

CTAC MINUTES 3-6-2023

The meeting was called to order at 10am. Steve Mehlman (Board Liaison), Valerie Clegg, Pat Whittle, Tony Lucchesi, and I (Dennis Rice) were in attendance. Also, Crystal Trujillo and David Paredes from Keystone Staff were in attendance. Donna Piazza, Nominating Comm. Chair was also in attendance.

Reports

1) David Paredes reported on:

- a. SMS – Texting is going well with several text being sent out recently regarding gate closures and repairs. Two Members reported that they had not gotten the texts. They were advised to check their SMS service to see if certain messages are being blocked and, if so, how they could unblock them.
- b. HOA Sites – David has done some extensive work on the new website. He demonstrated the work he had done so far which included a number of pages that he had developed to show some of the possibilities. (Some questions were deferred to our discussion about the website project – see below)
- c. Obsbot Camera – Dave demonstrated how the Obsbot camera works. This camera was purchased by the HOA some time ago. (More information to follow under Old Business.

2) Steve Mehlman Report:

- a. Publication Standards were briefly discussed. Members were asked to review and make any recommendation to Steve on the document. I indicated that the document was OK as is except that references to some obsolete committees should be changed. The document may or may not be brought up for review and/or modification at a future Board meeting.
- b. The idea of hiring an acoustic consultant was discussed. A suggestion was made to put that off until after the interior design consultant did his/her review. A suggestion was made that when selecting an interior designer that experience with acoustics be given consideration and/or both reviews be done at the same time.
- c. Board Meeting Schedule Change: Apparently there will be a discussion at the next Board Meeting about putting off any schedule change until the new Board is seated.

3) Donna Piazza Report:

- a. Donna did not have anything to report; but, apparently there are currently only two HOA Members who have completed candidate forms.

Old Business

1) Recording/Broadcast Capabilities

1.1.1. As indicated above; David demonstrated the Obsbot camera and I reviewed the history of this project. David agreed to bring some recommendations to the next meeting including some options on how we could be able to broadcast Board Meetings. We discussed some of the options that have been discussed in the past.

New Business

- 1) Patricia will make changes to the CTAC Article for Life in Solera and send the revised article to me (Dennis Rice) and Lane for approval. This will be done in time to meet the deadline for submissions.
- 2) I discussed and demonstrated the concept of providing more details in Board Meeting Agendas. This was just an introduction to the idea. I will develop this idea further for a future discussion.

Website Project

- 1) Domain Name Progress – The domain name www.soleraovg.org was successfully transferred and is now being used for the HOA Sites project.
- 2) Some suggestions were made to modify the Website Survey. I will make those modifications and send to Monica. I will ask that it be included in the next available billing statement. They will also be placed in the mailroom, on the website and as a link on upcoming eBlasts.
- 3) Organizational Format - It was agreed that David and Crystal have the overall responsibility to develop the new website using HOA Sites. CTAC's role will primarily be to advise on format and content and to assist in some manner in testing the site before implementation.
- 4) David was asked to use the existing links on the website (for now) in the left column: **(Home, About Solera, The Community, Recreation, Publications, Management, Emergency Resources, eBlast, Keystone, Login/Register)** on the new site and to include three boxes on the homepage titled (for now) **NEWS & INFORMATION, MOST POPULAR FEATURES,** and **UPCOMING EVENTS.**

<small>Direct Links to</small> NEWS AND INFORMATION Revised Meeting Rules September 22 Board Meeting Remodel Cost Report Solera Budget COMMUNICATIONS SURVEY <small>See All Announcements</small>	<small>Direct Links to</small> MOST POPULAR FEATURES Neighbor to Neighbor Message to Management Member Directory Business Referrals Gate Pass Request <small>See All Features (Site Map)</small>	<small>Direct Links to</small> UPCOMING EVENTS Concerts on the Green - Sept 11 Fall Garage Sales - Oct 2 Holiday Craft Fair - Oct 16 <small>See CALENDAR For All Events</small>
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This will be done to provide a starting point as we develop our recommendations for what we would like to see on the homepage. Members were asked to give this thought and possibly create a prototype of what they would like to see the homepage look like; for discussion at the next meeting.

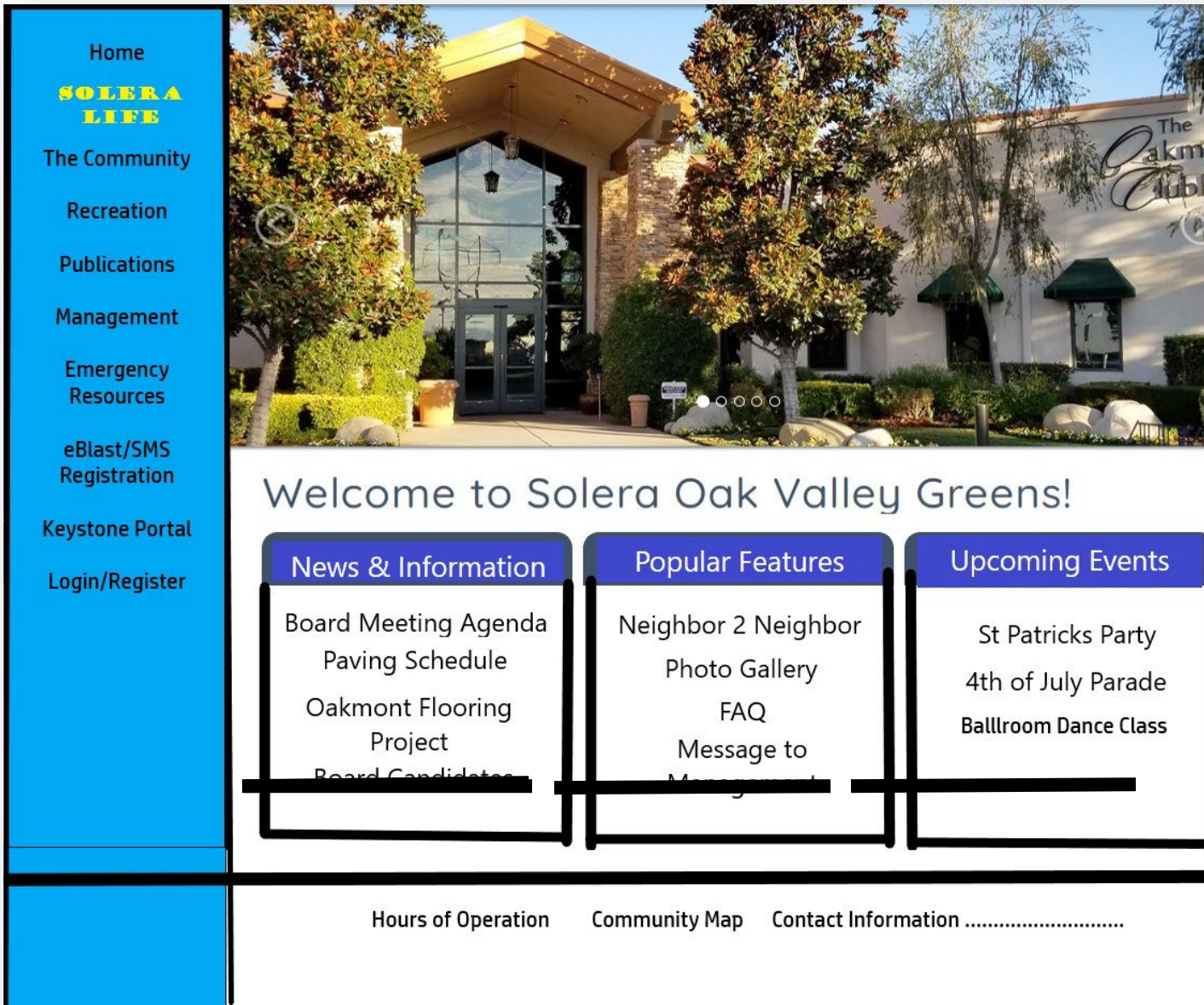
I pointed out that many of the projects listed under REPORTS on the agenda were in reality CTAC accomplishments for which the Committee should be proud. Consideration will be given to publish the Committee's accomplishments in toto in a future edition of *Life in Solera*.

It was also suggested that the HOA should publish on some frequency a complete list of all of its accomplishments and also credit the Committees that recommended those accomplishments, as appropriate. I suggested that this idea should be developed more thoroughly at our next meeting.

The meeting was adjourned at 11:41am.

Attachment 3

Potential Home Page Layout



Potential Homepage format (Emphasis on simplicity and easy access)

1. Too Simple? Want more text/descriptions?
2. What do want to change (alternatives)?

Below are the links on the current website.

1. Which of these do we want to put under the “Popular Features” Category?
2. Do we want to reorganize or rename some of the links?

The Community Re

- Calendar
- Classified Ads
- Gate Sentry Visitor Management
- Neighbor to Neighbor
- Resident Directory

Recreation Public

- Clubhouse Information
- Clubs and Groups
- Photo Gallery
- Upcoming Events

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- Architectural Information
- Committees Minutes
- Forms & Fees
- Minutes and Agendas
- Life in Solera
- Governing Documents
- Solera Budgets & Financial Statements

Management

- Message to Management
- Contacts

Emergency Resources

- SCE PSPS Event Presentation
- Are You Storm Ready

NOTE: "About Solera", "Election Central", "Sign Up for eBlast", "Keystone", and "Login/Register" do not have subcategories.