



Stonebridge Ranch Community Association

**Minutes
Communications Committee Meeting
April 1, 2021/8:30 AM
(Virtual Meeting)**

- 1) Call to Order -- The SRCA Communications Committee meeting for April 1, 2021 meeting was called to order at 8:31 AM.
- 2) Attendance -- Quorum was established with attendance as follows:
Present:
Committee Members: Allison Pitts, Chuck Collins, Maureen Dudley, Matt Miller, Afsaneh Talai, Courtney Huggins
Board Liaison/Interim Chairperson: Amanda Batson
Ex-Officio Members: Erica Lee, Greg Herbst
- 3) Approval of March 4, 2021 Minutes -- The minutes of the March 4, 2021 meeting were approved on a motion by Chuck Collins and second by Afsaneh Talai.
- 4) Board of Directors Update was presented.
- 5) Old Business
 - a) Homeowner welcome packet - Work on this draft continues.
 - b) Budget-Assessment Communications Plan - A rough draft will be developed, reviewed, and brought to the Communications Committee for feedback.
 - c) Editorial Guidelines Review - Proposed edits to the Editorial Guidelines were reviewed and discussed. Maureen Dudley made a motion to move the Editorial Guidelines forward with the edits discussed; a second was made by Matt Miller. Committee voted to approve the motion.
- 6) New Business
 - a) Policy & Guideline Reviews
 - i. Communication Committee Guidelines review - Courtney Huggins made a motion to approve the Communications Committee Guidelines with edits as presented, with a second by Allison Pitts. Committee voted to approve the motion.
 - ii. Common Area Signage Policy - This policy was reviewed with minor edits recommended. Chuck Collins made a motion to approve the policy with edits, with a second by Maureen Dudley. Committee voted to approve the motion.

- iii. Email Registration Policy -- This policy was reviewed with no changes recommended. Maureen Dudley made a motion to approve the policy as presented, with a second by Allison Pitts. Committee voted to approve the motion.
 - b) Communications Update -- The 2021 cover photo contest was discussed, and the proposed theme was agreed upon.
- 7) The meeting was adjourned at 9:32 am on a motion by Allison Pitts and second by Afsaneh Talai. The next meeting is scheduled for Thursday, May 6 at 8:30 AM.