson, from Island Digital. Michael Eustace, Executive Director, and Alyssa Martinez, Executive Assistant, were also in attendance.

Mrs. Rome called the meeting to order at 10:00 A.M. and established a quorum. The June 18, 2024 meeting minutes were approved as written.

Committee Chair Remarks

Mrs. Rome advised that the committee will continue to work on the website, the eblast templates and discuss the Presidents' Roundtable and Village Educational Sessions.

Website Review

The committee reviewed the website and suggested changes. Mr. Mortenson compiled the changes and will make them accordingly on the website.

- Under the Villages tab, three new sections were added: Villages Websites, General Village Listing and Village Leadership Center. The committee discussed the order of the changes and the titles.
- The Village Leadership Center will be moved to its own tab. The committee discussed the need for creating a secondary password or give access to village boards only after the initial login. Mrs. Martinez will manage the village boards' access as the boards change.
- Provide a Message Board.
- Solicit future leaders. Include information under General Village for those interested in serving on a board. This will also be a topic for an educational session.
- Under Governance, provide the Master Association Bylaws and sample of the condo/HOA Bylaws.
- By January 2026, the Florida State Law mandates that all condos/HOAs must have a website that will provide the Documents. A disclaimer will be added that village documents posted may not be the most recent and residents should refer to their property manager or village website. Mr. Mortenson can create website templates. Mrs. Martinez can send a message to the village boards to provide the link to their website or the Master Association can provide a template. The draft email will be sent to the committee for review prior to being sent. The tab can start to be populated now and can be presented at the village meetings.
- Encourage all villages to send community newsletters. Mr. Mortenson can build a location to post the newsletters.
- The village boards' secretaries can send Mrs. Martinez newsletters, changes and/ or updates.
- Vendor endorsements. Some villages prefer not to recommend services due to liability.

- General Village FAQs. (Iguana control, ADT, trash pick up, Architectural Control, lake banks, Hotwire).
- Organize the new homeowner content.
- Change the photo on the Residents' page.
- ACC Guidelines: Change photo or ask for permission
- Provide the children's brochures for the Nature Park as a download.

Mrs. Rome encouraged the committee to continue to look through the tabs as updating will be an ongoing process.

Eblast Templates

The committee edited the Safety & Security template. The next template for the committee to review will be the carbon monoxide detector alert. Once the template is finalized, the committee will not need to review it.

Presidents' Roundtable

Mrs. Rome is speaking with the presidents and getting feedback. She may need some assistance in contacting them as it is hard to catch people over the summer.

Village Educational Sessions


There will be separate meeting for like villages. Mrs. Rome reported that they will be hosting small group meetings via Zoom over the summer and asked the committee to attend the meetings.

Adjournment

With no further business to discuss, the meeting was adjourned at 11:00 A.M.

Next Meeting Date: Thursday, September 19, 2024 @ 4:00 PM.

Respectfully submitted,



Liz Rome, Chair

08/02/2024
Date