



BOCA WEST MASTER ASSOCIATION

COMMUNICATION & EDUCATION COMMITTEE MEETING

Thursday, November 20, 2025 @ 3:00 PM

Minutes

In attendance: Liz Rome, Susan Kantor, David Yarnell, Dona Root, and Gary Nath. Marjory Widensky was absent. Mary Banmiller, Executive Director, was in attendance.

Mrs. Rome called the meeting to order at 3:13 P.M. and established a quorum. Mr. Nath made a motion to approve the October 27, 2025 minutes. Mrs. Root seconded the motion, and the motion was unanimously carried.

Chairman's Remarks

Mrs. Rome advised that there is still a vacancy on the Board and they are looking to appoint the replacement after Thanksgiving.

Mrs. Rome congratulated Ms. Kantor and Mr. Nath for being selected to serve on the Nominating Committee.

Master's Monthly Message

Mrs. Rome asked the committee to create a monthly message to communicate everything that the Master Association is doing this season. By sending regular communications, people will begin to notice the Master Association more and keep members up to date. This is a perfect vehicle for messages that aren't sufficient for an email but together add up to an important message that can be sent electronically as more people choose to read the magazine/messages online. The message should be a separate topic and not overlap with the Master's article in the BWCC magazine. The committee agreed to call the message "The Master's Monthly" and to send it on a Tuesday. The content would include aesthetics, grievance numbers, holiday lighting, Nature Corner's Feature (plants and/or animals), gate updates, What Does the Master's Do, Traffic Updates/Reminders, golf carts, Architectural Control, Hotwire, Village Presidents Spotlight, and feature exterior village enhancements, such as landscaping. The Committee will develop the first draft for December to start as "Happy Holidays from the Master Association".

Eblasts

The Committee discussed the upcoming eblasts for removing the hurricane shutters and the no vendor holiday list.

Educational Sessions

The first week in December, Monday through Thursday, will be the holiday meet and greet with similar village representatives. It will be an opportunity for the village representatives to meet Mrs. Banmiller and see the new office. The committee discussed the attendance for the Architectural Control session and for the upcoming Condo Website session.

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The committee discussed the preparation for the village meet and greet. A reminder should be sent on Monday, the day after Thanksgiving, and then on Monday, December 1. Mrs. Martinez set up a mailing list for like villages.


There will be no meeting in December. The committee will meet in January and will begin reviewing the Hurricane book and updating the Welcome book as well as changes and updates to the website. Ms. Kantor will work with Mr. Mortenson on completing the landing page. Mrs. Rome assigned pages from the website to each of the committee members to review for updates.

Adjournment

With no further business to discuss, the meeting was adjourned at 4:55 P.M.

Next Meeting Date: Wednesday, January 14, 2026 @ 4:00 P.M.

Respectfully submitted,


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

01/14/2026
Date