

The meeting was called to order at 9:55 a.m.

Members present: Lane Joel, Dennis Rice, Vallarie Clegg, Pat King, Pat Whittle, Anthony Lucchesi. Steve Mehlman (Board Liaison)

Keystone Pacific: Ken Wright, Crystal Trujillo, David Paredes,

1. Welcome to David Paredes as the new Technology Assistant for Solera OVG.
2. One Workplace: Ken Wright has worked with Eric, owner of One Workplace regarding bid for work, i.e. Bright Sign, TV's, Controllers, for the installation of Bright Sign along with the TV's, controllers, etc. and they have reduced their charges. Solera Board approved additional \$5,000, totally \$12,000 to cover costs. (Capital Projects Expense)
3. GOALS
 - A. New Website: It was determined to appoint a website team to work with David, to develop the HOA Website. We have not paid for Solera Website.
 - a. Dennis will send needed information to Monica to make the payment.
 - b. Dennis will work with David to help him to gain understanding of HOA Website.
 - c. The CTAC will meet to determine additional needs of Website.
 - d. A website survey was approved to go out to the members to determine the most used portions of the website to insure we include those for easy access. The survey will be conducted starting early February.
 - B. Emergency Text Messaging
 - a. Crystal Trujillo reported that she is working on the Emergency Text Messaging for Solera. She will have more info of next meeting.
 - b. Goal: Discuss how we will sign up residents (Not Discussed)
 - C. Continue improvement to Life in Solera (Not Discussed)
 - D. Wishes for new Website
 - a. Committee will meet to discuss needs of the Website
4. Skills and Experience Worksheet
 - a. Sheet will be used to gather information on skills of residents to be used for miscellaneous projects and Advisory Committees.
 - b. Steve will put on February Board meeting agenda and lead discussion.
5. Racks for flyers in Mailroom
 - a. Crystal will start on Project.
 - b. Notice will be put up on racks to get permission in Admin office
 - c. Publication Policy to be review and updated as needed
6. Articles for Life in Solera
 - a. Pat Whittle will write article for Solera.
7. Future Needs
 - A. Acoustical needs in Oakmont 1,2,3 - Ask Board to hire Acoustical Expert

Action Item

1. **Steve Mehlman** to submit items for Board Approval (Done 1/2/23)
 1. Approve the distribution of a Skills and Experience Member Worksheet (see below).
 2. Hire an acoustical engineer once the Oakmont Room floor is installed to determine what other steps we need to take to insure satisfactory acoustics in the room (such as speakers, panels, artwork, etc.).
 3. Review and discuss the Solera Publications Standards, including the requirements for our website.
2. **Dennis Rice**
 1. Set dates for CTAC to discuss Website – Determine duties
 2. Give Monica info on sending payment to HOA sites.
3. **Crystal Trujillo** –
 1. Text Message working
 2. Rack style determined – notice put up
 3. Publication Policy reviewed and updated
4. Lane Joel
 1. Keep up with Dennis
 2. Meet with Monica to ensure items are on Agenda, Flyer Rack is updated, Publication policy is updated.
 3. David understands the Committee
- 5.