

# CTAC Minutes for Meeting of November 7, 2022

## Action Items in RED

The meeting was called to order at 10:02am. Steve Mehlman (Board Liaison), Pat King, Lane Joel, Tony Luchessi, Vallarie Cleg and I (Dennis Rice) were in attendance. In addition, we were joined by Monica Munoz (GM) and Crystal Trujillo (Recreation Director).

I discussed the Committee's status as an ADVISORY committee which primarily makes recommendations to the Board; but, will provide some consultation to the Board and/or Administrative Management when requested. I also asked for Committee Members to let me know if they were interested in filling a Vice Chairman or Secretary Role in those instances when I cannot convene the meeting.

### Old Business

- The minutes from our last meeting were unanimously approved (Motion by Lane Joel and Second by Pat King)
- There was a substantial discussion of the One Workplace proposal for Digital Signage and a decision was made for **Monica Munoz and Lane Joel to discuss this proposal and alternatives with Ken Wright**. Part of that discussion will involve the idea of the HOA purchasing equipment necessary and then finding a vendor to provide power and connectivity to the system.
- Website Improvements – I discussed the strategy of acquiring the services of HOA Sites (a website vendor) in order to provide the ability to add features and content to our existing site independently of the Keystone Pacific IT department. This would allow the HOA to make improvements to the site without additional cost involved and develop expertise on the product over time. Pat King made the motion to “Subscribe to the HOA Sites service at a cost not to exceed \$700.” Lane Joel seconded the motion and it was unanimously approved by the Committee. **I will prepare a recommendation to the Board of Directors for their review and potential approval at the next Board Meeting.**
- The new Spectrum Virus Protection Software was discussed and a decision was made to send out an eBlast to let people know that new virus protection is available from Spectrum and, if interested, residents can contact them to get instructions on how to download the new software. **I will prepare the notice and provide to the Admin Office for publishing.**
- The “Mass Email and Texting Operational Policy” was discussed and approved making certain edits. **I will make the changes discussed and provide to the General Manager for further processing.**

Also, with regard to moving ahead on Constant Contact texting services, the application form (attached) will be made available as a PDF file on the Solera website for people to download and complete.

Also, in order to begin using the Constant Contact email service, **I will meet with Crystal Trujillo (Recreation Director) and provide some training on its use.** Until Crystal is “up to speed” on the system, messages will continue to be sent out using the current Mail Chimp service.

- The proposal by One Workplace to add new speakers to the Oakmont Rooms was tabled in favor of a more complete acoustic study and proposal.

- There was some discussion about producing an in-house procedure on how to better handle *Life in Solera* articles being provided by various sources prior to being sent to **IMAGE UP ADVERTISING & DESIGN** for further editing and/or publishing. No recommendations from the Committee were made.

The meeting was adjourned at 12:00Noon.

# STAY CONNECTED



The Communications & Technology Advisory Committee (CTAC) believes that two important ways of getting important and/or urgent information to residents is via email or a texting service (SMS). The Solera HOA has acquired these services from Constant Contact, a well-established company.

The email service (aka eBlasts) will be sent by the General Manager once or twice a week to alert participants to important business information, infrastructure issues, and upcoming events.

**The Texting Service will alert participants to emergency and urgent information and instructions.**  
*(This service will be available December 1, 2022)*

**Complete the form below to participate in one or both of these services.**

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## Choose Service(s) Desired:

Choose "No Email or Texts" if you do not want to participate in either service!

Email Service       Texting Service       No Email or Texts

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

By signing below, I consent to have Solera Oak Valley Greens Association send me email and/or text messages as per the choices made above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Participants in these programs will be given the option to UNSUBSCRIBE at any time.**  
**When completed, place in the box provided in the mailroom or turn in at the front desk at the administrative office.**