Minutes of the November 9, 2023 Neighborhood Captain Forum

The Neighborhood Captains' Forum was called to order at 3:03 PM by Janet Nolan, Executive Committee Chair and 21 Captains were in attendance. Phyllis Schnell sitting in for Venezia South and Chuck Morrison sitting in for Flora Vista South were welcomed. A motion to accept the minutes of the October 12, 2023 was made by Helen Koonz and seconded by Kristi McConnell. The October 12, 2023 Forum minutes were accepted.

I. Reflection Reminder:
November 27, for January Issue: Karen Irion, Varese, and Scott Svihula, Versilia
December 27 for February Issue: Sidney Sanders, Terra Vista North, Kiran Shenoy, Vizcaya North
Captains were asked to sign up for 2024 article submissions. A clip Board was sent around the room.

There is a correction to the address to send Reflections articles: Wilman.Dejesus@castle**group**.com with a copy to the Captainprogram.solivita@gmail.com.

II. Janet Nolan gave the Executive Committee Announcements and Old Business:
On November 2, the Executive Committee met in the Adm Conference room at 2pm.
   A. The importance of the **Standard of Practice** to assure consistency of the program. Further additions were made. This will be submitted to Marie Sepe, HOA Vice President for an initial review.
   B. Two Neighborhoods, Rainbow Lakes West and Bella Vista, **need Captains**.
   C. Email has been sent to all Captains announcing the **opening of a position of the Executive Committee** in 2024.
   D. HOA Elections:
      1. Candidate Meet & Greet events will take place on December 6, January 3, and January 24 – Captains are asked to volunteer to work in shifts for these three events. Volunteers must send an email to captainprogram.solivita@gmail.com Subject: Volunteer HOA Election Meet & Greet on [date(s)]. Election for the two open HOA BOD positions (two-year terms) and proposed amendments will take place from February 2, 2024, through February 9, 2024. There will be a table at Freedom Park on Fridays to register residents for electronic voting.
      2. Captains need to remain neutral for the elections. They can host ALL candidates at a neighborhood event, but the invitation to ALL candidates should be copied to captainprogram.solivita@gmail.com. Captains cannot invite only one or a few candidates to a neighborhood event.
   E. Captains were reminded to RSVP for the **Captains Holiday Party** with Helen Koonz at vittoriawest.solivita@gmail.com.
   F. Leslie Lorenz provided **Welcome Packet updates**. Changes include more phone numbers added, correction to management email for Castle Group employees, and added information.
   G. Susan Godlewski explained the change in procedure for **Use and Return of the Canopy Tents**. The four weight bags, four ropes, and four spikes/nails will be placed in a clear plastic bag. Captains were asked to personally count the items received and returned.

III. New Business
   A. It is important to use the **Resident Information Form** enclosed in the Welcome Packet to confirm the contact information that the residents want to use for the program. This helps to ensure that the Gmail system is indeed based on the captain's collection of contact information. Captains can also make these forms available at events so residents can update changes to Contact information. The forms should be retained for 3 months to ensure that the new email addresses are not rejected.
   B. The HOA has a budget line item for maintenance and replacement of **AEDs**, but the residents need to raise money for new purchases. The Neighborhood Captains Program has a working relationship with a Showtime Entertainers in going forward to finish the use of our funds collected for AED units.

C. Helen Koonz reported that her sub-committee is reviewing the state, county, and Sherriff's Office regulations and requirements for **Bingo** by a non-profit group. It appears that a non-profit may make no profit on Bingo. All money collected for Bingo must be distributed as prizes leaving a zero balance. Profit can be made on the sale of snacks. The issue is still being studied.
D. No games of chance like **raffles or 50/50** may be done at this time.
E. Scott Svihula invited Captains to be impartial **judges** for 2 Versilia neighborhood events. He received 3 volunteers. Additional Volunteers may email Scott at versilia2.solivita@gmail.com

IV. Open Agenda – Captains discussed **safety issues**.
A. Captains are concerned with vehicles speeding and drivers ignoring stop signs. Police are giving warnings to golf cart drivers who do not make a complete stop.
B. The NCP is looking to open the discussion of promoting ring doorbells as a suggestion to those who report someone coming to the door at night.

A motion to adjourn the meeting was made at 3:43 PM by Donna Toth and seconded by Floyd Brenner.

Respectfully Submitted,

Susan Godlewski,
Executive Committee