

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 23 JANUARY 2008

Present: Keith Christian, Jon Miller, Emily Shriver

Absent: Pat Manion, Joe McDade, Shawn Meyer

1. Keith called the meeting to order at 8:30 a.m. A quorum was not present.
2. The minutes of the meeting held November 28, 2007 were approved unanimously as drafted.
3. The committee reviewed the resident survey, with its cover letter, and the draft cover letter for the CC&R/Bylaw/Design Guideline package. Keith agreed to forward the final draft of the letters for signature, and the survey, to the Board president.
4. The committee developed a draft time line of events related to the April Board of Directors election and Annual Meeting. Keith agreed to forward the time line to the Board president.
5. After a brief discussion concerning the deterioration of the cork material in the mailbox bulletin boards, Keith agreed to ask the Building & Grounds Committee to look into having it replaced.
6. No significant web site or newsletter issues were discussed.
7. Our next meeting is planned for Wednesday, February 20, 2008, at 8:30 a.m.
8. The meeting was adjourned at 9:10 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 20 FEBRUARY 2008

Present: Keith Christian, Pat Manion, Joe McDade, Emily Shriver

Absent: Jon Miller, Shawn Meyer

1. Keith called the meeting to order at 8:30 a.m. A quorum was present.
2. The minutes of the meeting held January 23, 2008 were approved unanimously as drafted.
3. The committee agreed on a process to be used to collate the results of the recent resident survey. All members present will forward their results to Keith no later than Monday evening, February 25.
4. Keith provided the committee with a time line of events related to the April Board of Directors election and Annual Meeting.
5. The committee reviewed a draft community directory format provided by Pat, and agreed to finalize the format and content of the 2008 directory at our next meeting.
6. No significant web site or newsletter issues were discussed.
7. The following mailbox bulletin board posting responsibility schedule was agreed upon:

MAR-APR Pat  
MAY-JUN Keith  
JUL-AUG Joe  
SEP-OCT Emily  
NOV-DEC Jon

Keith will be the alternate throughout the period.

8. Our next meeting is planned for Wednesday, March 26, 2008, at 8:30 a.m.
9. The meeting was adjourned at 9:10 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 26 MARCH 2008

Present: Keith Christian, Pat Manion, Joe McDade, Jon Miller, Emily Shriver

Absent: Shawn Meyer

1. Keith called the meeting to order at 8:35 a.m. A quorum was present.
2. The minutes of the meeting held February 20, 2008 were approved unanimously as drafted.
3. The committee discussed the format and content of the 2008 community directory, with plans to review a first draft in May. Pat agreed to provide this draft prior to our May meeting, tentatively planned for May 14.
4. The committee finalized the agenda for the 'Meet the Candidates Night' on April 4.
5. No significant web site or newsletter issues were discussed.
6. Our next meeting is planned for Wednesday, April 23, 2008, at 8:30 a.m.
7. The meeting was adjourned at 9:10 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 23 APRIL 2008

Present: Keith Christian, Pat Manion, Joe McDade, Jon Miller,  
Emily Shriver

1. Keith called the meeting to order at 8:35 a.m.
2. The minutes of the meeting held March 26, 2008 were approved unanimously as drafted.
3. Keith reported 13 residents attended the 'Meet the Candidates' night, and recommended next year we change the two-part questions that were used this year.
4. Jon provided a community directory format sample from Alphagraphics, and the committee agreed to include the company as a prospective vendor.
5. The committee reviewed draft community directory pages provided by Pat, and he agreed to furnish the committee a complete first draft directory prior to our May meeting. Keith agreed to provide the directory source data to Pat no later than May 1.
6. Jon agreed to switch months with Emily for the mailbox bulletin board schedule, and it was revised as follows:  
  
MAY-JUN Keith  
JUL-AUG Joe  
SEP-OCT Jon  
NOV-DEC Emily
7. No significant web site or newsletter issues were discussed.
8. Our next meeting is planned for Wednesday, May 14, 2008, at 8:30 a.m.
9. The meeting was adjourned at 9:05 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD MAY 14 2008

Present: Keith Christian, Pat Manion, Joe McDade, Emily Shriver

Absent: Jon Miller

1. Keith called the meeting to order at 8:35 a.m.
2. The minutes of the meeting held April 23, 2008 were approved unanimously as drafted.
3. The committee discussed the draft community directory provided by Pat. Agreement was reached on the content, with the final data to be provided by Keith to Pat no later than June 11. Keith will obtain three vendor bids prior to our June meeting.
4. The draft new resident welcome letter was reviewed, and a final draft with committee changes will be provided by Keith prior to the June meeting.
5. The committee agreed to phase in a "Community Forum" page in the newsletter.
6. Our next meeting is planned for Wednesday, June 25, 2008, at 8:30 a.m.
7. The meeting was adjourned at 9:15 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD JUN 25 2008

Present: Keith Christian, Pat Manion, Joe McDade, Jon Miller

Absent: Dennis Carson, Emily Shriver

1. Keith called the meeting to order at 8:35 a.m.
2. The minutes of the meeting held May 14, 2008 were approved unanimously as drafted.
3. After reviewing three proposals for production of the 2008 community directory, we selected Despina Printing, lowest bidder and previous supplier, to do the job. We also agreed to make an encrypted, password protected, electronic version of the directory available, upon request, to our residents.
4. The final draft of the new resident welcome letter was approved by the committee, and Keith agreed to forward it to the Board president.
5. The committee discussed the idea of adding action taken by the Modifications Committee on resident modification applications to the newsletter. Keith agreed to advise the Modifications Committee Chairperson of the idea, for their committee's consideration.
6. Joe will assume the mailbox bulletin board posting responsibility for JUL-AUG.
7. Our next meeting is planned for Wednesday, July 30, 2008, at 8:30 a.m.
8. The meeting was adjourned at 9:20 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD AUG 27 2008

Present: Dennis Carson, Keith Christian, Pat Manion,  
Joe McDade

Absent: Emily Shriver

1. Keith called the meeting to order at 8:35 a.m.
2. We welcomed Board member Dennis Carson to our committee. Keith announced Jon Miller has sold his Bellasera home, and is no longer on our committee
3. The minutes of the meeting held June 25, 2008 were approved unanimously as drafted.
4. We discussed several cosmetic and content changes to our web site. Pat and Keith will implement the agreed upon changes as time permits in the next several weeks.
5. Dennis informed the committee that Wi-Fi was available in the clubhouse area, and Keith agreed to include an item informing residents in the October newsletter.
6. Our next meeting is planned for Wednesday, September 24, 2008, at 8:30 a.m.
7. The meeting was adjourned at 9:15 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD OCT 22 2008

Present: Dennis Carson, Keith Christian, Pat Manion,  
Emily Shriver

Absent: Joe McDade

1. Keith called the meeting to order at 8:35 a.m.
2. The minutes of the meeting held September 24, 2008 were approved unanimously as drafted.
3. The committee decided to register our web site domain name, azbellasera.org, with GoDaddy.com for 5 years, at a cost of \$34.99.
4. Emily agreed to assume the mailbox bulletin board posting responsibility for NOV-DEC.
5. Our next meeting is planned for Wednesday, November 19, 2008, at 8:30 a.m.
6. The meeting was adjourned at 9:00 a.m. by unanimous consent.



BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD NOV 19 2008

Present: Keith Christian, Pat Manion, Joe McDade, Emily Shriver

Absent: Dennis Carson

1. Keith called the meeting to order at 8:35 a.m.
2. The minutes of the meeting held October 22, 2008 were approved unanimously as drafted.
3. Keith informed the committee that it cost \$621.39 to print and distribute 231 copies of the November newsletter. We discussed the various options available to reduce this cost, including adding paid advertisements. The committee consensus was to make a concerted effort to increase the number of electronic recipients. Keith will include an article in the December and January newsletters as part of this effort. The subject will be discussed further at our January meeting.
4. The committee agreed on the following mailbox bulletin posting schedule for 2009:

JAN-FEB: Pat

MAR-APR: Joe

MAY-JUN: Keith

JUL-AUG: Emily

We also agreed to adhere to the existing policy of having the Community Manager determine what is posted on the mailbox bulletin boards.

5. Our next meeting is planned for Wednesday, January 21, 2009, at 8:30 a.m.
6. The meeting was adjourned at 9:10 a.m. by unanimous consent.