



Communication Committee
Co-Chairs – Devona Saylor and Meredith Campie
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December 3, 2022

Purpose: 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: Meredith Campie, Christa Isenhardt, Paul Cyphers, Ryan Sommers

Monthly Meeting- Tuesday November 8, 2022 -Saylor and Campie attended.
Worked on website updating

Action Items Completed

Completed a once over of the website and recommend the following updates/changes. Saylor and Campie do not have passwords to log into the website so the updates could not be completed. Passwords were shared on 11/11 and Ryan has been requested to help with a tutorial. This list is accurate as of November 8, 2022.

- Home Page
 - Board Meeting Minutes
 - October 2022 board minutes need to be uploaded.
 - Upcoming Events
 - Social Events and next committee meetings need to be added
 - Title should be bold
 - News
 - Remove this section as it is blank
- About Us
 - Team Members
 - Pat is no longer Operations co-chair
 - Devona is Communication co-chair
 - Meredith is Communication co-chair
 - Bobby is no longer Long Term Planning co-chair
 - Kirk is Long Term Planning co-chair
 - Ken is Common Area chair
 - David is Finance co-chair
 - Paul M. is Operations chair
 - Pat is no longer Vice President
 - Committee List
 - None of the links show members so the description needs to be changed.
 - Communication is chaired by Devona and Meredith
 - Operations remove Pat
 - Long Term Planning remove Bobby add Kirk
 - We need a Common Area link with Ken as chair



- History
 - Add Bobbie's history list from the directory to the time line
- Owner Communication
 - Help Wanted
 - Remove
 - News
 - Remove- add important documents to the owner resources
 - Annual Meeting/Town Hall
 - Needs 2022 draft
 - Written by Victoria and given to Christa
 - Board Meeting Minutes
 - September and August 2020 are out of order
 - Need to Add
 - 2022 October
 - 2019 November
 - 2019 December
 - 2015 May
 - 2015 July
 - 2013 May
 - 2012 October
 - 2011 January
 - 2011 November
 - 2010 April
 - 2010 May
 - 2010 November
- Owner Resources
 - FAQs
 - Remove the following topics
 - Leases
 - Dirt by baseball fields
 - Dam
 - HOA management
 - Water bill
 - Update contact information
 - Add key points from orientation packet
 - Homeowner's Manual
 - Make sure all documents are current
 - Print new books to give to new owners or to hand out if old members want an updated copy
 - Homeowner Documents and Forms
 - Remove For Your Review: If the board has any documents they'd like you to review, you'll find them here:
 - Homeowner Documents
 - Create a section for Water Consumer Confidence Reports
 - Forms
 - Remove brick form
 - Digitize ATV/OHV/UTV Motorbike Registration
 - Remove Defensible Space Inspection Form (verify with Bobby)
 - Fishing and Lake Use
 - What is the purpose of this form and why is payment needed?



- It references a Guest Fishing Badge Form, where is that form?
 - Digitize a Guest Fishing Badge Form
 - Digitize Horse Owner's Agreement
 - Digitize the Incident and Violation Form after update
 - Remove Member Comment, Suggestions, and Recommendations
 - Digitize Member Contact Information
 - Update New Owners Checklist
 - Digitize Picnic Shelter Reservation
 - Digitize Registration of Items Stored in Upper Meadows
 - Change fee to \$15 per year or item needs to be disposed of by owner
 - Towing Release of Liability
 - Remove or make digital
 - Digitize Work Order
 - Create a section for the documents that should be signed at closing. I.e. Water Use, Common Area, Swimming Pool Waiver
 - These can also be digitized
- Firewise
 - Do we need this section?

Open Action Items

- General Website and IT Functions
 - Look into options of easier loading of docs.
 - Having at least two IT persons
 - Updating the complete website
 - Going through and making a list of outdated items. (completed 11/22)
 - Making a list of what should be added that is missing. (completed 11/22)
 - Creating online processes for those items that currently use paper forms (similar to arc), boats, atv, upper meadow storage, etc.
 - Figuring out a process to have Calendar on the website and visible
 - Set up Member Communications as Doc. retention
- 2022 Technology Refresh
 - Complete build-out plans for camera systems at: WTP, sand shed, tank shed and office.
 - Work with xBar7 to deploy phone in office foyer
- Water Meter Reading Project
 - Further incremental improvements to water billing and metering -On Hold pending meeting with ops on feasibility
- Organize BEM Shared Drive
 - Can only be completed by Cyphers

