Minutes of the Neighborhood Captain Forum – September 12, 2024

The meeting was called to order by Janet Nolan, Chair of the Neighborhood Captains Executive Committee at 2:05 pm. Nineteen (19) Captains and/or Captain's Assistants were in attendance.

Janet introduced and all welcomed our newest Captain, Brian Flanagan, who represents the Varese neighborhood.

1. Motion to accept minutes of August 8, 2024:
    a. A motion to accept the minutes was made by Melissa Anderson and seconded by Lorie Pearce.
    b. All in attendance agreed, and the minutes were accepted.
2. Reflection Reminder:
    a. Janet reminded the captains that the deadline dates are the 25th of the month and not the 27th as listed.
    b. There is an opportunity for a neighborhood article for the October, November, December and all of 2025 Reflections.
    c. If interested, please respond via captain's inbox.
3. Newsletter template:
    a. If interested in receiving a newsletter template, please send an email to the captain's inbox.
4. Open Positions:
    a. There are six (6) open positions at the present time.
    b. Terra Vista South is being interviewed at the present time.
    c. Flora Vista South (Roger & Jane Fields) will be moving making open positions at seven (7)
    d. Janet stated that a captain generally stays for an average of three (3) years.
    e. Interviewing in summer did not happen due to heat and various reasons.
5. Executive Committee (EC) Member Opening:
    a. Richard Ryan has submitted his resignation from the EC but will continue as Captain of Verona.
    b. EC approved a complementary role to the captain (Captain's Assistant).
        i. This person will help with backup when the captain is not available for meetings or events. Helps with continuity of the program.
        ii. Assures captain can take trips, etc. without the pressure of elements making up the program.
        iii. Janet asked that when the captain has decided on the captain's assistant for their neighborhood, their name be submitted to the captain's inbox.
        iv. A suggestion was made that the Captain's Assistant should attend at least one or two meetings with the captain, so they are familiar and comfortable attending.
6. Welcome Packets:
    a. Lorie Pearce handed out welcome packets at the forum to those needing some.
    b. If welcome packets are needed, leave a message on the captain's inbox and arrangements will be made to get them.
7. Teri Barber:
    a. Teri submitted points to assist captains with events that will be put into an SOP and distributed.
    b. Janet will send out a request for people within Solivita who have experience putting on events to contact her.
    c. Janet is looking for a pool of four (4) or five (5) individuals that will make up part of a team working with Teri.
    d. This team, at the request of the captain, will give ideas and suggestions on how to put on various events and help as needed.

8. Open Agenda:
    a. Computers:
        i. Computers from the club are no longer available to HOA.
        ii. The newly purchased computer is not yet available to Captains or HOA because finance has not come up with a way to purchase malware or programs for the computer that have an automatic renewal.
        iii. The suggestion was made by Melissa Anderson to get a prepaid gift card. As funds are exhausted, the card can be replenished.
    b. Gmail System:
        i. The Gmail system belongs to the HOA per the first HOA board.
        ii. On Solivita website, on individual neighborhood pages, captain should take off any phone numbers or email addresses. Listing names of street leaders and social committee members is fine. Do not put events on this page.
        iii. CFLRR.com emails are being kick-backed because Blue Stream does not support them.
            1. If a new or different email address is available, insert it in both contacts and directory. If uncertain how to do it, send the information to Janet.
            2. Janet will send the form out to all on updating email addresses.
            3. Clipboards were given out so all can obtain updated email information at future events.
            4. Janet can do a training class on the Gmail system.
    c. Next-door:
        i. Any events listed on Next-door will immediately be cancelled due to the uncertainty of the number of residents that may attend.
    d. Pool Boards:
        i. Do not put neighborhood events on Pool Boards due to the uncertainty of the number of residents that may attend.
    e. Renters:
        i. Emails go to owners only unless captain inserts renters' information in also. Captain must remember to manage renters' information of dates in and out. Approximately 160 renters within Solivita.
    f. Handbook:
        i. The handbook is only 4 pages long.
        ii. Mission statement stays as is forever!
        iii. Standards of practice (SOP) are created to accompany the mission statement.
    g. Voting:
        i. Rudy sends out first email on electronic voting via HOA.
        ii. Voting information is sent to Janet who sends it out using our email system.
        iii. Electronic voting is preferred.
        iv. Paper ballots will have to be picked up and returned to the election box at the concierge.
    h. Additional Concerns:
        i. Utility Boxes in neighborhoods need replacement – contact Rudy.
        ii. Sidewalks under water – report to Carl Warren and Rudy.
        iii. Vizcaya – Valencia N. – Valencia S.: are all registered as Vizcaya.
            1. Give a map of each neighborhood to distinguish borders.

A motion to adjourn the meeting was made at 4:10 pm by Donna Toth and seconded by Shelly Stewart.

Written by Helen Koonz, NCP EC