



BOCA WEST MASTER ASSOCIATION

COMMUNICATION & EDUCATION COMMITTEE MEETING

Wednesday, January 14, 2026 @ 4:00 PM

Minutes

In attendance: Liz Rome, Susan Kantor, David Yarnell, and Dona Root. Gary Nath was absent. Mary Banmiller, Executive Director, was in attendance. Kris Mortenson, Island Graphics was also in attendance.

Mrs. Rome called the meeting to order at 4:00 P.M. and established a quorum. Mrs. Rome made a motion to approve the November 20, 2025 minutes. Mr. Yarnell seconded the motion. The committee unanimously agreed and the motion passed.

Chairman's Remarks

Mrs. Rome advised that there will be a townhall meeting on February 4, 2026 @ 8:30 AM in the Fazio room for all the Representatives to ask questions about the Glades entrance renovation and the proposed increase in the capital contribution fee. Insite Studios will be present to assist. Some of the Representatives were not able to view the renderings in the invitation, so we posted them on our website. This topic can be included in the monthly message.

The article for the BWCC magazine will highlight village landscaping.

BWMA Website Review

The committee reviewed the website.

- The Architectural Control tab is the best place to put the ARC Tracker information and the second paragraph should state that effective 01/01/2026, there is a \$50 fee to submit petitions.
- Mr. Mortenson will clean up the paragraph on the Committee Meeting page.
- Safety & Security is reviewing their page.

Monthly Message

The committee is looking forward to this new communication and suggested the following topics:

- Master Association Responsibilities
- Hotwire
- Master Association accomplishments for the previous year, to be sent after the annual meeting
- Good Samaritan/Good Deed
- New Board Appointees: Sean Lenehan and Jeff Goldstein
- Highlight speeding numbers and warnings

The first message will be sent in February.

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Welcome Book and Hurricane Preparedness Book

Mrs. Rome asked the committee to look at both books to recommend changes.

Eblasts

- Need to work with the Safety & Security Committee and the Club on golf cart safety on the roads.
- New gate access system notice will be sent to the residents when the system is closer to being implemented.
- The committee suggested sending an eblast to the Representatives to watch for upcoming education sessions details.
- Resend Rules of the Road prior to President's week. "Your Safety is Our Number One Priority".
- Mrs. Martinez will send last year's Volunteer for a BWMA Committee to the committee to begin reviewing for edits.

Educational Sessions

- The Save the Date for the Scam program can be used as a template for upcoming programs.
- 02/02/2026 is the insurance presentation for village boards and management companies.
- Smaller sessions can be held in Ste 101.
 - Digital scam prevention sessions.
 - Management companies to share vendor information.
- Handout for new board members (March/April).
- Roundtables for village board presidents to share best practices.

Other Business

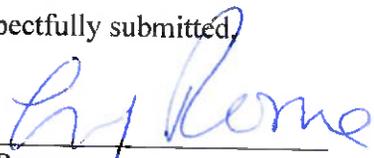
Mrs. Rome requested to have the committee review Security's citation letters.

Adjournment

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

Next Meeting Date: Thursday, February 26, 2026 @ 3:30 P.M.

Respectfully submitted,



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

01/14/2026
Date