

BRIAR CHAPEL HOMEOWNERS' ASSOCIATION

COMMUNICATIONS COMMITTEE

TUESDAY, APRIL 4TH, 2023

SUBMITTED BY: LOIS SOBEL, SECRETARY

ATTENDEES: MATT BRUMBAUGH, CAREN OSBORNE, BOB LIJANA, LOIS SOBEL, MICHAEL CUNNINGHAM AND ERIN STEVENS

The revised charter, with prior committee input, was brought before the committee for comments before being sent to the Board. Caren asked for clarification as to how many members were considered a quorum. She also asked whether we have open or closed meetings, and can anyone come to the meeting with a question/problem, e.g., with the website. The dates and times of the committee meetings are publicized only in minutes, so it might be hard for residents to find. To attend a meeting, however, permission has to be asked of Kuester, as noted in the charter. Bob will submit the final draft to Michael for Board approval and then be posted on the website. Jeremy has already reviewed and approved the updated charter.

Matt reported that he had talked to Michael Newsome at AndiSites about Google Analytics. To receive the information that we really need, the cost would be \$100 the first year and \$200 thereafter for the basic package. It will provide the information that we need to ensure that the website is reaching the intended audience. Michael thought we had money in our expense account and authorized Matt to send our recommendation to Jeremy for his approval. Upon receiving that, Matt will ask Michael Newsome to implement the process.

Bob has been working with the Covenants Committee about revising their web page and to update and improve the content so that residents can understand the covenants and processes needed to implement any changes/DRC. Covenants wants to have the covenants on their page so that residents will understand better why they received violation letters. The covenants will be condensed to give residents an easy starting point.

Bob also stated that he was working with Jeremy and Cherese on an online resource handbook that would be on the BriarChapellLife so residents will have all information in one place and have the "how to's". This should be particularly useful for finding HOA rules.

Caren asked whether the plugins are updated and maintained by AndiSites and how often as there are several outstanding plugin updates noted on the admin side of the website. It was noted that this was part of the contract with them.

Caren requested that all requests for updating or changes to the website should be posted on Basecamp so that she can check off what has been done. We all expressed our gratitude for her stepping up and doing a great job. She will teach Michael how to do the posting of minutes. Also, committee chairs should be uploading their minutes and files onto the site once they get trained (perhaps Caren can do this), and/or Caren can do it depending upon her time.

Erin brought up a request from a realtor, Ray Posada, to bring a welcome packet to the new members of our community personally. After discussion, we agreed that having a realtor do this with his advertising was not appropriate. We felt that this should be done by a neighborhood representative. If Mr. Posada wanted to provide materials for a welcome packet with the BCCA logo on them then that would likely be ok. Erin and Lois will review what is currently included in the welcome packet that BCCA provides to ensure that it is current and contains meaningful information to new residents.

NEXT MEETING WILL BE MONDAY, MAY 8th AT 5PM.