



**Aspen Grove Homeowners Association**  
**Communication Committee Agenda and Meeting Minutes**  
**December 6, 2013 4:00pm**  
**Conference call in 209 647-1600 pin 136339#**



### Attendees:

***Present:*** Cornel DeLorean, Bob Thornton, Lynda Ward Pierce

### Agenda Item:

- I. Approval of last meeting minutes
- II. Brainstorm session - CC charter update
- III. CC membership
- IV. Web site roll-out planning

### Meeting Minutes:

- I. Approved Minutes from 11/18/2013 meeting with the changes that Lynda made.
- II. Reviewed charter update draft, Cornel will send out current copy for review and further editing by all
- III. Committee now consists of three members, Cornel, Bob and Lynda due to attendance. Will communicate to members that participation by additional homeowners is welcomed.

### Web Site roll-out:

#### *A. Task List:*

Item:	Owner:	Status:
Reviewed existing data for accuracy, completeness, latest copy of the membership roster that Levi provided will be used to generate the accounts.	All	Done
Create csv file for importing data	Cornel	In Progress
Create user accounts	Cornel	Not Started
Look for plug-in to manage the user information on the web site	Cornel	Not Started
Create communication to send ahead of time including how to instructions, password resets, filling out contact info, where to go for help, password resets, issues with site, etc.		
Send communication to all members, email to all members that we have an email on file, send hard copy to rest of members.		



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Define process to keep accounts up to date with CAMCO	Cornel	In Progress
Notify Launch Brigade to make the site search able		Not Started

**Additional walk-on items:**

- I. Item 1