

Community Relations Committee

Meeting Minutes

Thursday, February 7, 2019

Parkway Meeting Room

46020 Algonkian Parkway

Call to order: The meeting was called to order at 6:40 P.M. at the Parkway meeting room, by David Barrie, Chairperson.

Attendance: In attendance were: Elizabeth Moran, Pat Bour, Judy Smith, John Fernandes, David Barrie and Loretta deLamare (PMP). Absent were: Dana Cizmadia, Amy Cornwell, Amanda Boone and Eva Mendoza.

General Action Items:

Resident Participation- No residents present

1) Old Business

- a. **Winter Celebration Recap**—Loretta thanked the CRC and NAC volunteers for their assistance in the event and the Holiday Decoration contest.
- b. **Donation:** Loretta reported that we had received Republic Services donation for the 2018 Fall Fest.

2) New Business

- a. **2019 Proposed Event Calendar**-The Committee reviewed, discussed and finalized the list of events for 2019.
- b. **Fall Fest Prep:**
 - i. Wagon Ride- Loretta will contact the vendor to establish a contract
 - ii. Pony Ride—Loretta will contact the vendor to establish a contract
- c. **Other Discussion items—**
 - i. Discussion to review and contact previous bands for the Concerts and to have a rain date as a back-up for weather issues.
 - ii. Motion: Judy Smith moved **to discontinue the Halloween and Christmas Holiday House Decorating Contests.** Pat Bour seconded the motion. Motion passed unanimously.

Adjournment: The meeting was adjourned at 7:05 P.M. The next meeting will be held at Parkway meeting room on Thursday, March 7, 2019 at 6:30 P.M.

Community Relations Committee Meeting
Minutes
Thursday, March 7, 2019
6:30 p.m.

1. Call to order: The meeting was called to order at 6:33 P.M at 2 Pidgeon Hill Drive, by David Barrie, Chairperson.
2. Attendance: In attendance were: Pat Bour, Elizabeth Moran, Judy Smith, Amanda Boone, Amy Cornwell, David Barrie and Loretta deLamare (PMP)
3. Absent were: Dana Cizmadia, John Fernandes and Eva Mendozza
4. General Action Items
 - A. Resident Participation & Presentations – Avery Boone
 - B. Old Business
 - ❖ Re-Affirmation of 2019 Proposed Events Calendar
Change in date for Fall Fest to October 5, 2019- The Committee re-affirmed the date for the Fall Fest
 - C. New Business
 1. Spring Fling – April 13, 1:00p-3:00pm, Parkway Pool Meeting Room
Easter Bunny- Booked
Face Painter- Loretta is trying to find a face painter. Amanda to provide contact info.
Volunteers are: Pat, Amanda and David
 2. Fall Fest
 - a) Pony rides this year – The Pony rides have been booked
 - b) Harmon Hayrides – The contract has been signed for the Fall Fest. The Committee directed Loretta to obtain a contract for 2020 for the second weekend in October.
 3. 2018 Shred Events
 - a) Participants:
 - I. Great Falls Chase-
 - II. Cascades-
 - b) ROVER Contract- We will need two trucks, two drivers and two assistants for this event.
 - c) Do we want IT Recycling as well this year?- The Committee decided unanimously –NO.
 - d) Paint Disposal Service: Yuck Old Paint. CRC Committee declined to contract for this service at the Shred Event. However, this service will be featured in the April edition of the Courier for the residents to utilize.
 - e) Green Drop – Will be on May 4th at the Parkway parking lot, from 11 A.M. to 2 P.M. Will need, two trucks, a driver and assistant. This is the same day as the Yard Sale event in CountrySide.
 4. Concerts - Bands
 - a) Justified is available for July 13th date- The Committee unanimously voted to have Justified.

b) Sub-Radio is unavailable for June 8th. The Committee unanimously decided to have the Moon Lighters who play Motown music for this event.

5. Girl Scout Program Proposal- The Committee unanimously decided to decline the proposal

6. Proposed purchase of Corn Hole Games:- Judy Smith moved to authorize PMP to purchase 3 Corn Hole games at a cost not to exceed \$400.00. Cost will be accounted to GL 5318 in place of HHDC expenses. Elizabeth Moran seconded the motion. Motion passed unanimously.

7. July Meeting: 4th is 1st Thursday; Change Date- The Committee will meet on Monday, July 8th, instead of July 4th.

8. Dana Cizmadia submitted her resignation from the Committee.

9. The Committee decided to hold all CRC meetings at 2 Pidgeon Hill Drive.

D. Adjournment: The meeting was adjourned at 7: 17 P.M. The next meeting will be held at 2 Pidgeon Drive, on Thursday, April 4, 2019.

Community Relations Committee
Minutes
Thursday, April 4, 2019

1. Call to order: The meeting was called to order at 6:31 P.M at 2 Pidgeon Hill Drive, by David Barrie, Chairperson.
2. Attendance: In attendance were: Pat Bour, Judy Smith, John Fernandes, Amy Cornwell, David Barrie and Loretta deLamare (PMP)
3. Absent were: Amanda Boone, Elizabeth Moran and Eva Mendoza
4. General Action Items
 - A. Resident Participation & Presentations – No residents present
 - B. Old Business
 1. Fall Fest
 - a. Harmon Hayrides – The contract has been signed for the 2019 Fall Fest. The 2020 Fall Fest is on their schedule.
 - b. Talk of the Town Quote-Attachment A: Talk of the Town Options for Fall Fest- Discussed and the Committee decided to accept the Talk of the Town quote, with a reduction from 4 to 2 generators.
 2. Concert 1: Moonlighters Booked: Loretta directed to determine how many band members there will be. (There will be 3.)
 3. Purchase of Corn Hole Games: completed total cost \$332.23
 4. Spring Fling – April 13, 1:00p-3:00pm, Parkway Pool Meeting Room
 - a) Attachment B: Budget-reviewed
 - b) Face Painter- face painter obtained.
 - c) Goody Bags-complete
 - d) Food-Goldfish, Cookies and grapes – put in dixie cups. Get Jelly Beans as treat for the tables.
 - e) Activities- Candy Count, Corn Hole game, activity place mats,
 - f) Volunteers Amanda, Pat, Dave
 5. Spring Clean Up: Advertised. Scout Group scheduled. Supplies obtained. Wrist bands. To get: small water bottles and donuts.
 6. 2018 Shred Event: On track. Dave will head up.
 - C. New Business:
 1. Spring Yard Sale: May 4, 2019:
 - a) Green Drop will be at Parkway Parking Lot 11am to 2pm – one truck. Advertise with emphasis on: ‘UNTIL FULL’ or 2pm.
 - b) Need a local contact with a cell phone for day of event: TBD later.
 - D. Adjournment: The meeting was adjourned at 6:49 P.M. The next meeting will be held at 2 Pidgeon on May 2, 2019.

Community Relations Committee
Minutes
Thursday, May 2, 2019

1. Call to order: The meeting was called to order at 6:34 P.M at 2 Pidgeon Hill Drive, by David Barrie, Chairperson.
2. Attendance: In attendance were: Judy Smith, John Fernandes, Elizabeth Moran, Amy Cornwell, Amanda Boone, David Barrie and Loretta deLamare (PMP)
3. Absent were: Pat Bour and Eva Mendoza
4. General Action Items
 - A. Resident Participation & Presentations – No residents present
 - B. Old Business
 1. Spring Fling – April 13, 1:00p-3:00pm, Parkway Pool Meeting Room
 - We had 89 attendees.
 - Face Painter for the children.
 - Goody Bags-Handed out. Plenty left over for next year.
 - Food-Goldfish, Cookies, water, soda, juice, jelly beans and grapes
 - Activities- Corn Hole game, coloring placemats.
 2. Spring Clean Up, April 27, 2019, 10am-12pm
 - A very good turnout for this event. The best response in the last five years.
 - About 50 residents showed up to help.
 - We gave out 50 bags for trash and 25 for recycling.
 - Earth Day Wristbands were given out
 - Donuts, cookies, water, soda and juice were provided to the Volunteers.
 3. Spring Yard Sale May 4 in CountrySide. Maps and other information available at Office.
 - If CountrySide residents wish to donate their remaining items from the yard sale items, Green Drop is available to accept these donations at the Parkway parking lot.
 4. Green Drop – Will be on May 4th at the Parkway parking lot, from 11 A.M. to 2 P.M.
 - With a driver and assistant. They will remain until 2P.M., unless the truck becomes filled.
 - Judy will be the Green Drop contact and David will be at Parkway for Green Drop
 5. 2018 Shred Event—May 18th- Parkway parking lot- 9 A.M to Noon
 - Participants: CountrySide together with
 - Great Falls Chase
 - Cascades-
 - We will have two trucks, two drivers and two assistants for this event.
 - Limited to 5 boxes per household
 - David will Volunteer for this event.
- C. New Business

1. Concerts - Bands

- June 8th- Parkway- 7 P.M. – 9 P.M.
- The Committee unanimously decided to have the Moon Lighters who play Motown music for this event Moonlighters Booked for June 8. Loretta confirmed that there will be three Moonlighters for the event.
- Water, Soda, juice and Popcorn will be served.
- Corn Hole game will be available.
- Need to purchase Glow Sticks.
- Volunteers- Amanda, Elizabeth, Judy and David

2. The first Family Fun night will be held at the Parkway Pool from 5 P.M. to 8 P.M. on June 29th

- Griller = TBD.
- Food- Hot dogs, 4 trays of Fruit, 2 trays of Veggies, 4 trays of Chip and Ice cream sandwiches.
- There will be music, games and prizes.
- Volunteers= Amanda, Elizabeth, Judy and David
- A 2019 Amenities pass is required for entrance to this event.
- Without a current Amenities pass, there is a \$5.00 entrance charge, per person

3. The Committee decide to have PMP put out the A frame sandwich boards for all remaining events in 2019.

D. Adjournment:

- The meeting was adjourned at 6.52 P.M. The next meeting will be held at 2 Pidgeon on June 6, 2019.

Community Relations Committee Minutes
Thursday, June 6, 2019

Call to Order: The meeting was called to order at 6:32 P.M. by David Barrie, at the Proprietary office.

In attendance were: Judy Smith, Elizabeth Moran, Pat Bour, Amy Cornwell, David Barrie and Loretta deLamare (PMP)

Absent were: John Fernandes, Eva Mendoza and Amanda Boone

General Action Items

1. Resident Participation- No resident present.
2. Old Business
 - a. Spring Yard Sale and Green Drop Recap:
 - i. David reported the yard sale activity was lighter than previous Yard Sales
 - ii. Green Drop service was very successful: Filled about ½ to ¾ of the Truck
 - b. Shred Event Recap-: Very strong participation - filled up two trucks of shredding.
 - c. Finalizing Concert #1, June 8, 7-9pm – Moonlighters:
 - i. Popcorn, boxes and glow sticks ordered
 - ii. Food: Water, soda, juice ,popcorn, ice pops, and ice
 - iii. Band has been confirmed and paid in full.
 - iv. Volunteers, Amanda, Elizabeth, Judy, Amy, Pat and David
 - v. Corn Holes games
 - vi. Bring something to sit on
 - vii. Sent out a general email, reminding the residents of the Concert.
 - viii. A frame signs up reminding the residents of the Concert.
 - d. Finalizing Family Fun Night # 1, June 29, 5-8pm
 - i. Griller: Mike deLamare- Check out grill for possible propane purchase.
 - ii. Food:
 1. Day of: 4 trays fruit, 2 trays veg, buns-400
 2. Purchased week before:
 - a. hotdogs All Beef=qty 400
 - b. chips (8 multi packs),
 - c. ice cream sandwiches, =150-200
 - d. ice
 - iii. Gift Cards for game prizes: \$5.00 each
 1. 15 at 5 below store
 2. Also, some water guns, Beach balls and noodles.
 - iv. Volunteers: Amanda, Elizabeth, Judy and David
 - v. Games:
 1. Corn Hole (no prize – fun only)
 2. Limbo (2 prizes)
 3. Hula Hoop (no prize – fun only)
 4. Penny Toss (5 prizes) 500 pennies
 5. Music machine and CD's
 6. Rain date- Sunday, June 30
3. New Business

- a. Concert # 2: July 13, 7-9pm: Justified Band
 - i. Popcorn, boxes and glow sticks ordered
 - ii. Food: Water, soda ,juice, popcorn, ice pops and ice
 - iii. Band Confirmed. To be paid on day of event.
 - iv. Volunteers, Amanda, Elizabeth, and David
 - v. Corn Hole games
 - vi. Bring something to sit on.
 - b. Family Fun Night #2, July 27, 5-8 P.M.
 - i. Griller: Mike deLamare- Check out grill for possible propane purchase.
 - ii. Food:
 - 1. Day of: 4 trays fruit, 2 trays veg, buns (amount?)400
 - 2. Purchased week before:
 - a. hotdogs Beef=400
 - b. chips (4 multi packs),
 - c. ice cream sandwiches,
 - d. ice
 - iii. Gift Cards for game prizes: \$5.00 each
 - 1. 10 at 5 below store
 - iv. Volunteers: Amanda, Elizabeth, Judy and David
 - v. Games:
 - 1. Corn Hole (no prize – fun only)
 - 2. Limbo
 - 3. Hula Hoop (no prize – fun only)
 - 4. Penny Toss
Music machine and CD's
 - 5. Rain date – Sunday, July 28
 - c. A short discussion on concerts and a rain date. The Committee felt we should have a rain date for all concerts. The discussion on rain dates on bands ended on the note that it was not feasible to have a rain date for the bands since it would be too difficult to determine the band's availability.
 - d. Next month's meeting: The meeting will be held on Monday, July 8 and the Proprietary Office at 6:30 due to the Fourth of July holiday.
4. Adjournment
- a. Pat moved to **adjourn the meeting**. Elizabeth seconded the motion. All approved. The meeting was adjourned at 6:57P.M

Community Relations Committee Minutes

Monday, July 8, 2019

CountrySide Proprietary, 2 Pidgeon Hill Drive, Suite 560, Sterling

Call to Order: The meeting was called to order at 6:34 P.M. by David Barrie, at the Proprietary Office. In attendance were; Judy Smith, Pat Bour, John Fernandes, Amanda Boone, David Barrie and Loretta deLamare (PMP). Absent were: Eva Mendoza, Amy Cornwell, and Elizabeth Moran.

General Action Items

Resident Participation- No residents present

OLD BUSINESS

Concert # 1: Recap

Band: We will be contracting with a different band next year.

Food: Worked out well, plenty for all.

Thanks to volunteers.

Family Fun Night # 1, Re-Cap

Attendance: 212 residents

Griller: Mike deLamare- Kudos for a great job.

Food: Need to add more Veggies for the next event. We need to buy bags of veggies and put on purchased trays when they get empty. Same for fruit trays.

Dogs and Buns purchased-320. Good amount

Games: Limited by Thunder and closing of the Pool for 45 minutes: Extra gift cards to be used at next event.

Need sturdier paper plates

Budget Review: Stayed under budget.

Resident request for meatless events. Committee discussed and decided not to have a meatless event. Resident was not present.

Concert # 2: July 13, 7-9pm: Justified Band

Everything on Schedule: Sign boards are up.

Volunteers, Amanda, Elizabeth, and David

Need to purchase Ice pops and perhaps, glow sticks

Activities: Cornhole, Glow Sticks.

Family Fun Night #2, July 27, 5-8 P.M

Same as FFN #1 with the exception of changes in food purchases- more veggies as discussed. Get fruit trays and supplement those as well with added purchased fruit, apples, maybe watermelon. Buy ranch dressing for veggies.

Volunteers: Amanda, Elizabeth, Judy and David

NEW BUSINESS

Pre-Teen event-SATURDAY, AUGUST 17, 4:30-7:30PM: Lindenwood Pool- ages 9-13

Volunteers- Amanda, Pat, Judy and David

Food: pizza, drinks, dessert: Ice cream sandwiches.

Music- Amanda and Pat will handle. Spotify or Pandora.

Games and prizes – same as for Family Fun Night- pennies, limbo. Hula hoops and cornhole just for fun-no prizes.

Family Fun Night 3: Saturday, August 31, 2019 4:30 to 7:30pm: Parkway Pool

Food- pizza – cheese and pepperoni, chips and Ice cream sandwiches

Next month's meeting:

The meeting will be held on Thursday, **August 1** at the Proprietary Office at 6:30.

Adjournment- The meeting was adjourned at 7:00 P.M.

**Community Relations Committee Minutes
Monday, August 1, 2019**

Call to Order: The meeting was called to order at 6:32 P.M. by David Barrie, at the Proprietary Office.
In attendance: Pat Bour, Judy Smith, Elizabeth Moran, John Fernandes, Amy Cornwell, and David Barrie.
Absent were; Eva Mendoza and Amanda Jacks

General Action Items:

Resident Participation: No residents present.

OLD BUSINESS

- 1) **Concert # 2: Recap:**
Attendance around 100
Volunteers: Amy and Dave
Forgot to put ice pops in freezer so had to purchase Popsicles. Otherwise went smoothly.
Budget Review – perhaps increase budget by \$100 for next year’s events due to increase in Band costs
- 2) **Family Fun Night # 2, Re-Cap**
178 Residents good weather and very favorable comments from the residents.
The Veggie and Fruit trays were a big success.
Mike deLamare worked the grill and did another superb job.
The dynamic duo of Pat and Loretta did an Outstanding job handling the food distribution
- 3) **Pre-Teen event-SATURDAY, AUGUST 17, 4:30-7:30PM: Lindenwood Pool- ages 9-13**
Volunteers- Amanda, Pat, Judy, Amy and David
Food: pizza, drinks, ice pops and chips.
Music- Amanda and Pat will handle. Spotify or Pandora.
Games and prizes – same as for Family Fun Night- pennies, limbo. Hula hoops and cornhole just for fun- no prizes.
- 4) **Family Fun Night 3: Saturday, August 31, 2019 4:30 to 7:30pm: Parkway Pool**
Food- pizza – cheese and pepperoni, chips and Ice pops, drinks
Volunteers: Pat, Judy, John, Elizabeth and David

NEW BUSINESS:

- 1) **Fall Fest Donations requested:**
Rover Palmer Care Brightview PMP Republic Services
Titan Allegra Road runner Better Impression
- 2) **Fall Fest Vendors and Activities**
Pony2Go Loretta to review other options for Ponies
Face Painting Inquiries via Pat and Loretta to review other options for Face Painters
Vendors: Six vendors have signed up
- 3) **Fall Yard Sale September 7**
Signs put out week before
Green Drop Scheduled: Flyer to be published in Courier
Need local contact person TBD nearer the date
- 4) **Shred Event September 21, Parkway Parking lot, 9 to Noon.**
Volunteers David
- 5) **Board Closet/Decorations Purge to be done by Pat and Loretta**
Tentatively set for August 15th.

Next month’s meeting:

The meeting will be held on Thursday, **September 5**, at the Proprietary Office at 6:30.

Adjournment- The meeting was adjourned at 7:15 P.M.

**Community Relations Committee Meeting
Minutes
Thursday, September 5, 2019**

Call to Order: The meeting was called to order at 6:31 P.M. by David Barrie, at the Proprietary Office.

In attendance were: Pat Bour, Judy Smith, Elizabeth Moran, Amanda Jacks, John Fernandes, Amy Cornwell, Loretta deLamare (PMP) and David Barrie.

Absent were: Eva Mendoza

Resident Participation: No residents present.

OLD BUSINESS

1. Pre-Teen event-RECAP

- Attendance 69
- Volunteers- Pat, Judy, Amy and David
- Food: 30 pizzas, chips, ice pops and drinks
- Budget Review
- Kids requested more games!

2. Family Fun Night 3: RECAP

- Food- pizza – cheese and pepperoni, chips and Ice pops, drinks
- Volunteers: Pat, Judy, ` Elizabeth and David
- Budget Reviewed
- 181 residents- outstanding turn out for this event
- The Committee decided that for 2020, no temporary closing of the Pools needed prior to these FFN events.

3. Fall Fest Vendors and Activities

- Pony2Go confirmed- deposit paid.
- Face Painting Confirmed: Two face painters
- Vendors: 12
- Loretta presented a detailed Fall Fest planning schedule
- CRC Volunteers: Locations – Times
- Projected Budget
- Loretta will ask the NAC for volunteers for the Fall Fest

4. Fall Yard Sale September 7

- Green Drop Scheduled: Flyer published in Courier
- Volunteers- David

5. Shred Event September 21, Parkway Parking lot, 9 to Noon.

- Volunteers David

6. Board Closet/Decorations Purge done by Pat and Loretta. The Committee thanked Pat and Loretta for doing this needed activity. Christmas Items to be done later.

NEW BUSINESS

1. SCOUT TROOP REQUEST TO WAIVE FALL FEST VENDOR FEE

- Discussed; Loretta will contact Vendor.

2. BOO FEST: Date: Saturday, October 26, 2019: 1:00-3:00pm: Parkway Meeting Room

Volunteers: Food: Goodie Bags

Activities:

- Candy Count
- Costume Contest: Prizes? Award Certificates
- Crafts, Color pages: Leftover from last year

- Music Machine & CD's
- Balloon Artist-TOTT booked

The Meeting was adjourned at 7:15 P.M.

Next month's meeting:

The meeting will be held on Thursday, **October 3, Loretta will chair** at the Proprietary Office at 6:30 P.M.

Community Relations Committee Meeting
MINUTES
Thursday, October 3, 2019

Call to Order: 6:30 pm by Loretta deLamare, PMP

Attendance: Pat Bour, Judy Smith, Amanda Boone, Elizabeth Moran, John Fernandes, Loretta deLamare (PMP)

Absent: Dave Barrie, Amy Cornwell

Resident Participation: No residents present.

OLD BUSINESS

- 1) Shred Event RECAP** Fall Shred Event: September 21, 2019 from 9am -12pm
 - Cascades and Great Falls participated
 - Volunteers: Dave Barrie, Ray Barbosa; Loretta deLamare PMP worked 9am to 11am
 - Dave set up the cones to direct traffic
 - Flyers for Fall Fest were given out.
 - 2 Rover Trucks came with 4 helpers and more people later. Great group.
 - Total Cars: 212
 - Projected Shred total: 8500 pounds.

- 2) Fall Fest, Saturday, October 5, 2019 noon to 4pm: Parkway**
 - Amusements and Vendors: All confirmed, payments scheduled
 - Food: All ready.
 - Donations: Rover received, others expected.
 - Decorations and Setup: Scheduled, CRC members will come early to help.
 - Volunteers: All noted, assigned, contacted.
 - Budget: over budget. CRC budget for the year expected to be on point.

- 3) Boo Fest**
 - Balloon Artist Booked
 - Candy Count, Craft, Costume Contest, Etc.
 - Food: Goldfish, Apples, Candy, Ice Cream/Ice Pops, Juice Paks. Sugar Cookies
 - Music
 - Volunteers: Pat, Dave

NEW BUSINESS

None

Next month's meeting. November 7, 2019 has been cancelled.

Adjournment: 7:16 pm.

This Committee
Held No Meeting
This Month