

**Communications Committee
10/24/24 Committee Meeting**



 *Sea Monarch Condominium, Inc.*

Sea Monarch Communications Committee

10/24/24 Meeting Agenda

- Call to Order / Roll Call / Proof of Notice / Establish Quorum
- Digital displays
 - Channel 900 status
- Review Monthly Newsletter
- Review implementation timeline and tracking.
 - Amenity Reservations
 - Deliveries
- Review communication and proposal for board approval
- Review updates to committee charter (draft).
- Open Discussion / Questions
- Adjourn

Sea Monarch Communications Committee

Castle's Community Newsletter



Contact Us

Xxx-xxx-xxxx

Property Manager –

xxx@castlegroup.com

Lifestyle Director –

xxx@castlegroup.com

Website:

Social Media Page:

Sea Monarch Newsletter Name Goes Here

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A Message from Your...

Hello Residents,

As the cooler days of November approach, we look forward to a month filled with connection, community, and celebration. November is a time of gratitude, and I want to take a moment to express how thankful we are for each of you. Your energy and participation are what make our community thrive, and we couldn't do it without you!

Let's make this November one to remember, filled with warmth, fun, and a shared spirit of togetherness.

Warm regards,

HEADSHOT OF YOUR PROPERTY MANAGER OR PRESIDENT

Name & Title

Sea Monarch Communications Committee

Implementation Timeline and Tracking

Task Group and Description	Issues / Notes	Status	Target	Lead
Administrative				
Communication to Board - Communications Committee Plan		Open	10/28/24	Communicatins Committee
Complete Committee Charter for HOA Board submission/approval		Open	11/15/24	Communicatins Committee
Building Link - Management Implementation				
Complete Sea Monarch management training	Uly - Training scheduled for Monday, October 21st. Vic & Carlene completed	Complete	10/22/24	Vic
Complete data load for launch				
Staff Directory	Staff directory entered	Complete	10/22/24	Vic / Castle Group
Resident Directory	Directory data entered	Complete	10/22/24	Vic / Castle Group
Complete loading transactional data for launch				
Workorders	Training scheduled for Monday, October 21st.	Complete	10/21/24	Uly
Sea Monarch Calendar(s)		Open		Carlene / Sean / Dave
Security Desk Packages	Training scheduled. Equipment ordered	Complete	10/22/24	Ramesh
Resident Communication regarding packages received at security desk		Open		Sean / Vic
After Action review with Vic, Carlene, Ramish, Uly (what do we need to tweak?)		Open		Dave
Digital Bulletin Boards				

Sea Monarch Communications Committee

10/24/24 BuildingLink / Digital Bulletin Boards

Location / Item	Smart TV	Mini-PCs	Electrical	Total
Lobby Elevator	\$250	\$90	\$500	\$840
Garage Elevator	\$250	\$90	\$500	\$840
Fitness Center	\$250	\$90		\$340
Marine Lounge - (replace small TV for improved Board meetings)	\$250	\$90		\$340
Security Desk (for package receipts)	\$250	\$90	\$500	\$840
Mail Room		\$90		\$90
Carlene's Office (Calendar)		\$90		\$90
Vic's Office		\$90		\$90
Installation / Hardware	\$2,000			\$2,000
Total	\$3,250	\$720	\$1,500	\$5,470

Communication Committee

Charter Elements

- Facilitate the implementation and use of BuildingLink features including Building Library.
- Provide Training and Help Desk Resources to Residents on the use of BuildingLink.
- Coordinate with Board, Management and Committee to manage content displayed on Sea Monarch digital displays.
- Coordinate with Board, Management and Committee to prepare and distribute Sea Monarch monthly newsletter.
- Develop and Implement Methods to Capture and Utilize Resident Feedback and Suggestions.
- Assist with regular communications regarding resident impacts related to building projects.