

Brookwood HOA Communications Committee Meeting Recommendations

11/14/2017

Communicate to the board that the committee's mission is to

1. Make sure that homeowners get reliable information in a timely manner,
2. Ensure there are ample means to reach out to the HOA, and
3. Continuously improve information on the HOA website.

Recommendations:

- BCM should send board meeting announcements at least a week before they occur and emphasize that all are welcome to the meetings which will include an open forum for homeowners after business is concluded.
- Website blog posts should include a reminder meeting notice out about 2 days before meetings.
- HOA Meetings should be held at 7pm to allow enough time for working homeowners to get to meetings.
- HOA Meetings should be held on a regular basis so that homeowners know generally when to expect the next one. It is recommended that they be held on a quarterly basis with the Annual Meeting being held the last quarter.
- At each meeting, remind people about calling or emailing BCM with questions, getting their email authorization to BCM (always have some at the meetings), the website address, the email they can use to reach their board members, and that their involvement in the HOA protects their property and its value.
- A social time (1/2 hour before meetings or on its own) so that people can meet their neighbors and greet new homeowners. Perhaps use the covered area next to the Cypress Trails pool and/or a church meeting room.
- Create a quarterly newsletter that welcomes new homeowners and babies to the neighborhood as well as reports on HOA news. To avoid mailing costs, get about 5 "street captain" volunteers to deliver it. (Chris & Amy have already volunteered.)
- The Welcome Committee baskets should include information on the HOA Meetings and a list of Committees that can be joined.
- Create a list of duties that HOA board members perform. This could be posted on the website and given to people who are considering running for the board. Include length of term.
- Update the format/questions asked of those who want to run for the HOA board. (Amy will send links to some she has already found.)
- Create a list of duties that ARB members perform. This could be posted on the website and used to solicit other members. Include length of term.
- Decide when and how to communicate the existence of the committee that will go door-to-door to get more voters next year.