



Communications Committee Report

July 14, 2019

Ryan Sommers, Chairman

rvans@bigelkmeadows.org

Charter: The Communications Committee exists to (1) compose and distribute member communications in a clear, timely, and effective manner, including via the bigelkmeadows.org website, (2) work to apply record retention per the governing documents, and (3) administer fair, timely, and accurate voting and reporting of ballots.

Members: Ryan Sommers as Chairman and Members as Karl Davis, Devona Sayler, Tori deVore, Cathy Faughnan and Jess Ellis

Meetings: No meeting held in June

New Internet Service (Progress Report)

- No change.

Open Action Items

- Develop document retention plan for email communications, member/association documents, reconstruction, etc.
Reconstruction Retention needed = 5-7 years.
 - Status: In progress
 - Action Item: Setup a meeting just for Doc Retention to finalize rules - Scott
 - Action taken: No change
- Received xBar7 Easement
 - Status: Completed
 - Action: Easement signed and delivered
- Review and document BEMA procedures and systems
 - Status: In progress
 - Action Item: Review with committee
- Review and digitize work-order system
 - Status: In progress
 - Action Item: Review and document current process

Big Elk Meadows Association

PO Box 440, 29 Willow Drive, Lyons, Colorado 80540 303-835-7557