

**HOP Communications Meeting Minutes**  
**Monday June 21, 2010**

**Committee Members in Attendance:** Gayle Fasiska, Suzette Lomasney, Phyllis Maloney, Marsha Bitgood, Chairman, Brian Bitgood, Vice President HOPCA.

The Communications Committee meeting was held in the Heritage Oak Park Lodge and called to order at 1PM. A motion was made by Gayle Fasiska to accept the meeting minutes from the May 3, 2010 meeting. Suzette Lomasney seconded the motion. The minutes were unanimously accepted.

**Telephone Directory**

The Telephone Directory project is set to go. Gayle gave an overview of the process. Post cards will be mailed to each owner/resident to notify them of the intent to publish a new Directory. Forms will be furnished in the July issue of the Oak Leaf, on the HOP website and also in the Lodge. Those residents wishing to have their information published must return the form complete with their information. Returns can be made via mail, e-mail, an option off the main HOP telephone number, or dropped off in a box set up in the Lodge. The completed forms must be received by a July 31<sup>st</sup> deadline to be included in the first publication. Directory distribution will be discussed at our next meeting.

**Welcome Package**

The CDD Board approved the use of the HOP logo for the front cover and for a few items within the package. The Welcome Package is still being reviewed by the HOPCA Board members. We are awaiting final approval from the Board prior to proceeding.

**Welcoming Committee**

The Committee will begin establishing the Welcoming Committee to be ready for the Welcome Package roll out. Committee members will be working on process and procedures, guidelines and structure to ensure continuity of information distribution. This will be discussed at the next meeting.

Next meeting: Monday, July 12, 2010 at 1PM in the HOP Lodge  
The meeting adjourned at 2:20PM.

Respectfully submitted,

Marsha Bitgood