

CTAC Meeting  
March 20, 2023  
10:00 AM

Meeting was convened at 10:00 a.m.

Members Present: Land Joel, Dennis Rice, Pat King, Pat Whittle Valerie Clegg.  
Anthony Lucchesi

Liaison: Steve Mehlman

Management Present: Crystal Trujillo, Ken Wright, David Paredes

Guests: Chairman of Nominating Committee, Donna

### Reports

1) Administration Report (Bright sign)

An email has been sent requesting information and we have received no reply. Lane requested that Ken Wright contact Eric at One Workplace to gain further information.

2) Liaison Report

Steve stated that he has given the Board a revised Policy on Publication Standards and has had no response. Steve will ask Management to send the revised policy to Legal (Kelly Richardson) to determine if there is additional information needed for the document. Lane asked Committee Members to review the document.

4) Nominating Committee Report

Given the fact that there are only two candidates, the idea of having a candidate forum was shelved.

### Old Business

1) Recording/Broadcast Capabilities

The Committee reviewed the One Workplace proposal. Ken Wright indicated this proposal was outdated and that there may now be more modern options for audio and video. Based on that, Ken was asked to contact Eric at One Workplace and ask for an updated proposal that would upgrade proposed equipment as appropriate and that possibly two options be provided.

3) David Paredes Report

David indicated that his recommendation would be to go with a proposal from One Workplace since it is the Gold Standard. Pat King agreed with

this recommendation and that, once we receive a new proposal from One Workplace, we can recommend it to the Board with one or multiple options. She also indicated that this would be a Capital Improvement Project.

2) **Publication Standards**

Lane asked all Members review the Revises Publication Standards and be prepared to discuss at the next meeting. Steve will request feedback from Legal regarding the policy.

3) **Mailroom Flyer Setup**

Several options were discussed. Members asked Crystal Trujillo to evaluate These options and present her findings at the next meeting. Her findings would include cost estimates. Anthony and Pat will also be looking for additional ideas.

New Business

1) **Minutes** were approved.

2) **Board Meeting Agenda Improvements**

Members agreed that there are some agenda items that need additional information so that HOA Members would have a better idea of what the Board will be deliberating on. A decision was made that Steve Mehlman and Pat King would approach Monica Munoz to discuss this issue but no recommendation would be made to the Board.

4) **HOA Report of Accomplishments**

A potential Board recommendation was discussed which would ask the Board to produce an annual report of accomplishments. Crystal indicated that she and Monica had already produced a report

NOTE: During this discussion, the idea of recognizing all VOLUNTEER committee members should be resurrected. While this is not necessarily a communications issue, all agreed that this would be a good idea. Steve Mehlman was asked to pursue the idea.

## **Website Project**

### 1) Review HOA Sites Website Progress (David Paredes)

David reviewed what progress he has made on the HOA Sites website. This resulted in many questions and suggestions from Committee members. Dennis indicated that while the discussion was interesting, an orderly process is necessary to get the job done. Dennis indicated that he would put together some kind of list of priorities which would indicate what would be worked on first, second, third, etc. Dennis also reviewed an interim report on survey findings which, at this point, produced no surprises regarding “favorite features”.

### 2) **Review Potential Homepage Format**

The Committee will continue to discuss the format at the next meeting. David will make some changes to the homepage format prior to the next meeting.

### 3) **Next Steps**

Dennis emphasized the importance of keeping the design and navigation as simple as possible. The Committee will continue to proceed using the prioritized list indicated above.