

**Hiddenbrook Homeowners Association  
Board Of Directors Meeting  
June 20, 2023, 7:00pm  
Location - Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)**

**Attendance:**

Clive Bayliss	Shannon Cook, Sequoia Management Company
Chris Gray	Alyse Zilleruelo, Sequoia Management Company
Eric Cangemi	
Matt King joined @ 7:02pm.	
Judd Schulke	

**Homeowners/Members Present:**

Aramis Lopez, Jackie Bulanow, Ashley Ewer, Joan Koss, Pamela Spencer, Maureen Mahrer, Kimberly Hartsoe, Rachel White, Christopher & Tierney Cunningham.

**Call to order:**

Clive Bayliss called the meeting to order at 7:01pm.

**Approval of Agenda:**

Clive Bayliss motioned to approve the agenda. Eric Cangemi seconded. All were in favor. Motion passed.

**Approval Of Minutes:**

The Board reviewed the May 24, 2023, Board meeting minutes.

Clive Bayliss motioned to approve the May 24, 2023, Board meeting minutes. Matt King seconded. All were in favor. Motion passed.

**Resident Forum:**

One resident was present to request updates on the water aerobics program & inquire as to when it is was going to start and the cost.

One resident was present to express support to allow neighboring lots garden boxes, which may be in the common area to remain instead of having to remove it.

A second resident also expressed their support to allow the garden boxes to remain.

One resident was present to express the following items:

Noted concerns related to the architectural guideline amendments that are being proposed. She expressed that she believed that not many residents are aware of the changes being considered in the document. Recommended further amendment to the trash placement times, restrictions on pots, restrictions on mailboxes, restrictions on doors, restrictions on stepping stones, restrictions on gardens, walkways & rain barrels in the current draft.

Requested that the Board consider adding full description/details on resident forum items raised, verbatim.

Conveyed her objection to the Association spending funds from the HOA for S&T related items.

Suggested the vision statement include modified language.

Suggested the Board be mindful when making changes to the documents of the neighborhood being an older community with restrictive financial situations.

One email was presented to the Board from a resident who had concerns regarding the bathrooms and the pool deck being used as personal locker room storage. The resident noted that the members have been leaving food on the pool deck as well as in the bathrooms and taking up space in the bathroom by treating it like a locker room.

**(C) Chris Gray to include a mainstream article/reminder related to cleanliness about the pool deck and bathrooms, asking members to be courteous.**

**Committee Reports:**

Clive Bayliss reminded all committee members present that 2024 budget requests are due no later than July 31<sup>st</sup>.

**Activities Committee:**

The Board reviewed one volunteer application for the activities committee.

Clive Bayliss motioned to appoint Brandon Butler to the activities committee. Matt King seconded. All in favor. Motion passed.

**Pool/Swim Team Committee:**

The pool committee was unable to meet due to not meeting quorum. Next meeting scheduled for July 15<sup>th</sup>.

The Board discussed the water aerobics program and reviewed the Svetness contract. The Board determined that payment from participants should be made to Hiddenbrook Swim & Tennis directly and management will submit payment to Svetness as invoiced.

Clive Bayliss made a motion to accept the water aerobics program/contract with Svetness Corp, and allow for no more than 20 Swim & Tennis member participants at a rate of \$100.00 per person with classes to begin July 6, 2023. Matt King seconded. Eric Cangemi voted against. Motion passed. (4-1-0)

**(B) Chris Gray & Clive Bayliss to send Management details to provide to the interested parties for the water aerobics program.**

**(C) Pool Committee to handle notifications related to rescheduled dates and all water aerobics program operations.**

The Board reviewed a tree trimming request from a board member on 6/14 related to trimming needed around the pool deck. Management informed the Board that they have not heard back from the vendor and they are currently waiting on a proposal/response.

One Board member noted additional concerns with trees surrounding the clubhouse area/parking lot and stated he would submit a request with details for board consideration.

**(B) Eric Cangemi to submit tree trimming/work request for board consideration.**

**Architectural Committee:**

The Board reviewed the June 13, 2023, ARC meeting minutes. One volunteer present requested amendments to the spelling of their name.

**(C) Clive to make amendments as needed to proper spelling on name.**

The Board reviewed the draft vision statement. - "To foster a community of conscientious and house-proud owners with unique contemporary and traditional designs, where diversity and cohesion with nature are cultivated"

Clive Bayliss made a motion to approve the community vision statement. Matt King seconded. Eric Cangemi abstained. Motion passed. (4-0-1)

The Board reviewed the architectural guideline/standard amendment update.

Clive Bayliss made a motion to send the architectural guideline/standard amendments to legal for review. Matt King seconded. All in favor. Motion passed.

The Board requested management to verify action items & possible violations reported by ARC and take action as needed from the architectural committee meeting minutes.

Clive Bayliss made a motion to approve that management verify/research violations reported and take action as permitted in the association governing documents on requested action/follow up items reported by the committee. Chris Gray seconded. All in favor. Motion passed.

**(M) Management to review and research arc minute reported violations and take action as permitted in association governing documents.**

The Board reviewed a unanimous recommendation from the architectural committee to only allow the Board liaison to serve on the committee unless there is less than 5 total volunteers.

Eric Cangemi responded to this by saying he would consider removing himself from the architectural committee but at this time, he does not intend on leaving.

The Board reviewed a volunteer application for the architectural committee.

Clive Bayliss made a motion to appoint Maureen Mahrer to the architectural committee. Matt King seconded. All in favor. Motion passed.

**Tennis Committee:**

The Board reviewed the committee updates and requested a meeting schedule.

The Board reviewed the reservation system proposal with CINC systems, provided at no additional cost by Sequoia Management.

Clive Bayliss made a motion to approve the reservation system for the tennis courts through CINC Systems/Sequoia Management. Matt King seconded. All in favor. Motion passed.

**(B/M) Matt King to work with Management to get reservation system implemented and number courts as needed.**

**Communications Committee:**

Chris Gray informed the Board that the Communications Committee had met on June 8, 2023. The Board reviewed the meeting minutes as provided.

The Board discussed the mainstream publishing method, link vs. attachment. It was determined that the Mainstream would be sent out as a link in email blast vs an attachment, due to size restrictions, etc.

The Board discussed publishing board & committee volunteer personal contact information on the website and in the mainstream.

**(B) Judd Schulke to create a proposal for board consideration to establish a direct link for owners to contact the HHOA Board of Directors.**

The Board reviewed the mainstream due date amendments being proposed.

**(B/M) Chris Gray to change mainstream due dates as proposed. Management to update operational calendar as needed.**

The Board discussed providing a notification of S&T memberships being available via the Mainstream.

**Clubhouse Committee:**

Eric Cangemi informed the Board that the clubhouse committee meeting minutes have not been finalized yet.

The Board reviewed one application for a volunteer for the clubhouse committee.

Clive Bayliss motioned to appoint Brandon Butler to the clubhouse committee. Matt King seconded. All in favor. Motion passed.

**Old Business:**

The Board discussed the owner discussion forum requirement and options such as NextDoor, Facebook, Bulletin Board, etc. The Board discussed the One Drive options and pricing. Both items were tabled for the July meeting.

**(B) Chris Gray to look at alternative options for the Hiddenbrook community members to have an open forum.**

The Board reviewed the tennis court repair update and completion of work.

**(B) Matt King OR Eric Cangemi to verify tennis court repair work was properly completed and communicate to management in order to submit final payment. It is the contracted responsibility of Sequoia Management to properly follow up on and confirm all work to scope before payments can be disbursed to vendors.**

**(M) Management to send Eric Cangemi scope of work that was approved for the tennis court work.**

The Board discussed the pool contract RFP. Tabled for feedback from the Pool Committee, no response to date.

The Board discussed the robotic pool cleaner and basketball net anchor repair needed on the pool deck.

Clive Bayliss made a motion to approve the purchase of the robotic pool cleaner, to be the same model/style that was shown at the NV demo in an amount not to exceed \$6,000.00. Matt King seconded. All in favor. Motion passed.

Clive Bayliss made a motion to reallocate \$6,000 from Swim & Tennis unappropriated equity into an operating reserve to cover the robotic pool cleaner purchase. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss made a motion to approve the basketball net anchor repair to be completed by NV Pools, in the amount not to exceed \$300.00. Matt King seconded. All in favor. Motion passed.

The Board reviewed the pest contract addendum to add regular service to the playground at an additional cost of \$20/per month.

Clive Bayliss made a motion to approve the Pest Control Near Me addendum, with the monthly fee being increased to \$95/per month. Matt King seconded. Eric Cangemi abstained. (4-0-1)

The Board reviewed the playground mulch & picnic table replacement proposals.

Clive Bayliss made a motion to replace the mulch at the playground. Eric Cangemi seconded. Chris Gray, Judd Schulke & Clive Bayliss voted against. Motion Failed. (2,3,0)

Clive Bayliss motioned to task the Clubhouse Committee with researching playground repair vs. replacement options and recommend actions to the Board. Matt King seconded. All in favor. Motion passed.

The Board discussed the safety concerns at the playground and whether to consider restricting use while we await actions on repairs vs. replacements. The Board requested management to obtain proposals to demolish/remove the current structures at the playground.

**(B) Chris Gray to send out notice on the mainstream recommending the playground not be used due to safety concerns while the Board determines next actions.**

**(M) Management to obtain three proposals to demolish/remove current structures at the playground.**

**New Business:**

The Board reviewed the May 2023 financials.

Management informed the Board that they are currently in line with the budget and are running a positive variance. One CD is coming due in September 2023.

The Board reviewed a sample resale certification fee resolution, which is a new requirement that needs to be put in place by July 1, 2023.

Matt King motioned to approve the resale certification fee resolution as amended (association name change) and to include a statement in the disclosure statements that "swim & tennis fees are separate from the Hiddenbrook Community assessments, not included". Clive Bayliss seconded. All in favor. Motion passed.

The Board reviewed the trash increase notice from American Disposal that will take effect on July 1, 2023, at a rate of 2.25% due to increased disposal fees with Fairfax County.

The Board reviewed the operational calendar.

The Board discussed that some memberships were revoked/reclaimed from the swim & tennis.

**(M) Management to provide the Board with a list of members who were revoked/reclaimed from the swim & tennis club.**

The Board discussed the snow removal renewal contract. The Board determined they would renew with the current vendor since this was bid out in 2022.

**(M) Management to obtain snow removal renewal contract.**

**Executive Session:**

Clive Bayliss motioned to go into executive session to hold architectural hearings, discuss appeals, violations, aging reports, etc. at 8:56pm. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned to adjourn the executive session and reconvene in open session at 9:40pm. Matt King seconded. All were in favor. Motion passed.

Clive Bayliss motioned to accept all decisions as listed below:

**#HBH312801** – Hearing – Management to reinspect to see if violation has been remedied.

**#HBH12803** - Hearing – Done.

**#HBH128817** - Architectural Appeal – Denial. Due to not submitting architectural application to change the overall appearance of the home.

**#HBH812821** - Hearing – File in Injunction

**#HBH812821** - Hearing – File in Injunction

**#HBH101514** - Hearing – Leave on file

**#HBH161402** - Hearing – Done

**#HBH2212651** - Hearing – Done

**#HBH1942644** - Appeal – Management to have land surveyed to see if the land is on Hiddenbrook's common area or the homeowner's property.

Matt King seconded. All were in favor. Motion passed.

**Adjournment:**

Clive Bayliss made a motion to adjourn the meeting at 9:44pm. Matt King seconded. All were in favor. Motion passed.

<b>ACTION ITEMS</b>	<b>Date Assigned</b>	<b>Assigned To</b>	<b>Status</b>
Provide feedback on RFP	May 24,2023	Pool Committee	<b>AWAITING RESPONSE</b>
Send community mainstream article/reminder related to cleanliness about the pool deck & bathrooms, asking members to be courteous.	June 20, 2023	Chris Gray	<b>OPEN</b>
Send management details to provide to the interested parties for the water aerobics program.	June 20, 2023	Chris Gray & Clive Bayliss	<b>OPEN</b>
Pool committee to handle notifications related to rescheduled dates and all water aerobics program operations.	June 20, 2023	Pool Committee	<b>OPEN</b>
Submit tree trimming/work request for board consideration.	June 20, 2023	Eric Cangemi	<b>OPEN</b>
To make amendments on minutes as needed to proper spelling on name	June 20, 2023	Clive Bayliss	<b>OPEN</b>
To review and research ARC minute reported violations and take action as permitted in association governing documents.	June 20, 2023	Management	<b>OPEN</b>
Matt King to work with management to get reservation system implemented and number courts as needed.	June 20, 2023	Matt King & Management	<b>OPEN</b>
To create a proposal for Board consideration regarding committee contact information	June 20,2023	Judd Schulke	<b>OPEN</b>
To change mainstream due dates as proposed/ To update operational calendar as needed.	June 20,2023	Chris Gray & Management	<b>OPEN</b>
To look at alternative options for the Hiddenbrook community members to have an open forum.	June 20, 2023	Matt King	<b>OPEN</b>
To verify tennis court repair work was properly completed and communicate to management in order to submit final payment.	June 20, 2023	Matt King/Eric Cangemi	<b>OPEN</b>
To provide Eric Cangemi scope of work that was approved for the tennis court work.	June 20, 2023	Management	<b>OPEN</b>
To send out notice on the mainstream recommending the playground not be	June 20, 2023	Chris Gray	<b>OPEN</b>



ACTION ITEMS	Date Assigned	Assigned To	Status
used to due to safety concerns while the Board determines next actions.			
To obtain three proposals to demolish/remove current structures at the playground.	June 20, 2023	Management	<b>OPEN</b>
To provide the Board with a list of members who were revoked/reclaimed from the swim & tennis club.	June 20, 2023	Management	<b>OPEN</b>
To obtain snow removal renewal contract	June 20, 2023	Management	<b>OPEN</b>

# Hiddenbrook Homes Architectural Review Committee

## Regular Meeting

June 13, 2023 @ 6:30pm

Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)

### **Attendance:**

Barton Bennett (unable to vote until August meeting)

Cheryl White

Clive Bayliss

Maureen Mehrer (unappointed member)

Melissa Frasier

Walter Rivera (arrived at 6:50pm)

### **Absent:**

Eric Cangemi

### **Call to Order:**

Clive Bayliss called the meeting to order at 6:41pm

### **Agenda:**

Clive Bayliss motioned to approve the agenda as written. Cheryl White seconded. Motion passed unanimously.

### **Previous Meeting Minutes:**

Clive Bayliss motioned to approve the previous meeting minutes as written. Cheryl White seconded. Motion passed unanimously.

### **Members Open Forum:**

One resident was present to state the following suspected violations:

- Shutters missing from home at 1521 Sadlers Wells Dr?
- Unapproved blue siding installed at 1523 Sadlers Wells Dr?
- Mismatched and missing trim installed at 1534 Youngs Point Pl?

One resident was present to state a visible bucket/tub/pot vegetable garden is installed at 1543 Powells Tavern Pl.

### **Application Review:**

Committee reviewed architectural change applications with home owners (see application decisions section).

### **Unfinished Business:**

#### 1. Vision Statement

The committee re-reviewed the Community Vision Statement:

***“To foster a community of conscientious and house-proud owners with unique contemporary and traditional designs, where diversity and cohesion with nature are cultivated”***

Clive Bayliss motioned to seek adoption of the vision statement by the Board. Melissa Frasier seconded. Motion passed unanimously.

#### 2. Violation Enforcement Process

The committee reviewed a draft flow diagram of the violation enforcement process.

**(C) Walter Rivera to update and email diagram to committee members for review.**

The committee discussed that the due process resolution states that “fines may be imposed” but the CCR does not authorize the use of fines. It is suggested that the Board reviews and updates the resolution.

**(B) Board to review due process resolution.**

#### 3. Best home and yard competition

It was agreed that the best home and yard competition should be managed and coordinated by the activities committee.

#### 4. Approach for Baselining of Homes Against Revised Guidelines

The committee reviewed an updated draft flow diagram of the baselining self-certification process.

**(C) Walter Rivera to update and email diagram to committee members for review**

The committee discussed the need to create a letter explaining the process for self-certification and the benefits to the homeowner. Homeowners should be allowed a window during which existing modifications can be certified against the existing or revised guidelines (duration of window to be agreed).

**(C) Clive Bayliss and Walter Rivera to work on the letter**

5. Discuss Architectural Guideline Revisions

The committee discussed the revised guidelines.

**(C) Clive Bayliss to make minor updates based on committee feedback**

The committee discussed the need to develop a policy for the regular/annual update of the guidelines.

**(C) Clive Bayliss to develop a policy**

The committee discussed the need to create a change request form to allow community members to submit requests to update and/or amend the architectural guidelines.

**(C) Clive Bayliss to create a change request form**

**New Business:**

1. Select Chair and Secretary positions

The committee discussed the roles and responsibilities of the Chair and Secretary positions

Clive Bayliss motioned to appoint Walter Rivera as Chair. Melissa Frasier seconded. Motion pass unanimously.

Clive Bayliss motioned to appoint Mari Mehrer to Secretary position (subject to appointment to the committee by the Board). Melissa Frasier seconded. Motion pass unanimously.

2. Limiting Board members participation on committee

The committee discussed the need to limit the number of serving Board members so that there are sufficient Board Directors to hear ARC appeals.

Walter Rivera motioned to propose that the Board only allow the liaison to serve on the committee, unless there are less than 5 active members. Melissa Frasier seconded. Motion passed unanimously.

3. Meeting start time

The committee discuss changing the start time of the committee meeting

Walter Rivera motioned to retain the 6:30pm start time. Melissa Frasier seconded. Motion passed unanimously.

**Closed Session:**

Clive Bayliss made a motion to enter closed session to debate applications. Walter Rivera seconded. Motion pass unanimously.

Committee entered closed session at 8:00pm.

Clive Bayliss made a motion to exit closed session. Cheryl White seconded. Motion pass unanimously.

Committee existed closed session at 8:20pm

**Application Decisions:**

A.

Lot: 121 (1545 Hiddenbrook Dr)

Summary: Walkway (from driveway to gate)

Retrospective application: Yes

Homeowner present: Yes

Homeowner comment:

Committee comment: Hardscaping is considered a side-yard patio and not a walkway

Committee decision: Clive Bayliss motioned to approve the application with the provision that the hardscaping is listed as a side-yard patio and not a walkway. Walter Rivera seconded.

Motion passed 3-0-1. Melissa Frasier recused herself (abstained).

B.

Lot: 77 (12561 Willow Springs Ct)

Summary: Pergola

Retrospective application: Yes

Homeowner present: Yes

Homeowner comment: Provided overview of improvement

Committee comment:

Committee decision: Clive Bayliss motioned to approve the application. Walter Rivera seconded. Motion passed unanimously.

C.

Lot: 94 (1502 Bayflower Ct)

Summary: Fence

Retrospective application: No

Homeowner present: No

Homeowner comment:

Committee comment: Gate width not specified

Committee decision: Clive Bayliss motioned to approve the application with the provision that the gates must not exceed 5-feet in width. Walter Rivera seconded. Motion passed unanimously.

D.

Lot: 121 (1545 Hiddenbrook Dr)

Summary: Patio

Retrospective application: Yes

Homeowner present: Yes

Homeowner comment:

Committee comment:

Committee decision: Clive Bayliss motioned to approve the application. Walter Rivera seconded. Motion passed 3-0-1. Melissa Frasier recused herself (abstained).

E.

Lot: 327 (12807 Briery River Ter)

Summary: Fence

Retrospective application: No

Homeowner present: No

Homeowner comment:

Committee comment:

Committee decision: Clive Bayliss motioned to approve the application. Melissa Frasier seconded. Motion passed unanimously.

F.

Lot: 146 (1549 Youngs Point Pl)

Summary: Remove shutters

Retrospective application: Yes

Homeowner present: No

Homeowner comment:

Committee comment:

Committee decision: Clive Bayliss motioned to approve the application. Melissa Frasier seconded. Motion passed unanimously.

G.

Lot: 358 (1549 Hiddenbrook Dr)

Summary: Fence

Retrospective application: No

Homeowner present: No

Homeowner comment:

Committee comment: Description states board-on-board fencing, which is not an approved style, but pictures show shadow-box, which is an approved style. Option 2 has mismatched fence height (4 feet on one side and 6 feet on the other side); height needs to be consistent. Application doesn't have acknowledgement of neighbor on Hiddenbrook Dr.

Committee decision:

Option 1: Clive Bayliss motioned to approve option 1 of the application with the provision that the fence style is shadow-box. Cheryl White seconded. Motion passed unanimously.

Option 2: Clive Bayliss motioned to approve option 2 of the application. Cheryl White seconded. Motion failed unanimously. If option 2 is desired, the applicant should resubmit the application with a signature of acknowledgement from the neighbor on Hiddenbrook Dr and consistent fence height.

**Next Meeting Date:**

The committee determined that quorum could not be established at the next regular meeting date (July 11). The committee agreed to move the meeting to July 13.

**Adjournment:**

Clive Bayliss motioned to adjourned the meeting. Cheryl White seconded. Motion passed unanimously.

Meeting adjourned at 8:25pm

Committee Action Items	Date Assigned	Owner	Status
Create draft community "Vision Statement" 5/9: Draft created and to be reviewed by Board 6/13: Request for Board to approve	3/14/2023	Walter	In-progress
Create a draft end-to-end violation process 5/9: No update	3/14/2023	Walter	In-progress

6/13: Draft flow diagram for process created. Walter to updated and email to committee for review.			
<b>Best Yard/Home competition</b> 5/9: Deferred to 2024. 6/13: Transferred to Activities Committee	3/14/2023	Walter & Eric	Closed
<b>Architectural guidelines certification process</b> 5/9: Draft flow diagram for process created 6/13: Update flow diagram presented. Walter to updated and email to committee for review.	3/14/2023	Walter	In-progress
<b>Architectural guidelines revisions</b> 5/9: No update. 6/13: Revisions from committee feedback to be completed by 6/16. Final comments by 6/18.	5/9/2023	Clive	In-progress
<b>Architectural guidelines certification letter</b>	6/13/2023	Walter & Clive	Not started
<b>Architectural guidelines update process (community voting)</b>	6/13/2023	Clive	Not started
<b>Architectural guidelines change request form</b>	6/13/2023	Clive	Not started



**Hiddenbrook Homes Association  
Clubhouse Committee  
Meeting Minutes - Revised**

June 14, 2023, 7 p.m.

Hiddenbrook Clubhouse (1508A Sadlers Wells Drive)

**Committee Attendees:** Eric Cangemi, Joan Koss, and Pam Spencer

**Other Attendees:** Clive Bayliss

**Absent:** None

**Meeting Called to Order:** 7:02 p.m.

**Agenda Approved:** 7:03 p.m.

**Discussions/Motions:**

- The May meeting minutes were reviewed and revised.
  - **Motion:** Approved for the revised May minutes.
- An attendee open forum was called, and no comments were made.
- The committee reviewed the Clubhouse Charter
  - **Motion:** Request that the Board post Committee Minutes to the Hiddenbrook Homeowners website.
- The committee discussed changing the scheduled meeting day/time.
  - **Motion:** The committee unanimously approved changing the committee meetings to the first Thursday of each month at 6:30 p.m. Therefore, the next meeting will be on 7/6.
- The committee discussed many aspects of the clubhouse and developed an action list.
  - **Motion:** The committee unanimously proposes that the board add Pest Control coverage for the playground area to the normal pest control coverage/schedule.

**Action List**

Action	Status	Assigned
Inventory current supplies and determine what needs purchased; setup a schedule for inventory review and restocking supplies	Open	All committee members
Create a calendar and checklist for quarterly clubhouse and grounds inspections	Open	All committee members
Work on communication plan between the Property Manager and the Committee and whether a reservation system should be implemented.	Open	All committee members

<b>Determine an expected budget for the board during the July meeting; determine what was purchased, needed and used for current budget.</b>	Open	All committee members
Build a policy and procedures reference binder	Open	All committee members
<b>Review e-meetings document and discuss at the July meeting</b>	Open	All committee members
<b>Obtain an update on the playground mulch</b>	<b>Open</b>	<b>Eric</b>
<b>Flowers need to be watered; especially the ones to the side of the clubhouse stairs</b>	<b>Open</b>	<b>Pam</b>
Research shade solutions, equipment additions/changes, and benches for the playground area	Open	All committee members
Develop a methodology for project work/reviews	Open	All committee members
Develop an area for clubhouse renters to provide critique/feedback on the facility	Open	All committee members

**Bold – High priority action needed.**

- **Meeting Adjourned: 8:51 p.m.**

# Hiddenbrook Communications Committee

June 8, 2023 - 7:15p.m.

7:15 Call to Order

Attendees: Chris, David, Maggie. Members: Eric Cangemi

## Agenda

- i. June Feedback reviews. - Nice note from Pam Spencer forwarded to committee.
- ii. Add Volunteer Section, after further discussion a “Do-ers Club” highlighting volunteers. Start with HOA Board, then Committee members.
  1. Request from Sequoia for Annual Article on Committee Info
- iii. Request to add Pool Hours in May, June, July, August issues.
- iv. Review for July Meeting - 2024 Budget to present to Board.
- v. Review for JUNE Meeting. Due Dates for 2023 Articles
- vi. Long Term - Review Charter. Feedback/Update
- vii. Open Session - Eric Comments
  1. Wants Integrated Communications Strategy.
    - a. Committee to consider/discuss in future.
  2. Effectiveness quantifiers.
    - a. Out of Scope for volunteer committee and limited size of outreach. Eric just needs to understand not everyone is interested and will respond to every call/request.
    - b. Reach out to Sequoia for possible outreach. Is there a “Welcome Packet” that goes to all new homeowners?
    - c. Request for Flyer in Pool
- viii. General Notes: Paul Travelling a bit over summer.
- ix. Maggie gone through 17th, and again starting June 30th - July 7th.

Item	Responsible party	Status
Presumptive Due Dates for Mainstream Articles in 2023	Chris	Pending
Mainstream “Flyer” for Pool	Maggie - To Design, Chris - to Sequoia to Print/Hang	Pending
July Theme	Paul	Pending
Welcome Wagon Info. What does Sequoia send out to new owners?	Chris	Pending