

HOP Communications Meeting Minutes
Monday May 3, 2010

Committee Members in Attendance: Gayle Fasiska, Suzette Lomasney, Marsha Bitgood, Chairman
CDD Liaison: Earl Bell

The Communications Committee meeting was held in the Heritage Oak Park Lodge and called to order at 1:00PM. A motion was made by Gayle Fasiska to accept the meeting minutes from the April 12, 2010 meeting. Suzette Lomasney seconded the motion. The minutes were unanimously accepted.

Oak Leaf

32 owners have requested copies of the Oak Leaf be mailed to them. The CDD currently pays for the postage costs. Due to the seasonal people leaving, traditionally there will be fewer articles so filler items will be inserted in the Oak Leaf for the summer months and the number of copies printed will gradually be reduced.

Welcome Package

Gayle has worked the documents to the point they are ready to be proofread. Marsha will proof the package and also forward it to HOPCA President Sharon Rask and HOPCA Vice-President Brian Bitgood for their review. Earl Bell asked to have the package presented to the CDD Board for approval of the use of the HOP logo. Neighborhood Chairs, Condo Presidents, etc will be furnished a copy of the Welcome Package for their review once completed and prior to distribution.

Welcoming Committee

A Welcoming Committee will need to be established in conjunction with the Welcome Package completion. Neighborhood Chairs, Condo Presidents, etc., will also be asked for representation from their association for assistance on the Welcoming Committee. Guidelines need to be established to ensure continuity of information before distribution to new residents.

Census

The Census project has been placed on hold. It was realized there were too many facets involved in the project which lead to a case of non-direction. A project committee should have been named at the start to identify the project's scope, functions and the needed requirements to support the process. It appears there were too many points to cover for one project. The project needs to be broken down into more manageable parts, with firm decisions on scope and direction for each part in order to obtain all the necessary information. Marsha will confer with the HOPCA President to re-look at the project.

Telephone Directory

Gayle brought up the fact the Telephone Directory should be considered a separate project. Since the existing directory was last published in February 2008 and the database information is not up to date, it was proposed that a whole new data base be generated to ensure all information is correct. The new process would include mailing post cards to each owner to notify them of the intent to publish a new Directory. Forms will be furnished in the June issue of the Oak Leaf, on the HOP website and also in the Lodge. Those residents wishing to have their information published will return the form complete with their information. Returns can be made via mail, e-mail, an option off the main telephone number, or a box that will be set up in the Lodge. The completed forms must be received by a set deadline. Mr. Bell pledged CDD funds in payment support of the Directory project but first needs to present it to the CDD Board for approval. He mentioned the office will not be involved with this project and asked Gayle Fasiska, Communications Committee member, to maintain the database and perform the continual updates. Further discussions will take place on the exact process along with directory distribution.

Next meeting: Monday, June 21, 2010 at 1:00pm in the HOP Lodge (**Please note date change**)
The meeting adjourned at 2:30pm.

Respectfully submitted: Marsha Bitgood