



BOCA WEST MASTER ASSOCIATION

COMMUNICATION & EDUCATION COMMITTEE MEETING Thursday, March 24, 2026 @ 3:30 PM Minutes

In attendance: Liz Rome, David Yarnell, Gary Nath and Dona Root. Susan Kantor was absent. Mary Banmiller, Executive Director, and Alyssa Martinez, Executive Assistant, were in attendance.

Mrs. Rome called the meeting to order at 3:30 P.M. and established a quorum. Mrs. Rome made a motion to approve the February 26, 2026 minutes. The committee unanimously agreed and the motion passed.

Chairman's Remarks

Mrs. Rome welcomed the committee to the 2026/2027 Committee Season.

BWMA Website Review

- Remove front entrance plans and post under Residents' tab. Create a new dropdown "Glades Rd Entrance Plan".
- Villages have their websites on Enumerate.
- Create a list of villages, the number of units for each village.
- Post summary of village board certification and continuing education requirements on the Village Leadership page .
- Education Resources: Remove Matt Needy.
- On the Education Resources, provide photos of the presenters.
- Delete the SIRS information.

The committee recommended having the link to the BWMA website more visible on the BWCC website.

Mrs. Martinez will send the Annual Meeting You Tube Video to Mr. Mortenson when she receives it from Jason Jackman.

Mr. Mortenson will send the website analytics to Mrs. Rome and Mrs. Banmiller.

COMMUNICATION & EDUCATION COMMITTEE
THURSDAY, MARCH 24, 2026
PAGE 2

Committee Discussion

- Hurricane Preparedness Education Session:
 - We are confirmed for 6/17/2026 in the Cypress Room. Mr. Yarnell will start coordinating the event.
 - Mrs. Martinez will have Jason Jackman livestream the event.
 - Include information on how residents can keep RX refrigerated.
 - Mrs. Banmiller will investigate why the Club can or cannot be registered as a shelter.
- New Gate Access App Rollout: The committee reviewed the letter to be emailed to all residents informing them of the transition to Entrance IQ.
- Monthly Message: Advise the residents no to leave key fobs/garage door openers in their cars.
- Small Group Education Sessions:
 - Scam Protection: Hold small group meetings with like villages. Start with Lakewood Mid Rises
 - Management Companies: Host a meeting next season for management companies to share information.
 - Like Village Round Tables Best Practices:
 - How to manage your property management company.
 - ARC Tracker Educational Session for village boards on how to navigate the system.

New Business

The committee discussed the Be Alert for Scams door hanger distribution and eblast. A link should be created in the eblast to watch a video about USPS scams.

The committee reviewed the Welcome Book and Mr. Nath presented his edits. Mrs. Martinez will forward all edits to EuroGraphics, the company who prints our newsletter. Other pages to be updated are the Executive Director's letter, Entrance IQ gate access, Rules of the Road and the Architectural Control (ARC Tracker information). After all the edits are finalized, the website will be updated.

Be Aware of Scams Door Hanger Eblast. The committee discussed the content of the eblast. The door hangers will be distributed by the property managers or the village boards. The committee also recommended posting the door hanger on the website along with a link to the video. Mr. Mortenson will create a Scam Prevention tab.


**COMMUNICATION & EDUCATION COMMITTEE
THURSDAY, MARCH 24, 2026
PAGE 3**

Adjournment

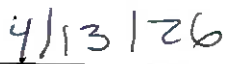
With no further business to discuss, the meeting was adjourned at 4:35 P.M.

Next Meeting Date: Monday, April 13, 2026 @ 3:30 P.M.

Respectfully submitted,



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



Date