

DRAFT

SUDDEN VALLEY COMMUNITY ASSOCIATION  
DOCUMENT REVIEW COMMITTEE  
Monday, May 8 2023  
1:00pm Remote  
MINUTES

1. Call to Order: at 1:04 pm
2. Roll Call: Nancy Alyanak, Chair, Sonia Voldt, member, Linda Bradley, member & Jo Anne Jensen, GM
3. Adopt Agenda: Unanimous
4. Approve February 3, 2023 Minutes: Unanimous
5. New Business: Update Sudden Valley Resident Handbook

Existing Resident Handbook was created October 2019.

GM requested an abbreviated handout that refers to more on information on webpage. Webpage information would be easier and faster to update. Committee discussed when to give handbook to residents. Formatting issues discussed; not resolved. Common member questions: Member and SVCA responsibilities. How to pay dues. How to use fitness center. What are important rules. When to call county law enforcement vs. SVCA security.

Committee began to edit the 2019 handbook into an abbreviated version as requested by GM. Many options discussed.

GM previewed website. Committee members found navigation buttons hard to read. GM previewed navigation buttons : About, activities, news & events, resident resources, contacts. Committee requested a facilities button. GM will send committee screen shots of proposed content and will send links to the committee. Committee members pointed out some of this Staff can do. GM stated she has 1.5 people working in admin. GM "needs to have other resources to help us(admin) to do this work. This is a huge project."

Discussed why the 2023 Bylaws updated with 2022 AGM amendments disappeared from the SVCA web page and how to get it back.

7. Adjourn: 2:54 pm.

Nancy Alyanak, Committee Chair