

Good evening everyone,

We decided to have this informational meeting as a start to the next chapter in organizing ORO with proper policies and procedures. You are present because you either a chairperson, co-chairperson, member or team lead for different organizations in the park.

During the recently completed audit of ORO's financials we realized that current practices for committees and groups had to change. Paper trails need to be created, responsibility for proper record keeping needs to be followed by all.

We need your help and ask that in the next two weeks you create a procedure for your committee, what you do, how you do it, and how you request supplies. Have your team look at it then submit it to PM Gail [parkmgr@oro-orlando.com](mailto:parkmgr@oro-orlando.com) It will be reviewed, recommendations will be offered and the policy and procedure will be submitted to the BOD for final approval.

**Scheduling your meetings:**

To reserve space to hold your meeting or event, fill out the proper paperwork. The forms are shown in your packet and are available at the office or on the ORO website along with instructions. You need to preplan; the forms are due in the office two weeks in advance, we prefer they be emailed ( [parkmgr@oro-orlando.com](mailto:parkmgr@oro-orlando.com) ) but can be dropped off at the office. They will be date stamped by PM Gail or the office staff. Once the Park Manager receives the request she will be responsible for forwarding that request to the Clubhouse schedulers for their review and approval. You will then be notified if your request has been accepted or denied.

**Posting the Agenda:**

Once your date and location are approved a posting of the agenda needs to be done. This is a must for all committees. It must contain the committee's name, date of the meeting, time, location and agenda. (See sample in your packet) Send this agenda notice to PM Gail via email [parkmgr@oro-orlando.com](mailto:parkmgr@oro-orlando.com) at least two weeks in advance of the meeting. She will then post it on the website and clubhouse bulletin board per Florida guidelines.

**Meeting Minutes:**

After your meeting please submit minutes that were recorded to PM Gail [parkmgr@oro-orlando.com](mailto:parkmgr@oro-orlando.com) to be posted on the ORO website for all owners to see.

**List of Committee members:**

We need an updated committee roster. I ask that you email me the complete list of your members, include their name, lot number, telephone number and email address. Email this list to [president@oro-orlando.com](mailto:president@oro-orlando.com). Thank You for your help!

**Communication:**

Lines of communication are a must in a community our size. The BOD, Park manager, committees and organizations are the lifeline in this small city. We hope to expand this role by everyone following the same procedures. We will be requiring all request be it financial, scheduling, complaints, record request, etc. be put in writing to create an email or paper trail. If you stop in the office and request a report you will be asked to submit it in writing to be picked up at a later date. The office is extremely busy, and these requests take time to complete.

As you will hear we need your input and help creating procedures and policies that will be presented to the board for final approval.

Thank You all for attending tonight!

Dave Beaudry