Minutes of the August 10, 2023
Neighborhood Captain Forum

The meeting was called to order at 2:03 PM by Janet Nolan, Chair of the Neighborhood Captains Executive Committee. Fifteen Neighborhood captains were in attendance. Frank Polacco, Assistant Captain of Versilia was welcomed. A motion to accept the minutes of July 13, 2023, was made by Richard Ryan and seconded by Karen Long. The July 13, 2023 meeting minutes were accepted.

I. Reminder that Reflection articles are due:
   August 25th –Kristi McConnell, Vittoria East for October Issue (early due to Labor Day Holiday)
   September 27th –Lori Pearce, Venezia North for the November issue.
   There is a new address to send Reflections articles: Wilman. Dejesus @castlegroup.com.

II. Janet Nolan presented the Executive Committee updates.
   A. On August 3d, the Executive Committee met and agreed to accept the Liaison position as a supporting structure to the Captains Programs. Approved at the present time is Richard Ryan as the Finance Liaison for tracking all supplies and purchasing items. More details to follow.
      Also, added is Scott Svihula, IT/QA Liaison
   B. Consistency of the NCP program–with the above approved the EC will complete the SOP and submit the new structure to the Board.
   C. Work has started on the fundraising and 501(c) (7). The importance of achieving this status in order to expand our future events was discussed.
   D. Gmail—Captains were requested to reading emails daily. We are also obligated to send out the email blast summary each Monday.
   E. Please save the date of Nov 29th for a Pot Luck NCP holiday party at The Palms.
   F. BlueStream Fiber will have a Town Hall on August 22 for residents of Phase A – Bella Viana, Bella Vista, Courtyards at Montelena, Lago Vista, Varese, Versilia, Viareggio, and Villaverla.
   G. Captains will host three Meet and Greets for Candidates for the HOA Elections. We do not have dates yet.

III. Richard Ryan was introduced as the Captains' finance liaison to the Neighborhood Captains Executive Committee, and he provided an update of this new role in tracking supplies. Richard asked all Captains to respond to his email requests to address the needs of their own neighborhoods. We discussed suggestions for future purchase and the storage of items owned by the program. At this time, the Neighborhood Captains program owns and loans:
   3 tents -stored by Captain Susan Godlewski
   2 Coffee Urns, 2 Carafes, and 3 cornhole games stored by Captain Judy Walls.
   Among future needs discussed were different types of name tags, sandwich boards, coolers, and games, such as Bingo set-up, Jumbo Jenga, and Bucket golf.

IV. Scott Svihula was introduced as the Captains' liaison to the Neighborhood Captains Executive Committee for the IT/QA issues. Scott advised us that, if you are not receiving Castle emails, you can contact Castle to request to subscribe to their email list. If you have any questions, or require clarification, please do not hesitate to contact the Castle Resident Services Team at 1-800-337-5850 or email residentservices@castlegroup.com.

V. Leslie Lorenz, EC member, provided an update on the Welcome Packet and the impact of new management for Lifestyles on the information provided in the packets. Also, the information on Floralawn and Blue Stream are being reviewed for updates. The Welcome Packets provide useful information for new residents.

VI. Open agenda

Captain were asked to consider monument decorations for the winter Holidays. If a monument had damage, please report it to Rudy Bautista, HOA Manager.

A motion to adjourn the meeting was made at 3:50 by Helen Koonz and seconded by Scott Svihula.

Respectfully submitted,
Susan Godlewski
Executive Committee