

Documents Committee Meeting Minutes from April 6 2016

Committee Members Present: Gary Blanchette, Alexis Sevcovic, Karen Brunette, Steve Anderson

Board Liaison Present: Jeff Carter, Jean Reed

Homeowner: Rich Sevcovic

The meeting was convened at 2 PM.

Gary welcomed Jean as a new liaison from the Board to the Committee.

The Forms for implementing the Alcohol Use Rules were reviewed and revised.

Those forms are:

- Request for Alcohol Use
- Sign in Sheet
- Clean-up Sheet
- Alcohol Use Notice

The revised forms will be sent to the Board liaisons to forward to the full Board for review and implementation on April 8.

Gary, Alexis and Rich will meet on April 8 to try to develop a process to Write, Store, Share and Edit our working documents in a “Cloud” environment that everyone on the Committee has access to.

The next meeting will address the Rental Application Form that will be used for homeowners desiring to rent their property.

Meeting was adjourned at 3:30 PM

Minutes submitted by Gary Blanchette