

**Communications Committee**  
**Minutes for meeting February 14, 2012, 7 pm**  
**Parkfairfax Party Room**

Attending: Alice Cave, Jan Schrader, Barbara Wilmer

**Summary for Board Report**

The meeting this month covered routine issues such as upcoming subjects for *Forum* articles. Other ideas discussed included ways to cover police matters and corrections or improvements for the website. Some of the latter suggestions will require website governance committee discussion.

I. Newsletter

1. Cathy Condo – March issue will cover tree replacement
2. Water quality inquiry follow up – Barbara has information from Brian B. on safeguards.
3. Article on hoarding is ready, **Jan** will submit for March issue. Jan will follow up with Alex Lathers on updating his article draft on landscaping now that the new provider has been awarded the contract.
4. **Jan** will write poison ivy article (landscaping will remove from limited common elements on request).
5. **Jan will call Elaine** about the process for pulling stock articles (e.g., upcoming maintenance) and discuss the process to ensure that outdated or inaccurate information is deleted or archived.
6. Crime.com link could be placed in newsletter and/or on website (discuss at WGG meeting for the latter).

II. Website

1. Virginia Condo Law resource page (Elaine updated)
2. Elaine will need some more time to embed hot links in the *Forum* for online reading.

III. Other business

1. The Board has passed the issue of community-wide alerts covering breaking crime news to the UHOA attorneys.

IV. Website issues to cover in WGG meeting

1. Newsletter landing page: identify newsletter post date as such
2. Newcomer/resident/owner redundancy issues  
Owner v. resident
3. Problems with local crime coverage
4. Committee proposes taking down or unpublishing the “New Owner” menu item/page since it duplicates the information at the Welcome Packet introduction section and much of the New Resident information.

Next meeting: March 13, 2012