



BOCA WEST MASTER ASSOCIATION

COMMUNICATION & EDUCATION COMMITTEE MEETING

Wednesday, September 17, 2025 @ 4:00 PM

Minutes

In attendance: Liz Rome, Susan Kantor, David Yarnell, and Gary Nath. Marjory Widensky and Dona Root were absent. Mary Banmiller, Executive Director, Alyssa Martinez, Executive Assistant, and Kris Mortenson, Island Graphics, were also in attendance.

Mrs. Rome called the meeting to order at 4:00 P.M. established a quorum. Mr. Nath made a motion to approve the July 30, 2025 minutes. Mr. Yarnell seconded the motion, and the motion was unanimously carried.

Committee Chair's Introduction

Mrs. Rome introduced Mrs. Banmiller, the new Executive Director.

BWMA Assistance for Creating Condo Websites

Mr. Mortenson reviewed his presentation for the property managers and Representatives that are looking for assistance with creating a website by January 1, 2026 to be compliant with the Florida Statute. The biggest challenge will be gathering all the information that is required to be posted on the website. The best route to go would be to use a third-party vendor as they provide a plug-and-play platform which meets all the compliance requirements. We could also provide a disclaimer stating the villages are not required to use nor are we endorsing the third-party vendor. Mr. Mortenson will send his presentation to the committee for their review. Mrs. Martinez will confirm the availability of the conference room for either late October or early November so the committee can start creating the eblast invitation.

Website Review

Mr. Mortenson reported that he and Ms. Kantor worked on updating the homepage and will send it to Ms. Rome tomorrow.

Mrs. Rome reported that most of the required continuing education courses for board members are available online and Campbell Property Management offers the best courses. She asked Mr. Mortenson to post the links on the website under the educational component. The committee agreed it was a good idea. Mr. Yarnell asked to have the website updated to reflect "Safety & Security" as in some places it is reversed.

COMMUNICATION & EDUCATION COMMITTEE
WEDNESDAY, SEPTEMBER 17, 2025
PAGE 2

Committee Discussion

Welcome Book and Website Review

Mrs. Rome asked the committee to review the Welcome Book and the website and make suggestions at the next meeting, so they are easier to read and navigate.

Planning for Next Season's Education Sessions

The committee reviewed the educational sessions for the upcoming year.

Regular Communications to All Residents

The committee agreed it would be a good idea to send a monthly summary of the Master Association's accomplishments and to be careful not to make it redundant with our article that is in the BWCC magazine, which is now a bi-monthly magazine.

Eblasts

The committee reviewed the eblast schedule.

Other

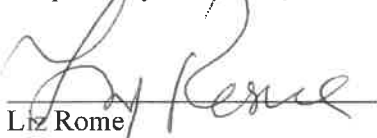
Mrs. Banmiller is working on the citation letter and will send it to Mrs. Rome for review.

Adjournment

With no further business to discuss, the meeting was adjourned at 5:22 P.M.

Next Meeting Date: Monday, October 27, 2025 @ 3:30 PM.

Respectfully submitted,



Liz Rome
Board of Directors, 2nd Vice-President
Committee Chair

09/17/25
Date