

# CTAC MINUTES FROM 5-15-2023

Meeting Called to Order at 9:54 AM – Attendees: Dennis Rice, Lane Joel, Monica Munoz, Pat King, Steve Mehlman, Christina Moore, Pat Whittle, David Paredes and Tony Lucchesi.

## Convene the Meeting

### Reports

1. Administrative Report (Inclusion of Member Open Forum Comments in Summary Form in the Minutes.) **Nothing to report**
2. Liaison Report **Nothing to report**
3. Chairman's Report (Acoustic Proposal) **Waiting for a quote Darren Bowls. Small discussion on some ideas discussed with acoustical engineer.**

### Old Business

1. Digital Signage – BrightAuthor Training (See [www.brightsign.biz/training-1/tutorial-videos](http://www.brightsign.biz/training-1/tutorial-videos)) **Waiting for One Work Place to respond to David's request and Training.**
2. Recording/Broadcast Capabilities – Review New Proposal(s) – Continued from last 3 meetings. **Still waiting for quote from One Work Place**
3. M2M Reporting at Board Meetings – Revisions made and ready for review. (Attachment I) **Monica will implement some of the ideas discuss at the meeting and apply them to her report at the June Board meeting.**

### New Business

1. Review/approve Minutes from the Last Meeting (Attachment II) **Minutes approved**
2. HOA Member Volunteers participation in Administrative Tasks involved with Communication (Attachment III) **Management will work on weekend coverage for emergency messaging and notifications.**
3. Review/Approve Website Usage Survey **Discussion regarding the result of the survey with results pretty much as expected.**
4. David's Progress on Website Development – Review/Approve HomePage **David showed us updates and fine tuning on what has been accomplished on the website.**
5. View Video links from "Clum Creative" – to illustrate Solera and it's amenities.

While Members agreed on the value of having a video made by Crum or another firm if costs can be justified, there was an agreement that actions should first be taken to "liven up" our environment in order to have a more appealing video. If that cannot be accomplished soon so that a video will be available prior to the launch of the new site, the alternative is to develop something ourselves using available resources. In order to get a better idea on costs involved, an action was discussed to refer Crum to an existing video; either the one for Trilogy that is available or another similar community video. Perhaps, as a result, we can get a more concise cost range prior to asking for a proposal."

6. CTAC Committee – Website Registration **David will share the link to the new website for CTAC members to view and send input to the Chair or Co-Chair or bring them to the next meeting.**
7. Review Clubs/Groups Feature:
  - a. Signup Form (Attachment IV)
  - b. Will we use existing information?
  - c. How will we introduce or promote this feature?
  - d. How/when will information be updated?
  - e. Who will be able to access this feature?

**Reviewed forms and procedures. Dennis will create a procedure and attach the form for the committee's review at our next meeting.**

8. Review Web Development Schedule – What's Next?? (Attachment V – Solera Living, FAQ) **Discussed the chart on what subjects are next to address on content of the website.**

**Adjourn @ 12:02 PM**

**Our next meeting will be June 5, 2023 @ 10:00AM**