

## WHAT IS COMMUNICATIONS?

The Communications Advisory Committee advises the Board of Directors in the facilitation of all written and visual information regarding all of The Parke's activities for, about and between all community residents.

The Parke Communications Committee works hard moving forward with technology, researching and staying current with updates.

**The Parke Bench**  
It's More Than a Community. It's a Lifestyle.

August 2014

**President's Corner**

Development of a budget is probably one of the most important functions performed by The Parke each year. It is the basis for establishing the annual assessment. The budget process specifically involves the general manager, the Budget and Finance Committee, the Treasurer and the Board of Directors. However, participation in the process by Parke homeowners is strongly encouraged. The process involves a number of public meetings to which each of our homeowners is invited to attend. These meetings give every homeowner the opportunity to provide input to the budget process. It is important to the Board of Directors that the entire community be involved in the decision-making process and strongly recommend your attendance at these meetings.

The following outlines the planned schedule for the 2015 Parke budget process:

**July 22:** Standing and advisory committees to submit their budget requests to the general manager, treasurer, and the Budget and Finance Committee.

**July 28 - 8:30am:** Budget & Finance Committee meeting: Review consolidated list of budget requests from committees as compiled by the treasurer and D & F Chairman.

**July 28 - August 12:** General manager prepares forecast of income/expenses for 2014 and develops the "first" draft of the proposed 2015 Budget compared to the 2014 Budget.

**August 25 - 9:30am:** Budget & Finance Committee meeting: Review "First" draft of proposed 2015 Budget, review the Miller/Thalme recommended 2015 Supplemental Reserve

contribution and discuss contingency, surplus and capital improvements.

**September 22 - 9:30am:** Budget & Finance Committee meeting: Review "second" draft.

**October 1 and October 8 - 9:30am:** Board working sessions: Board to review proposed 2015 Budget drafted by the general manager including reviews and recommendations by the treasurer and the Budget & Finance Committee. These meetings aim to determine the monthly homeowner assessments for 2015.

**October 15 - 9:30am:** Special Board of Directors meeting: Meeting to approve the draft of the 2015 Budget. Draft will be posted on the website, bulletins boards, and the notebook located at the Clubhouse front desk.

**November 7 - 10:00am:** Java Hour and Town Meeting to present the proposed 2015 Budget to residents.

*Continued on Page 5*

Scan this QR CODE to go directly to The Parke website.

**CLUBHOUSE HOURS**

Mon. - Thurs. 7:30 am - 7:30 pm  
Friday 7:30 am - 5:00 pm  
Saturday 9:00 am - 5:00 pm  
Sunday Noon - 5:30 pm  
Phone: 410-208-4994  
Fax: 410-208-4995

GH Email: gm@parkehappenings.com  
Webmaster Email: webmaster@parkehappenings.com  
Clubhouse Email: club@parkehappenings.com  
Website: www.parkehappenings.com

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Ever see the Parke Bench in color at [www.parkehappenings.com](http://www.parkehappenings.com)? WOW!

**Mark Your Calendar Committee/Board Meetings**

Comcast	August 6	9:15am
Communications	August 6	1:00pm
Open House	August 12	9:00am
Progress	August 13	9:00am
Budget & Finance	August 25	9:30am
Budget Review	August 26	9:00am
Board of Directors	August 27	9:30am



The Parke at Ocean Pines

2 Arcadia Court

Berlin, MD 21811

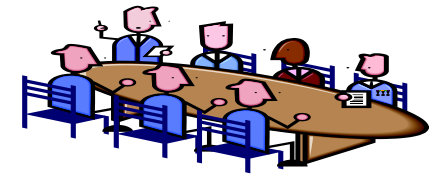
## COMMUNICATIONS ADVISORY COMMITTEE



Tel: 410-208-4994

Website: [www.parkehappenings.com](http://www.parkehappenings.com)

## COMMUNICATIONS ADVISORY COMMITTEE



### Roles & Responsibilities:

- A. Determines and advises the Board on resident preferences with respect to efficient information exchange.
- B. Supports the BOD appointed Editor in the preparation of a monthly newsletter.
- C. Prepares a Welcome/Information Packet for all new residents.
- D. Assists in arranging publicity for various community events as requested by the event planner.

- The Parke Bench
- Photography
- Reports
- Community Directory
- Bulletin Boards
- Showcase Display
- Java Hour
- Foyer Displays
- The Parke Website
- Resident Computers & Computer Education

E. Manages the policy regulating advertisement from local businesses.

F. Conducts periodic resident surveys for specific feedback.

G. Prepares a Resident Community Directory.

Fosters Community spirit through all of the communication programs or media in order to promote a positive community experience and to further encourage community volunteerism.