

April 2023 Report of the Documents and Communications Committee

The Committee members have worked individually and in two person teams to research, implement, and prepare some of the projects/documents approved in the March Committee Report. Total approximate people hours expended this month researching and producing recommendations and information: **268 hours**. That is a little over two eight-hour days per week per committee member. This data is presented not to win accolades, but to make the point that if there are not skilled volunteers to do some of the important work of the Association, the Association will need to “hire” people to maintain adequate care of the processes of this community.

Previous Recommendations (waiting for action):

- **AMEND:** RULE 1L To update list of flags
- **AMEND:** BYLAWS 7.3 To add fifth official reason for closed meeting
- **AMEND:** BYLAWS 4.6 To update ballot retention
- **AMEND:** BYLAWS 4.3 To allow “secret ballots”

Recommendations To Board (104 people hours):

- **AMEND:** RULE 5 Parking Spaces and Car Washing -5 hours
- **AMEND:** RULE Enforcement Policy (including Grievance Policy) -34 hours
- **AMEND:** RULE 4 to add Political Signs -5 hours
- **ADOPT:** Anti-Harassment Policy -5 hours
- **ADOPT:** Whistleblower Policy-15 hours
- **ADOPT:** Document Retention Policy -40 hours

Information Passed To Board, President, or General Manager (16 people hours)

- Board Meeting Content and Information Management Guidelines -8 hours
- Summer Architectural Request Process Resolution -3 hours
- Information on Business Judgement Rule – 3 hours
- Draft Contractor Requirements Checklist -2 hour

Projects/Tasks Completed (136 people hours)

- Newsletter for February and March -40 hours
- Website side-menu added as well as adding all Minutes, General Manager Updates, current events, and requested changes. -24 hours
- Living in Villas West update/reformat including Rules and Regulations -60 hours
- Old document sorting and reviewing. -12 hours

Projects Starting or Continuing Over Summer (12 people hours)

- Horizontal Property Regime as Governing Document -12 hours
- Web navigation reorganization and Webmaster duties and procedures.
- Review Board documentation (Policies, Procedures, and Motions)
- Document review, sorting, updating, and organizing (paper and digital)
- Reviewing documents in New Owner Welcome Packet for currency/usefulness
- Newsletters (produced as information is available)

Future Projects

- Research WordPress as a possible alternative website platform
- Research Caliber/Frontsteps for potential communication and workflow features
- Creating database to allow all Governing Documents to be searchable.