



**MEETING TOOK PLACE ON APRIL 3, 2025 IN THE BTP CLUBHOUSE & ON ZOOM
MINUTES TO BE REVIEWED AND APPROVED AT MAY 1, 2025, MEETING**

CALL TO ORDER: Nina Anderson called the meeting to order at 1:04 P.M. Present were Nina Anderson, John Fuller, Kathleen McClanahan-Gruhl, Jim Stewart, Ron McEwan, representing the Board of Directors, and Board Member, Mike Lewis. John Scardello and Annie Granatino attended through Google Meets.

REVIEW OF PREVIOUS MEETING'S MINUTES: Motion to approve the minutes from the February, 2025 meeting was made by Annie Granatino and seconded by John Fuller. The motion passed unanimously.

BUSINESS DISCUSSED:

A lot of time was spent testing the new meeting "Owl" speaker for our internet based (Zoom & Google Meets) meetings as several of our committee members, as well as the POA Board, will have members attending from out of town in the near future. It appeared the best solution might be to have a speakers' table or podium where people will present their questions and concerns so the "owl" can identify them easier in order to be heard by everyone. Additional testing will be conducted.

Nina & John F. went over some information about the new website including what information needs to be moved from the Cardinal server to the new website repository. 7 years' worth of records need to be on the site to comply with Florida statutes. John explained how to rename documents and assigned different people tasks of voluntarily moving documents from the server to the website. No routing to the previous server is necessary.

An email notification to residents was drafted by John F. and edited by Nina to be sent to those residents who have not applied to be a user on the RGB platform. This letter explains that all BTP resident emails will be moved to the BTP POA website for all communications effective April 30, 2025. Those not wishing to receive correspondence can opt out.

Nina and John F. verified spreadsheets of all owners who have not registered and sent same to RGB to begin the buildout of the website to include blast emails, notifications, etc. Mike Lewis asked about future registering of new residents which will be done by the office staff. They will also remove old residents from the website.

The Renters portion of the website has been put on hold right now, but all committee members agree that the "Helpful to Know" page of the website should be accessible on the Public side of the website so renters have access to that information. No links to any documents are listed on the Helpful to Know page or its sub-pages.

With the recent POA Board changes, there will be changes to the website pages listing Board Members for the POA and the sub-associations. John F. has taken on the task to take photos and update those pages. The Committee Page will be reviewed and changed as well.

Surveys are available on the new website. At this time there are no new surveys to send out to residents.

The website team is reviewing what is “missing” or incomplete on the BTP POA website in order to be in compliance with Florida statutes. We need to upload ‘old’ information to comply with 7 years of finances, contracts, documents, etc., but the only thing that seems to be “missing” from the site is the contract with Cardinal.

NEXT MEETING: The next Communications Committee meeting will be on Thursday, May 1, 2025, at 1:00 P.M. in the Clubhouse and on Google Meets.

ADJOURNMENT: The meeting adjourned at 2:25 P.M.