

HOA Activities Committee  
October 16, 2025  
10:00 AM – HOA Conference Room

HOA Activities Committee Meeting Minutes

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The HOA Activities Committee meeting was held on October 16, 2025, at 10:10 AM in the HOA Conference Room.

### 1. Call to Order

The meeting was called to order by Joyce Forman.

### 2. Roll Call

The following members were present: Joyce Forman, Jane Holdridge, Susan Darcy, Suzanne Offutt, Sue Gregor, Jeff Jensen, and Gail DaRos. Susan Wasserott was absent. Mary Wright (HOA President) was a guest. Denise Fell HOA Activities Committee Liaison.

### 3. Approval of Minutes

The committee unanimously approved the minutes from the previous meeting held on April 17, 2025.

### 4. Organizational Items

The Committee Charter and Code of Ethics were distributed to the members, with instructions to sign and return them.

The following committee positions were confirmed and approved: Secretary: Jane Holdridge and Treasurer: Suzanne Offutt

All volunteers received a booklet with member contact details, the meeting calendar, sign application guidelines, and magazine deadlines. Since many events occur in December, January, and February, articles and flyers must be submitted the month before. For instance, **December magazine content is due November 14, January content is due December 17 and February content on January 17<sup>th</sup>.**

The meeting calendar was posted with the following upcoming dates: 11/20/25, 12/18/25, 1/15/26, 2/19/26, 3/19/26, and 4/16/26.

### 5. Treasurer's Report

The committee's current balance stands at \$1,443.29. This total includes over \$500 designated for SSEP from the North Ft. Myers Fire Department Fundraiser.

## **6. Event Schedule – Leader Assignments and Next Steps**

### **HOA Holiday Entrance Decorating – Monday, November 24, 2025**

- Lead: Denise Fell
- Setup with committee members, Jeremy Radle, and resident volunteers is on Monday, 11/24/25; removal is Monday 1/5/26.

### **HOA Holiday Cart Parade – Tentative Sunday, December 7, 2025**

- Lead: Joyce Forman
- A minimum of 25 participants is required for the event to proceed.
- The \$5.00 non-refundable registration fee will be allocated to prize money and discourage last-minute cancellations.
- Committee members will contact various community groups (Bingo, Bocce, Cornhole, Artist group etc.) and report back on participation.
- Suzanne and Susan will set up a sign-up table at Bingo.
- **Joyce** will handle tracking of email registrations. The participant count will be confirmed before engaging bands, fire trucks, or police services.
- Jeff will design simplified flyers for promotion.
- Denise will provide Joyce with Holiday Cart Parade checklists.

### **Holiday Decorating Contest – Candy Cane Lane**

- Leads: Jeff Jensen & Suzanne Offutt
- Develop contest guidelines, determine prizes, and set the date for announcing winners.
- Compose an article/flyer about the event for publication in the newspaper in December and also one in January for after the event.

### **Activities Fair – Sunday, January 18, 2026**

- Leads: Sue Gregor & Susan Darcy
- Create article/flyers for placement in Newspaper in December must be submitted in November.
- Obtain event sign approval

### **Cybersecurity Classes**

- Lead Suzanne Offutt
- Sessions will be held on January 19 and January 20, 2026, from 10:00–11:30 AM in the HOA Conference Room.
- Create flyer for placement in various advertising channels including Newspaper

## **Master Gardener Classes**

- Leads: Susan Darcy & Gail DaRos
- Florida Friendly Landscaping – January 29, 2026 (10:00 AM – 12:00 PM), Plant This, Not That! – February 20, 2026 (2:00 PM – 4:00 PM)
- Create flyers for communication to various channels including Newspaper and place in December issue

## **Shredding Event** – Monday, February 16, 2026

Lead; Joyce Forman

The previous vendor increased the cost from \$350 to \$525 for 1.5 hours of service.

Suzanne shared information about a potential new vendor, 'Shred-It', while Salterra Place may sponsor half the cost.

Obtain event sign approval from HOA Board.

Joyce will research additional options and report back to the committee.

## **5K Charity Fun Run/Walk** – Tentative- Sunday, March 22, 2026 (7 AM – 1 PM)

Leads: Joyce Forman & Jeff Jensen

The event will benefit the ARC Animal Rescue Center.

Participant fee is \$25.00 per person, with a goal of 50 participants. Registration collection will begin in November.

Jeff will obtain sample T-shirts for the event. Denise will present to HOA office for approval.

Create event signs and get approval from board

Produce a flyer for distribution across multiple channels, including newspapers, targeting the January, February, and March issues.

## **Ice Cream Social** – Sunday, April 19, 2026 (2:00–8:00 PM, Ballroom Reserved)

Leads: Sue Darcy & Sue Gregor

Create flyer for communication to the various channels including newspaper and place in March issue. Obtain event sign approval from Board

## **7. New Business**

Jeff Jensen presented new T-shirt designs for the Activities Committee team. Denise will submit these designs for HOA approval before ordering.

## **8. Adjournment**

The meeting was adjourned at 1:30 PM. The next meeting is scheduled for November 20, 2025, at 10:00 AM in the HOA Conference Room.