



The Board of Directors requests that each Chairperson submit a status report twice a year, due January, and July, to be included in the Board's agenda packet in February and August. Please respond to this one-page summary in the format below and present it to the Board Liaison for review. Thank you in advance for your service.

Gina Witzleben 1/10/2022
 (Submitted by) (Date)

Architectural Review Committee Joanne Markiewicz
 (Committee name) (Board Liaison)

1. Committee membership (highlight any changes since previous report)

Position	Name	Service Start Date	Anticipated Service End Date
1	Gina Witzleben (became Chair 5/1/21)	09/01/19	4/30/22
2	Russ Sparks (became Vice Chair 5/1/21)	11/01/19	4/30/22
3	Marilyn Brunner	04/01/20	03/31/22
4	Rhonnie Fox	10/23/20	10/21/22
5	Amy Ewing-Holmstrom	5/1/21	4/30/23
6	Stephen Hensley	5/1/21	4/30/23

2. Accomplishments supporting the Guiding Principles

- Total Applications Reviewed in 2021: 475
 Approved/Conditionally Approved: 440
 Tabled for additional information then ultimately approved: 19
 Tabled then ultimately closed due to lack of additional information: 2
 Denied because they did not conform to the Design Guidelines: 10
 Withdrawn by the homeowner: 4
- Worked with the board and the community to update the Design Guidelines and develop a new community Standards document to allow for easier use of the documents.
- Placed a variety of articles in the Breeze to draw attention to the requirements for submitting successful ARC applications and maintaining our community's appearance.
- Committee members respond to questions and provide guidance to homeowners and to HOA staff in person, via email, and on social media.
- Actively working with our local Sherwin Williams representative to have DWO Paint Schemes uploaded to their online system for ease of access for our residents.

3. Challenges facing the committee

- Ensuring that the Design Guidelines address current DWO concerns and community values.
- Differences of opinion within the community regarding topics handled by ARC i.e., flags
- Difficulty getting full information needed on some applications

4. Future objectives (short and long range)

- Foster an improved understanding on ARC process and community relationship.
- Maintaining a committee with representation from across our community. The committee will be seeking 2 new representatives in the next quarter.
- Finalize digital access of paint schemes with Sherwin Williams.

5. Future ongoing or anticipated project funding: Identify projects and their anticipated expenses which may require a proposed or incurred expense in 2022 or in the next fiscal year's budget planning process?

Proposed Project	Anticipated Expense	Current Fiscal Year Expense	Next Fiscal Year Budget
Annual Adobe License	\$ 200.00	\$200.00	\$200.00

6. Other comments



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Ken Overfield January 12, 2022
 (Submitted by) (Date)

CCAC Frank Ritchie
 (Committee name) (Board Liaison)

1. Committee membership (highlight any changes since previous report)

Position	Name	Service Start Date	Anticipated Service End Date
1	Ken Overfield, Chair	07-13-2020	07-12-2022
2	Frank Sultzman	09-11-2020	09-10-2022
3	Beth McTigue	09-11-2020	09-10-2022
4	Mark Manzo	Resigned 7/17/2021	
5			
6			
7			

2. Accomplishments supporting the Guiding Principles

- a) Met during this past summer/fall with the officers of 32 of the 38 Chartered Club in small groups to gather information on issues with the operating manual, goals, challenges, complaints, etc.
- b) Worked with the Pottery Club, other DWO Committees and the Property Management to thoroughly evaluate the Pottery Club's Executive Action Request to install a used kiln and associated building near the clubhouse. Based on this investigation, the CCAC wrote a BOD Proposal for the Board to determine the viability of the project at their July 09, 2021 Board meeting. The Board unanimously rejected the project.
- c) The CCAC submitted a BOD Proposal for their October 10, 2021 meeting to allow Chartered Clubs to determine what method they wanted to use to conduct uncontested officer elections. This would supersede the in-person voting requirement in the BOD approved Chartered Club Operating Manual which was the number one complaint during the previously stated officer meetings. The Board unanimously approved this request and it was communicated to the Clubs for their 4th quarter elections.
- d) Revised the Chartered Club Operating Manual based on feedback from the previously stated officer meetings. The revised manual now identifies the guidelines for the Special Interest Groups. The Manual was split into two parts. The first on how to start a Chartered Club or Special Interest Group. The revision is for the second part on the operating requirements for Chartered Club or Special Interest Group as this pertains to existing clubs. The main focus of the revision was to keep it simple and give the clubs as much freedom to run their clubs while still meeting the requirements of the HOA. This revision will be submitted for BOD approval for their January 14, 2022 meeting.
- e) Coordinated efforts and communications with Chartered Clubs to complete officer elections and submit the New Club Officers form by year end. This information will be submitted to the Board for their January 14, 2022 meeting for confirmation for officer

liability insurance. There were 36 of 38 Chartered Clubs that submitted information and the CCAC will work with the other 2 clubs to determine status.

3. Challenges facing the committee

There needs to be “mail boxes” for committees at the front desk to allow residents to drop off communication. This exists for ARC but should be expanded to all committees where communication is received (dated and initialed). Clubs have reported that they have dropped off forms for the CCAC and we never received them. This was especially true for the New Club Officer forms. Over a dozen clubs reported that they dropped off the form and we didn’t get it even though there is a blue folder at the desk for the Committee. This created extra effort for the clubs and the CCAC.

4. Future objectives (short and long range)

- a) Solicit for new members as one member resigned in July 2021 and the terms for the remaining three members are up in July and September. 1st quarter
- b) Hold an orientation meeting for new club officers. 1st quarter
- c) Revise/write the How to Start a Chartered Club or Special Interest Group manual using the existing manual as a guide. 2nd-3rd quarter

5. Future ongoing or anticipated project funding: Identify projects and their anticipated expenses which may require a proposed or incurred expense in 2022 or in the next fiscal year’s budget planning process?

Proposed Project	Anticipated Expense	Current Fiscal Year Expense	Next Fiscal Year Budget
none			

6. Other comments



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Amy Cossa 1/15/2022
 (Submitted by) (Date)

Communications Advisory Committee Scott Davis
 (Committee name) (Board Liaison)

1. Committee membership (highlight any changes since previous report)

Position	Name	Service Start Date	Anticipated Service End Date
1	Amy Cossa (Chair as of 9/10/2021)	12/4/2020	12/31/2022
2	Sharon Conti (Vice Chair as of 12/10/21)	09/10/2021	12/31/2022
3	Fred Crane (Member)	3/12/2021	3/1/2023
4	Terry Miller (Member)	10/1/2020	6/30/2022
5	Amy Ewing-Holmstrom (Member)	12/10/2021	12/31/2023
6			
7			
	Consultants: Val Nassar Indira Kleen Jean Morgan Dimitra Nicastro	3/12/2021 12/10/2021 12/10/2021 12/10/2021	

2. Accomplishments supporting the Guiding Principles

- Supported Board of Director communications efforts by facilitating Town Hall and Information gathering sessions.
- Published 11 Did You Know and 4 You Asked We Answered documents as another communications vehicle to keep residents informed with timely community information. All documents are distributed via eblast and available on the Resident Resources section of the DWO portal.
- Continued improvements to The Breeze format, content and assembly process. Established templates for use by Lifestyle Director and residents submitted news articles to provide consistency and ease of publication. Providing training to HOA Management team on use of tools and assistance in content development and editing of our monthly newsletter.
- Implemented a new Club and Interest Groups Booklet to provide residents with summary of available clubs & groups, their meeting times and contact info. Available online and via hardcopy at Montecito front desk.
- Our CAC Roving Reporters released 22 videos in 2021 highlighting Lifestyle events, Club and volunteer opportunities and educating our residents on relevant community information. The videos are available on the DWO YouTube Channel and well as the Del Webb Orlando Homeowners Association Facebook group and provide a fun way to keep residents connected and informed on community events.
- Documented the Realtor process and FAQs to assist in resale activities.
- Working on the implementation of the new DWO website to be launched in 2022.

3. Challenges facing the committee

- Keeping residents engaged by understanding their information needs and preferences to enable delivery of timely and pertinent content regarding community and Board of Director activities
- Retraining the HOA Management Company staff on The Breeze process and advertising material formats due to employee turnover
- Providing various learning alternatives and customized training materials for residents and club officers to support a successful launch of the new DWO website

4. Future objectives (short and long range)

- Determine the ongoing strategy for The Breeze as a monthly publication.
- Support a successful launch of the new DWO Website
- Identify new communication content to allow residents to enjoy the offerings both within and around Del Webb
- Develop a new resident Welcome Package

5. Future ongoing or anticipated project funding: Identify projects and their anticipated expenses which may require a proposed or incurred expense in 2022 or in the next fiscal year's budget planning process?

Proposed Project	Anticipated Expense	Current Fiscal Year Expense	Next Fiscal Year Budget
Roving Reporters	\$150	\$150	

6. Other comments



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Alice Kalamar 1-11-21
 (Submitted by) (Date)

Community Guidelines Committee Barb Demers
 (Committee name) (Board Liaison)

1. Committee membership (highlight any changes since previous report)

Position	Name	Service Start Date	Anticipated Service End Date
1	Alice Kalamar, Chair	01/1/2021	12/31/2022
2	Ruth Snyder	01/1/2021	12/31/2022
3	Cricket Young	07/09/2021	07/08/2023
4	William Dvorak (resigned)	01/01/2021	11/25/2021
5	Siva Sivasubramanian (resigned)	01/01/2021	10/13/2021
6			
7			

2. Accomplishments supporting the Guiding Principles

Collaboration with LTTTC regarding tavern information not originally included
 Reached out to FMIU regarding impact of current and proposed rules/guidelines on swimming pools, facilities, equipment and/or maintenance
 Reviewed current HOA Policies and Procedures for inclusion in Guidelines
 Finalized, distributed and analyzed the resident survey regarding post-pandemic swim hours
 Consolidated the proposed two document edition to one document and created Glossary
 Researched Florida statutes re pools and spas
 Researched 55+ Communities re sports courts, common areas and pool rules
 Submitted final draft of proposed Community Guidelines Rules and Regulations to Board Liaison

3. Challenges facing the committee

Committee membership changes created a gap in continuity
 Researching and reviewing subjects, amenities, policies, procedures that were not included in the 2018 document
 Reformatting the 2018 document halted progress for a period of time

4. Future objectives (short and long range)

To provide the community, via email, a set of guidelines, rules and regulations for their comments
 To provide the community in-person meetings to discuss the proposals and answer questions
 To ensure the Community Guidelines, Rules and Regulations maintain timeliness and accuracy

5. Future ongoing or anticipated project funding: Identify projects and their anticipated expenses which may require a proposed or incurred expense in 2022 or in the next fiscal year's budget planning process?

Proposed Project	Anticipated Expense	Current Fiscal Year Expense	Next Fiscal Year Budget
None			

6. Other comments



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(Submitted by) Jim Fleming

Date 01/14/2022

(Committee name) Facilities – Maintenance Advisory Committee. F-MAC (Pending). Old FMIUC.

(Board Liaison) Frank Richie

1. Committee membership (highlight any changes since previous report)

Position	Name	Service Start Date	Anticipated Service End Date
1	Jim Fleming (Chair)	10/09/2020	10/09/2022
2	Steve Kuethe (vice chair) (HVAC)	10/09/2020	10/09/2022
3	Ron Ottaviano Member (Infrastructure)	12/15/2021	
4	Chris Strange Member (HVAC)	12/15/2021	
5	Paul Yancey Member (Electrical Engineer)	12/15/2021	
6	Bob Gorecki (Consultant to F-MAC)	As of 01/13/2021	
7	Ron Fiddler (Consultant to F-MAC)	As of 01/13/2021	

2. Accomplishments supporting the Guiding Principles

- A. Reviewed 99 potential safety items submitted by the transition Committee and resolved all items.
- B. Inventoried all community fences and masonry walls.
- C. Investigating inventory management system programs.
- D. HVAC investigations and reviews. Led to major improvements in system management.
- E. Street and facility Lighting review and needs (ongoing).
- F. Identifying safety needs throughout the community and advising changes / repairs, etc.
- G. Gathered and reviewed documents and plans
- H. Assisted First Services in areas including, but not limited to the court lighting, dog park changes, golf cart path work, and safety issues throughout the community.

3. Challenges facing the committee

- A. The Committee will continue to seek key members and resident consultants in an effort to provide vital experiences and expertise to the Board and First Services going forward.
- B. Using committee resources to research records of maps, plats and all inventory items and THEN confirming them, the locations and the conditions of such items
- C. Developing recommendation to the Board for a DWO owned software package for inventory and tracking of all community tangible assets.
- D. Developing a comprehensive maintenance program for the all the infrastructure, facilities, and electrical / mechanical systems THEN, using the current reserve study, adjust the projected future expenditures

4. Future objectives (short and long range)

- A. **All of items listed above are included in the objective going forward. Several, if not all, can be addressed concurrently by committee members with the assistance of resident consultants.**
- B. **Provide reviews of needed work going forward and conduct cost/benefit analysis to the Board.**

- C. **Generate work specifications for First Services to help define Requests For Proposals (RFP) and provide a verifiable scope of work.**
- D. **Respond to requests from Board members to review, investigate, study and / or recommend actions that will benefit the community using Cost Benefit analysis and focused on Safety and Quality of Life for our residents.**
- E. **Continue to assist the Board and First Services by providing a member to serve on any Task Force going forward.**

5. **Future ongoing or anticipated project funding:** Identify projects and their anticipated expenses which may require a proposed or incurred expense in 2022 or in the next fiscal year's budget planning process?

Proposed Project	Anticipated Expense	Current Fiscal Year Expense	Next Fiscal Year Budget
None currently			

6. **Other comments**

I am using this form to ask the Board to officially change the name of this committee (as shown above). The proposed name was generated by current committee members. Thank You.

I do not yet have all of the old records from this committee. I should receive them shortly.

Please feel free to contact me anytime.



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Linda Larson, Chairman
Financial Review Committee

01/15/21
 Paul Frison, Liaison

1. Committee membership (highlight any changes since previous report)

Position	Name	Service Start Date	Anticipated Service End Date
1	Linda Larson, Chair	9/18/2020	12/31/22
2	Annette Jensen	9/18/2020	12/31/22
3	Meryl Rubinstein	9/18/20	12/31/22
4	Karla Allan	6/11/21	06/30/23
5	Dan Young (Alternate)	6/11/21	06/30/23
6	Lori Anderson, New Member	01/01/2022	12/31/23
7			

2. Accomplishments supporting the Guiding Principles

- Oversaw creation of **2022 Budget**, including analyses, workshops with FSR, Town Hall meetings, and presentation to BOD for approval. Assigned account review responsibilities for all financial statement accounts.
- Reviewed the new **2021 Reserve Study** and provided 2022 funding recommendation.
- Continued to participate in the implementation of the **DWO Portal solution**.
- Monitored and assessed cash needs for the **tabern and lifestyle bank accounts**.
- Work with the On-site Accountant and BOD to replace 2 **Reserve Investment accounts** and one new reserve account to minimize the sweeps on the City National Reserve Cash bank account.
- Worked with the **Tavern Committee** to improve and standardize the recording of financial transactions.
- With the board liaison, solicited, interviewed, and selected one **new committee member**. Standardized the interview process.
- **Realigned responsibilities** of FRC committee members to provide a structure that includes a primary and backup for Lifestyle, Tavern, and Cash Management functions.
- Worked with the **Lifestyle Director** to establish effective financial practices.
- Redefined **FRC roles and responsibilities** to Lifestyle and the E-Life committee as a consultant.
- Continued to review monthly **Financial Statements** for accuracy. Identified and resolved accounting issues with On-site Accountant.
- Continued to provide monthly **Financial Highlights and Comments** to the BOD.
- Continued to monitor the **Club Reconciliation Processes**.
- Continued to enhance the **Cash Flow Analysis** process to manage cash; distributed to BOD Treasurer.
- Continued to complete the monthly **Reserves Analysis and Tracking** worksheets for past and future expenditures; distributed to BOD Treasurer.

3. Challenges facing the committee

- Continue to understand FSR accounting groups and practices.
- Limited HOA Financial knowledge by DWO residents.

4. Future objectives (short and long range)

- Define, create, and conduct live learning **financial education sessions** to residents and Board of Directors.
- Draft a **Financial Policies and Process Handbook** Continue to review and resolve accounting concerns on the **financial statements**.
- Participate in the preparation and presentation format of the **2023 Operating Budget**.
- On-board new **committee member(s)**.
- Complete **Chart of Accounts** with descriptions and direction for use.
- Continuously review and evaluate FRC members' roles and responsibilities and adjust as necessary.
- Continue to assist the **Tavern Committee** with improved reporting for better management information.
- Continue to work with new **Lifestyle Director** to establish sound accounting practices to ensure break-even.
- Continue to monitor **Club Reconciliation Process**.
- Continue to participate in the implementation of **Club Express Portal** and on-line event registration and payment system.
- Continue to refine the **Cash Flow Analysis** to better understand cash needs and trends.
- Continue to track **Reserve expenditures** and provide feedback to the BOD as needed.
- Continue to refine and document **FRC processes, work plans, and calendars**.

5. Future ongoing or anticipated project funding: Identify projects and their anticipated expenses which may require a proposed or incurred expense in 2022 or in the next fiscal year's budget planning process.

Proposed Project	Anticipated Expense	Current Fiscal Year Expense	Next Fiscal Year Budget
None			

6. Other comments

- One committee member's term expired as of 12/31/21 and a new member added as of 01/10/21.
- Three committee members terms expire on 12/31/22.



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Alice Kalamar 01-12-2021
 (Submitted by) (Date)

Fines and Suspension Committee Joanne Markiewicz
 (Committee name) (Board Liaison)

1. Committee membership (highlight any changes since previous report)

Position	Name	Service Start Date	Anticipated Service End Date
1	Alice Kalamar, Secretary	11/06/2020	11/05/2022
2	Kimberly Harshbarger, Chair, Resigned	11/06/2020	11/05/2021

Hearing panelists are homeowners in good standing and selected by the Chair and Secretary after "conflict of interest review" is conducted.

2. Accomplishments supporting the Guiding Principles

The Fines and Suspension committee held one hearing on November 18, 2021.

Throughout the fall quarter, the Committee liaison conducted a number of interviews with the past chair, secretary, past hearing members and the property manager to review the business processes. As a result of that review, recommendations were presented to the Board at the January 14, 2022 Board Meeting for considerations.

3. Challenges facing the committee

Marketing/Publicity/Recruitment of potential hearing panelists from the homeowner population to expand the current. As a result of the lack of volunteers submitting applications, the Committee's Liaison provided a recommendation to the Board on January 14, 2022 on homeowner pool extension.

4. Future objectives (short and long range)

To continue to conduct fair hearings to validate or invalidate alleged violations to ensure the Community-wide standard is maintained and enhanced.

5. Future ongoing or anticipated project funding: Identify projects and their anticipated expenses which may require a proposed or incurred expense in 2022 or in the next fiscal year's budget planning process?

Proposed Project	Anticipated Expense	Current Fiscal Year Expense	Next Fiscal Year Budget
None			

6. Other comments

None at this time.



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Claudia Innes _____ 12/18/2001 _____
 (Submitted by) (Date)

La Tapenade Tavern Committee _____ Paul Frison _____
 (Committee name) (Board Liaison)

1. Committee membership (highlight any changes since previous report)

Position	Name	Service Start Date	Anticipated Service End Date
1	Ed Matejcek	7-1-21	6-30-23
2	Claudia Innes	8-21-21	8-21-23
3	Lori Anderson	8-21-21	8-21-22
4	Kathy Worley	8-21-21	8-21-23
5	Maureen Bishop	1-5-21	4-30-23
6	PR		
7	PR		

2. Accomplishments supporting the Guiding Principles

- Maintained viability of the tavern during covid pandemic as well as major transition of LTTC members
- Developed RACI outlining division of responsibilities between FSR, LTTC, and tavern volunteers
- Completed survey of current and former volunteers
- Updated token program for volunteers
- Developed inventory control and cost system

3. Challenges facing the committee

- Keeping the tavern fully staffed and open during ongoing pandemic
- Filling vacant and expiring committee member positions
- Maintain customer satisfaction during peak times

4. Future objectives (short and long range)

- Complete alcohol handling certification for necessary personnel
- Incorporate LEAN process to kitchen and bar operations
- Improve usability of POS system
- Update Tavern portal pages to new DWO portal system
- Refinish/repair tavern tables and chairs
- Assess viability of replacing rental items with purchased items
- Develop written operating procedures and volunteer training plans

5. Future ongoing or anticipated project funding: Identify projects and their anticipated expenses which may require a proposed or incurred expense in 2022 or in the next fiscal year's budget planning process?

Proposed Project	Anticipated Expense	Current Fiscal Year Expense	Next Fiscal Year Budget
Refinish/repair furniture	\$2K		
Replace rental equipment	\$5K		

6. Other comments

- The Tavern anticipates meeting its goal of breaking even for calendar year 2022
- The Tavern Committee anticipates filling the two vacant committee positions within the next two months



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Kevin Coughlin Sr _____
 (Submitted by)

December 20, 2021 _____
 (Date)

E Lifestyle Committee _____
 (Committee name)

Paul Frison _____
 (Board Liaison)

1. Committee membership (highlight any changes since previous report)

Position	Name	Service Start Date	Anticipated Service End Date
1	Kevin Coughlin Sr	4/1/2021	4/1/2023
2	Beth Hofmann	4/1/2021	7/1/2022
3	Dawn Matejcek	4/1/2021	4/1/2023
4	Val Nassar	4/1/2021	7/1/2022
5	Cindy Welker	4/1/2021	7/1/2022
6	Georgia Duggan	4/1/2021	4/1/2023
7	Maureen Bishop	4/1/2021	4/1/2023

2. Accomplishments supporting the Guiding Principles

- Established a bi-weekly meeting schedule
- Created a Lifestyle area for each Lifestyle Committee Member to be a point person/liaison
- Created a Lifestyle Survey
- Compiled the data from the survey and identified areas the community had the most interest in.
- Established creating a transparent communication with the community.
 - Quarterly Lifestyle Community Meetings (July & October 2021)
 - Monthly Lifestyle Article in the Breeze
 - E blast communication of Lifestyle Events.
- Worked with Lifestyle Director Joshua Howell in bringing back a Lifestyle Program to the level of programming and events that the community experienced before the COVID pandemic
- Reviewed the Master Schedule of Events at DWO and in conjunction with CCAC Chairperson Ken Overfield identified clubs and interest groups who were continuing or were being re-established as we began to open up from the COVID restrictions and who the leadership was for each club and group.
 - Identified numerous scheduling conflicts between groups/clubs.
 - Reviewed and established a scheduling priority for room usage.
- Provided assistance for each event that was presented by Lifestyle.
- Along with the Lifestyle Director established or assisted in:
 - A new Lifestyle Calendar format
 - Worked to provide a wide range of programming from favorite artists (Cliff Erickson, Billy Dean and Dawn to new performing artists (Byrne Brothers, Jose Figueroa, Zoey Tyler, Brian Mazz etc.)
 - Provided free or low cost events such as the Staff/Resident Volleyball, Pool parties, Name that Tune, Bingo Events, DJ events hosted by the Lifestyle Director, Holiday Party and New Year's Eve Party.
 - Scheduled and promoted Car Shows, A refreshed Annual Holiday Golf Cart Parade, Craft Fair, Wellness Fair, Blood Drive and Flu Shot Clinic
 - Educational Events like the Polk County Sheriff's Information night, Bok Tower Event, and restarting the Disney Legends Series with Dick Grosek

- Along with CCAC, informed the new residents on the procedures to establish new clubs or interest groups.
- The Committee established and communicated to the community COVID information regarding Lifestyle Events during the summer/fall spike.
- Asked the community for any residents who would be interested in helping with Lifestyle Events.
 - Worked on establishing a punch card system to help encourage residents to help with Lifestyle Events. This should begin in January 2022.
- Along with the Gym Committee, participated in looking at the most efficient use of equipment and room for the fitness center. Several items were identified. Priorities being room usage, bringing back a personal trainer, safety issues and prepare a budget proposal for the board for 2022.
- Look at potential offsite venues for future events that may be too large for the DWO Ballroom.
- Create an event records form and after event survey.
- Create a Refund Policy for the BOD.
- Reviewed the Lifestyle Director Job Description and made several recommendations that need to be updated to provide a transparent description of what is expected of this position.
- Advocate for an Assistant Lifestyle Director
- Club Scheduling Form
- Per the BOD request, worked on the Advertising and Amenities fee structure forms.

3. Challenges facing the committee

- Bringing a New Lifestyle Director up to speed and developing a strong working relationship with the new director.
- The continuation of the COVID pandemic which makes long range planning difficult to accomplish.
- Maintaining a budget that does not become a deficit spending budget.
- The lack of assistance for the Lifestyle Director to devote the time to programing for the community.
- The lack of a workable and transparent Lifestyle Director job description.
- Lack of an Assistant Lifestyle Director and accompanying job description.
- Removing some budget items that are being charged against the Lifestyle Budget that are really not Lifestyle programs or responsibilities.
- Continue to evolve as a new committee defining the role this committee will have at DWO.

4. Future objectives (short and long range)

- To help train and bring the new Lifestyle Director up to speed with the responsibilities of this position.
 - The committee is committed to help the director obtain the necessary skills to be successful at DWO.
 - To not have to find another director in 6 months to a year which has been the case the past 3 years.
- Get an accurate financial accounting each month of Lifestyle Revenue and Expenses.
- Work with CCAC to be sure clubs and interest groups follow the established regulations of set up and tear down from their events and not leave this on the Lifestyle Director or Maintenance Staff.
- To continue to take on BOD requests of this committee.
- To begin to address concerns of other Lifestyle Amenities such as pool usage and resident requests that we currently do not have at DWO.

5. **Future ongoing or anticipated project funding:** Identify projects and their anticipated expenses which may require a proposed or incurred expense in 2022 or in the next fiscal year's budget planning process?

Proposed Project	Anticipated Expense	Current Fiscal Year Expense	Next Fiscal Year Budget
Increase advertising fees for the Breeze and vendor events			
Gym Proposal		0	

6. **Other comments**

- As we move forward, we expect to redefine some of our committee member roles for 2022 and be as involved as possible with the training of the new Lifestyle Director for 2022.
- We hope to have completed the definition of what the E Lifestyle Committee role will be by the ed of 2022.



- ORLANDO -

SSHAC Year End Report - 2021

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Everett Poore
(Submitted by)

January 10, 2022
(Date)

SSHAC
(Committee name)

Frank Ritchie
(Board Liaison)

1. Committee membership (highlight any changes since previous report)

Position	Name	Service Start Date	Anticipated Service End Date
1	Everett Poore	October 2020	October 2022
2	Dr. Joe Braun	October 2020	October 2022
3	Dr. Wally Newkirk	October 2020	October 2022
4	Dr. Steve Hensley – Alternate	August 2021	August 2023
5	Jim McTigue – Consultant	NA	

2. Accomplishments supporting the Guiding Principles

- Provided timely and current information on the COVID pandemic to the BOD to assist in decisions related to COVID restrictions at the Clubhouse and other amenities.
- Performed 2 week Radar Speed sign study. Provided data analysis to the BOD.
- SSHAC member Dr. Joe Braun provided weekly community updates on the COVID pandemic.
- Collaborated with:
 - Technology Committee regarding Clubhouse security cameras and smoke detector in Audio/Visual Equipment closet.
 - Community Guidelines Committee on safety aspects identified in conjunction with updating of DWO Rules and Regulations, including proposal to BOD to revise DWO Parking Regulations.
 - Tavern Committee on procedure for reopening Tavern.
 - Chartered Club Committee on request for installation of a pottery kiln and Guidelines for phased reopening of community amenities and club activities.
- Provided input to BOD and FSR following community COVID outbreak
- Provided guidance to CAM concerning a resident concern regarding resident parking issues.
- Met with deputies from Polk County Sheriff's Department on vehicle safety, trespassing, and other safety and security concerns. (Minutes of this meeting are attached for the BOD information)

3. Challenges facing the committee

- Membership on Committee
- Reporting and Follow-up to speeding, reckless driving and trespassing issues.

4. Future objectives (short and long range)

- Interfacing with FMIUC and Transition Committee on safety, security and health issues.
- Crosswalk issues (golf cart path, major intersections)
- Procedures for reporting and tracking safety/security issues in DWO

5. Future ongoing or anticipated project funding: Identify projects and their anticipated expenses which may require a proposed or incurred expense in 2022 or in the next fiscal year's budget planning process?

Proposed Project	Anticipated Expense	Current Fiscal Year Expense	Next Fiscal Year Budget
None Identified to Date			

6. Other comments - None



As provided for in the Del Webb Orlando Committee Guidelines, the Board of Directors is requesting that each Chairperson submit a quarterly report that is due on the following dates: 1/15/2021 (for 4th quarter 2020); 4/15/2021 (for 1st quarter 2021); 7/15/2021 (for 2nd quarter 2021); and 10/15/2021 (for 3rd quarter 2021). Please respond to this one-page summary in the format below and present it to the Board Liaison. All report information will be included in the Board's Agenda Packet. Thank you in advance for your continued service

Robert Brunner
(Submitted by)

January 11, 2021
(Date)

Technology Advisory Committee
(Committee name)

Q4/2021
(Identify Quarter)

1. Committee membership (highlight any changes)

Position	Name	Service Start Date	Anticipated Service End Date
1	Bob Brunner, Chair	12/04/20	10/31/21
2	Susan Keegan, Member	10/23/20	10/31/22
3	Jim Douglas, Member	10/23/20	04/30/22
4	Kurt Umscheid, Member	10/23/20	04/20/22
5	Patrick Powers	06/11/21	05/31/23
	Ron Demers, Consultant		
	David Segal, Consultant		
	Brian Keller, Consultant		
	Patti O'Connor, Consultant		

2. Accomplishments since last report
See Tables Below

3. Challenges facing the committee

- a. The TAC would like to share some of the responsibilities for meeting support. We are finding that the monthly board meetings, town hall meetings and workshops, plus support for other groups and committees are at a frequency that is challenging for our small committee to support. In addition to working with FSR staff, who have always volunteered to learn and help, we are looking at third parties for technical maintenance and support that will help.
- b. Bob Brunner's membership expired at the end of October, 2021 and has recommended that the TAC converts to a support group that is called upon by the HOA Board as needed. Discussions with the HOA Board will most likely take place in Q1, 2022 to determine the best approach for supporting the technology needs of the community.

4. Future objectives (short and long range)
See Tables Below

5. Future ongoing or anticipated project funding: Identify projects and their anticipated expenses which may require a proposed or incurred expense this fiscal year or in the next fiscal year's budget planning process.

Proposed Project	Anticipated Expense	Current Fiscal Year Expense	Next Fiscal Year Budget*
All known and on-going projects in the table below are included in the 2022 budget.	Future projects listed in the table below or unforeseen projects are not included in the current budget and may require additional funding.		

6. Other comments
See Tables Below

Completed Projects			
Control4 reprogrammed	Bob	Worked with Millennium Systems to reprogram the Control4 system for the ballroom theater equipment. This allows one-touch initialization of the various configurations of the ballroom equipment	Completed
Ballroom Control4 Documentation and Instructions	Ron	Ballroom equipment and Control4 documentation and instructions were provided to FSR Staff	Completed
Additional microphones added to ballroom	Ron and Bob	A new mixer, dual microphone wireless receivers and microphones were installed for the ballroom. We now have 4 active microphones for use.	Completed
LEK now has network credentials	Ron	NetCyber, our previous network manager, was issued a termination notice and to turn over network control and support to LEK	Completed
Long Term IT Support contract for updates, maintenance, and break/fix for the computers and network with Lek Technologies	Ron	Compiled a list of 13 IT companies in the local area. Contacted several and created a matrix comparing the services provided, cost, etc. Lek technology was selected, and board proposal prepared and approved. Proposals evaluated and Lek Technologies was selected. Their contract was approved in the September board meeting. Contracts	Completed

		have been signed and LEK is starting service October 1 st , 2021. This includes network support, so a termination notice was sent to NetCyber Systems.	
PA System in the clubhouse	Kurt	Need to make announcements from the front desk during emergencies. Kurt had Millennium Systems look at the current set up. They determined it would need a complete rewiring of the current audio distribution system but is going to give Kurt a rough estimate.	Tabled – cost does not outweigh the benefit
Video Monitoring System Installed	Kurt/Bob/Ron	A new digital system installed by Millennium including a NVR and 13 cameras. Operational procedures written & and provided to FSR.	Completed
Tavern Wireless Microphone Mixer Repair	Bob	The mixer was sent back to New York for repair since it was still under warranty.	Completed
Technology Operations Manual	Ron	80-page document explaining how to operate the technology in the clubhouse sent to FSR.	Completed
RAP Demo completed	Jim		Completed
Resident Application Platform (RAP)	Bob/Jim/Ron	Research & evaluate other platforms/solutions to replace ActiveNet. The RAP team has selected ClubExpress to replace ActiveNet and obtained approval from the board to move into the Implementation phase of the project.	Completed
Tavern Apple TV Reset	Bob/Bill W.	The taven is now using one of the iPads (Square) to control the Apple TV device.	Completed
Stage Lights	Brian	Brian was able to operate the lights using the iPad – instructions documented.	Completed
Fixed Google Maps address for the clubhouse	Bob	Google maps had an error for the location/address of the clubhouse.	Completed
RWL HOA Board meeting technical support	Ron/Bob	RWL Master HOA held their board meeting in the ballroom	Completed
Tavern Audio User Manual & Training	Bob/Ron/Ed M.	Ron & Ed M. met to discuss what procedures are needed in writing. Documentation included in the Technology Operations manual.	Completed

Ongoing Projects			
Resident Application Platform (RAP)	Bob/Ron/Jim	Implementation phase of the project has begun.	On-going
Group Telecommunications exploratory topic discussions	Bob	Provided Scott with tentative pricing from Frontier and Spectrum for a discounted price for residents. Presented a proposal to investigate further to the Community in November.	On-going

Future Technology Issues/Projects			
Spectrum Account (Triple Play)	TBD	Expensive – only 2 TVs in the Gym use Spectrum TV; Bill shared invoice with Bob; \$731/month; \$224/month for ISP; \$399/month for 8 dedicated phone lines; look for better deal – contact Frontier perhaps. DirectTV losing NFL Ticket contract in 2022	
Phone System (VoIP) & ISP	TBD	Spectrum Business Plan - 9 dedicated phone lines; not using all of them? Expensive - \$50.00/month per phone line. Ron started documenting the use, location & numbers of the 9 dedicated phone lines.	
Future subscriptions for DirectTV or streaming video services	TBD	This will be needed after the 2022 season when the NFL contract with DirectTV expires.	
Digital signage & streaming services	TBD	Do not need a DirectTV cable box at every TV, may go with the one above regarding DirectTV subscriptions	
Control4 User Manual & Training	TBD	We will look at ongoing training, documentation, and support for this device.	
Board Member E-mails	TBD	Need requirements	On-hold
HOA Data Management and records storage/retention	TBD	Need requirements	On-hold
A/V equipment in Tavern Kitchen	TBD	Kurt suggested removing the equipment from the kitchen and to distribute it to align better with the other technology in the building. The	On-hold

		cabinet includes a wireless router, HDMI switch, Security camera DVR, amplifier/mixer, DirecTV receiver for the large TV above the bar. This equipment is also on the wireless network and should have a hard Cat6 connection.	
Tavern Acoustics	TBD	Acoustics have not been good using direct ceiling speakers and with large panes of glass at entrance and Lago Room. Consider adding damping material on windows and walls.	On-hold See if the new speaker system helps improve the sound before any other changes are made.
Access Control Expansion	TBD	Install Linear at the Tennis Building and possibly at the Garden Club gates and the dog park.	On-hold After checking with the board this project has been given a low priority and removed from the on-going project list.
Long Term A/V Support for updates, maintenance, and break/fix	Bob	Bob to investigate with Millennium. Awaiting progress on our theater issues to determine if we want to have them as our long term support company.	On-hold, will use Millennium for break fix as needed.



COMMITTEE QUARTERLY REPORT

John Bavlish

01/11/2022

Transition Committee

4th Quarter 2021

1. Committee membership (highlight any changes)

Position	Name	Service Start Date	Anticipated Service End Date
1	John Bavlish (Chair)	10/9/2020	TBD
2	John Ham	10/9/2020	TBD
3	Bill Blake	10/9/2020	TBD
4	Annette Jensen (Finance Liaison)	11/15/2020	TBD
5			
6			
7			

2. Accomplishments since last report

The Transition Committee worked with m2e and IE, the engineering and construction firms hired by the Board of Directors to conduct destructive testing and analysis of numerous areas identified in the previously submitted and approved Engineering Study. Special attention was dedicated to the Clubhouse and the surrounding structures and amenities. Two members of the Transition team spent two full days working with the Contractors, ensuring that the testing requirements and objectives of the Board and Transition Team were met. The Team continues to work on completing the approved testing and analysis of the Communities Roadways and Sports Courts. Two members of the Team conducted a detailed Review of the Draft Reserve Study. Each Line Item was reviewed against current industry standards, historical Community financial data, and other pertinent data. Based on this analysis the Team made numerous recommendations to the Board and Financial Review Committee. These recommendations were accepted resulting in an accurate reflection of the HOA's reserve requirements. A member of the Team is currently working with a Cross Team addressing the replacement recommendation of the Air Conditioning unit #14. The Team's Legal Representative continues to support the Board on matters requiring legal opinions and/or advice. The Team continues to support the Board of Directors through the Board's Liaison.

3. Challenges facing the committee

Complete the Destructive Testing of Community Roadways and Sports Courts.
Review and make recommendations based on the Destructive Testing results.
Working to address and complete the AC replacement project.

Ensure that all projects are completed in a manner consistent with the expectations of the Board and the general HOA.

4. Future objectives (short and long range)

Work with contractors as assigned by the Board.
Provide advice and feedback on transition matters to the BOD.
Work with other Committees as required.

5. Other comments

None