



COMMITTEE



NAME: Communication

Chair: Rose Mackey

Board Liaison: Doug Mattos

Meeting Date/Time: Wednesday, May 20, 2026, 3 PM

Members present: Rowena Bautista, Rose Mackey, Doug Mattos, Judy Quinn, William Miller, Rebecca Brannon, Nancy Sutherlin

Members absent: Kim Mattos, Kathy Miller

Guests present: Skyler Jewell

Meeting Minutes

Call to Order: 3:03 PM

1. Welcome Guide:

- a. Two copies of the final version were distributed at the meeting, and 100 copies will be printed.
- b. Digital copies will be included in the escrow package, posted on the YLOA website, highlighted in YLP Life and YoDecks, and highlighted on the YLOA Facebook Page
- c. Hard copies will be distributed at the Meet the Candidates event on June 7 (1 to 3 PM) and June 20 (10 to noon). The Election Committee will add a column to the sign-in sheet to indicate members who have received a hard copy. We need a flyer to highlight the Welcome Guide.

2. Marquees

- a. YLOA Engineering is researching options
- b. Skyler says they are looking to refurbish the Revis Marquee
- c. Nobody knows where the old Equestrian Center Marquee is.

3. Communication

- a. Bylaws and CCR's - The attorneys will be handling communication (e.g. Town Hall)



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- b. Communications with Homeowners - we need a Communications Policy to clarify roles, responsibilities, and standards.
- c. **Action:** Ask Doug Mattos to add the distribution of the Committee Statement of Interest to the June Board meeting agenda.
- d. Communication/Board Meetings - discussion of challenges with Zoom session at the Strategy Workshop. William will work on a smoother transition to get online for future board meetings, etc. William will create an SOP for procedure of organizing board meetings with the equipment when he is not available (i.e. out of the country).

4. Organizational Chart - William removed the chart and will update.

5. YLP Life Kudos and Committee updates -

- a. Discussion on committee updates.
- b. William will cycle and post each committee again in YLP Life, along with link to Committee Statement of Interest.
- c. Nancy will work with William on committee kudos.

6. Station 10 Open House Update - Rose reported on its success

7. Additional Discussions

- a. Search engine on YLOA.org needs to be better. William will work on changing it.
- b. Documents should be on YLOA.org, not just CiraNet
- c. Discussed options for Emergency Notifications - nothing concluded

Next Meetings: Wednesday, June 17, and July 15, 3 PM in Clubhouse Library

Meeting Adjourned: 4:20 PM



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