



BOCA WEST MASTER ASSOCIATION

COMMUNICATION & EDUCATION COMMITTEE MEETING Monday April 13, 2026 @ 3:30 PM

Minutes

In attendance: Liz Rome, David Yarnell, Gary Nath, and Susan Kantor. Dona Root was absent. Alyssa Martinez, Executive Assistant, was 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 March 24, 2026 minutes. The committee unanimously agreed and the motion passed.

Chairman's Remarks

There was no new business to report.

BWMA Website Review

- The scam information on the landing page will be split so the view is side by side so it doesn't take over so much of the homepage. The font will be adjusted accordingly.
- Another tab for Scams will not be able to be added as the website only has so much width. The width will not allow it to be properly viewed on smaller screens. The scam information will be added to the Safety & Security tab as "Scam Prevention".
- Links to village websites. The villages have links to their websites on Enumerate.
- Architectural Control tab:
 - All ARC Tracker submissions require a filing fee.
 - To further ensure that applications are approved in a timely way the Architectural Control Committee requires that applications must be completed in 45 days or be resubmitted. You will not have to pay the filing fee again.
 - Commercial vehicles must enter via Jog Rd.
- Mrs. Martinez to send Mr. Mortenson the Entrance IQ eblast and the ARC Tracker Reminder eblast so he can update the respective website pages.
- Residents Corner: Change to 2026
- Update the landing page with Entrance IQ information on April 27, 2026.
- Mrs. Banmiller and Mrs. Martinez will send the Entrance IQ reminder eblast next week.
- Mr. Mortenson will send the website analytics to Mrs. Rome and Mrs. Banmiller.

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Committee Discussion

- Hurricane Preparedness Education Session:
 - Mrs. Martinez will have Jason Jackman livestream the event.
- Monthly message ideas:
 - Use sections from the Welcome Book.
 - Gate Access
 - Paving paths
 - Yamato hedges
 - Turnpike expansion (when there is something to report)
 - Summer plantings
 - Include QR code to the website
 - Golf cart charging (carbon monoxide detector)
- Will have the final review of the Welcome Book at the next meeting

New Business

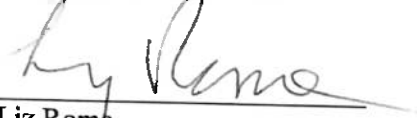
There was no new business to report.

Adjournment


With no further business to discuss, the meeting was adjourned at 4:25 P.M.

Next Meeting Date: Wednesday, May 27, 2026 @ 3:30 P.M.

Respectfully submitted,



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



Date