

Contact the Board at Board@tequestapinespoa.com to request Zoom meeting access information.

**TEQUESTA PINES PROPERTY OWNERS ASSOCIATION BOARD
OF DIRECTORS
MEETING**

Tuesday, October 13, 2026 at 6:30 PM

AGENDA

LOCATION: Video Conference Meeting via Zoom

1. CALL TO ORDER AND ROLL CALL (*Record Meeting Start Time*)

Thomas Bradford, President
Nancy McAllister, Treasurer
Richard Evan, Director
Giacomo Terrizzi, Director
Mark Muller, Director

2. APPROVAL OF THE AGENDA (*as is, additions, deletions or modifications*)

3. PROOF OF DUE NOTICE OF MEETING (*Notice of this meeting was posted on the TPPOA website not less than 48 hours prior to this meeting. Property owners receive a calendar of all Board monthly meetings annually per Florida Statute.*)

4. REVIEW AND APPROVAL OF UNAPPROVED MINUTES

A. Minutes for the Board Meeting on September 8, 2026.

5. REPORTS

1. Community Compliance Report.
2. Treasurer's Report. (*Nancy McAllister, Treasurer*)
 1. TPPOA 08/31/26 Balance Sheet and P&L
 2. TPPOA 09/30/26 Balance Sheet and P&L

**6. ARCHITECTURAL REVIEW COMMITTEE (ARC)
APPLICATIONS REVIEW**

1. 45 Birch – Fence &
2. 45 Birch - Remodel
3. 46 Dogwood Ridge - Garage Door
4. 46 Dogwood Ridge – Pavers
5. 63 Hickory Hill – Roof
6. 28 Hickory Hill - Pavers
7. 42 Poplar – Roof

7. OLD BUSINESS

1. Review of the Roadmap to Facilitate More Frequent Engagement Between the Board of Directors and the Property Owners of Tequesta

THIS AGENDA CONSTITUTES A LEGAL NOTICE OF THIS MEETING.

Pines and a 90-Day Implementation Plan. (Sarah Vega, Founder, Studio 17).

8. NEW BUSINESS (NONE)

9. COMMUNICATIONS FROM TEQUESTA PINES PROPERTY OWNERS

10. ANY OTHER MATTERS & OPEN DISCUSSION BY BOARD MEMBERS.

11. NEXT MEETING

Annual Meeting- October 28, 2026

Monthly Board Meeting- November 10, 2026 at 6:30 PM Via Zoom.

12. ADJOURNMENT *(Record Meeting Adjournment Time)*

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**TEQUESTA PINES PROPERTY OWNERS ASSOCIATION BOARD
OF DIRECTORS MEETING**

MINUTES

Tuesday, September 8, 2026 at 6:30 PM

AGENDA

LOCATION: Video Conference Meeting via Zoom

1. CALL TO ORDER AND ROLL CALL *(Record Meeting Start Time)*

The meeting was called to Order at 6:31 PM

- √ Thomas Bradford, President
- √ Nancy McAllister, Treasurer
- √ Richard Evan, Director
- X Giacomo Terrizzi, Director
- √ Mark Muller, Director

√ = Present; X = Absent

2. APPROVAL OF THE AGENDA *(as is, additions, deletions or modifications)*

The agenda, as submitted, was unanimously approved by the Board.

3. PROOF OF DUE NOTICE OF MEETING *(Notice of this meeting was posted on the TPPOA website not less than 48 hours prior to this meeting. Property owners receive a calendar of all Board monthly meetings annually per Florida Statute.)*

4. REVIEW AND APPROVAL OF UNAPPROVED MINUTES

A. Minutes for the Board Meeting on August 11, 2026.

The Minutes for the Board meeting on August 11, 2026 were unanimously approved by the Board.

5. REPORTS

1. Community Compliance Report.

There were no compliance issues that Board members were aware of.

2. Treasurer's Report. *(Nancy McAllister, Treasurer)*

TPPOA 08/31/26 Balance Sheet and P&L

Treasurer McAllister indicated she had reviewed the budget, current expenditures and revenue and all seemed fine. The 08/31/26 Balance Sheet and P&L were not received in time for this meeting and were subsequently added to the backup for the meeting and included with that posted online. This same document will be added to the agenda of the next Board meeting for consistency.

THIS AGENDA CONSTITUTES A LEGAL NOTICE OF THIS MEETING.

ARCHITECTURAL REVIEW COMMITTEE (ARC) APPLICATIONS REVIEW.

3. 7 Pine Hill Trail East – Paint
4. 42 Poplar – Fence
5. 117 Pine Hill Trail West – Paint
6. 86 Hickory Hill – Roof
7. 109 Beechwood Trail - Renovation

ARC items 1-6 above were approved as submitted with a 3-month completion timeline. Item 7 above was approved as submitted with a 6-month timeline for completion. For clarity, 6 items were enumerated in the ARC approval document to memorialize the Board member's understanding of what the property owner was desiring to do with the property.

6. OLD BUSINESS

1. Update on TPPOA Short Term Rentals Voting Document Requirements and the Annual Meeting (*Thomas G. Bradford*)

After discussion, it was decided that TPPOA would proceed with the property owner vote on controls on short term rentals at the beginning of 2027 in late January or early February. The upcoming Annual meeting will not include the vote on short term rental controls in order to avoid confusion and to avoid too much mailing work in September which falls on the bookkeeper to do.

2. Update on TPPOA Fall Block Party. (*Giacomo Terrizzi, Director*)

There was no update as Giacomo was absent, but based upon conversations and emails over the last month all appeared to be under control for the upcoming October 10 block party.

3. Review and Consideration of a Landscaping Proposal from Revival Landscape Services LLC in the Amount of \$13,740.00. (*Thomas Bradford*)

After discussion, it was decided that Revival would be asked to prepare a proposal to add dwarf ixora at each of the 5 Tequesta Pines signs on Seabrook Road, to commence with the annual tree trimming now to clean up the tree crowns to eliminate flying tree debris in this current hurricane season and to prepare for the annual tree trimming for 2027 to be done in the summer, but not later than July 31 and each year thereafter.

7. NEW BUSINESS (NONE)

8. COMMUNICATIONS FROM TEQUESTA PINES PROPERTY

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OWNERS

There were no communications from property owners.

9. ANY OTHER MATTERS & OPEN DISCUSSION BY BOARD MEMBERS.

There were no other matters to come before the Board.

10. NEXT MEETING

Monthly Board Meeting- October 13, 2026 at 6:30 PM Via Zoom.

Annual Meeting- October 28, 2026 at 7:00 PM

11. ADJOURNMENT (*Record Meeting Adjournment Time*)

The Board voted unanimously to adjourn the meeting at 7:39 PM.

THIS AGENDA CONSTITUTES A LEGAL NOTICE OF THIS MEETING.

Tequesta Pines POA
Balance Sheet
As of August 31, 2026

Accrual Basis

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
Valley Nat'l Bank CK-Operations	37,849.78
Valley Nat'l Bank MM-Reserve	103,484.03
Total Checking/Savings	141,333.81
Accounts Receivable	
1200 · Accounts Receivable	-133.53
Total Accounts Receivable	-133.53
Total Current Assets	141,200.28
TOTAL ASSETS	141,200.28
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Reserves-Major Repair/Repl.	93,808.10
Total Other Current Liabilities	93,808.10
Total Current Liabilities	93,808.10
Total Liabilities	93,808.10
Equity	
1110 · Retained Earnings	13,625.74
Net Income	33,766.44
Total Equity	47,392.18
TOTAL LIABILITIES & EQUITY	141,200.28

Page 1 of 2

Page 2 of 2

Tequesta Pines POA
Balance Sheet
As of September 30, 2026

Accrual Basis

	Sep 30, 26
ASSETS	
Current Assets	
Checking/Savings	
Valley Nat'l Bank CK-Operations	33,033.82
Valley Nat'l Bank MM-Reserve	103,633.55
Total Checking/Savings	136,667.37
Accounts Receivable	
1200 · Accounts Receivable	-133.53
Total Accounts Receivable	-133.53
Total Current Assets	136,533.84
TOTAL ASSETS	136,533.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Reserves-Major Repair/Repl.	93,808.10
Total Other Current Liabilities	93,808.10
Total Current Liabilities	93,808.10
Total Liabilities	93,808.10
Equity	
1110 · Retained Earnings	13,625.74
Net Income	29,100.00
Total Equity	42,725.74
TOTAL LIABILITIES & EQUITY	136,533.84

Tequesta Pines POA
Profit & Loss Budget Performance
September 2026

	<u>Sep 26</u>	<u>Budget</u>	<u>Jan - Sep 26</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
4010 · Fee Income					
4030 · Assessment - Lots 20-222	0.00	0.00	62,118.00	62,118.00	62,118.00
4031 · Assessment - Lots 1-19	0.00	0.00	1,406.50	1,396.50	1,396.50
4040 · Interest Charges	0.00	0.00	103.33	100.00	100.00
4100 · Estoppel Fees	200.00	0.00	1,100.00	500.00	600.00
4150 · Paypal / Credit Card Processing	0.00		70.90		
Total 4010 · Fee Income	<u>200.00</u>	<u>0.00</u>	<u>64,798.73</u>	<u>64,114.50</u>	<u>64,214.50</u>
4300 · Interest Income	0.00	125.00	1,174.88	1,125.00	1,500.00
4999 · Previous Year Surplus	0.00	0.00	13,000.00	13,000.00	13,000.00
Total Income	<u>200.00</u>	<u>125.00</u>	<u>78,973.61</u>	<u>78,239.50</u>	<u>78,714.50</u>
Expense					
6120 · Bank Service Charges	0.00	0.00	0.00	0.00	0.00
6140 · Landscaping					
6141 · Contract	2,574.55	2,833.33	23,170.95	25,500.01	34,000.00
6143 · Tree Trimming	0.00	0.00	0.00	0.00	6,250.00
6144 · Replacements	0.00	316.67	4,925.00	2,849.99	3,800.00
6146 · Irrigation Repairs	0.00	208.33	2,577.50	1,875.01	2,500.00
Total 6140 · Landscaping	<u>2,574.55</u>	<u>3,358.33</u>	<u>30,673.45</u>	<u>30,225.01</u>	<u>46,550.00</u>
6180 · Insurance	0.00	0.00	10,716.86	11,000.00	11,000.00
6230 · Licenses and Permits	0.00	0.00	0.00	100.00	100.00
6240 · Miscellaneous	0.00	0.00	0.00	0.00	0.00
6250 · Postage and Delivery	0.00	0.00	632.65	150.00	800.00
6260 · Printing and Reproduction	0.00	50.00	0.00	450.00	600.00
6265 · Community Relations					
6267 · Web Site	0.00	150.00	468.00	1,350.00	1,800.00
6268 · Community Outreach	775.00	0.00	1,134.88	1,800.00	2,000.00
6265 · Community Relations - Other	358.47	0.00	358.47	0.00	0.00
Total 6265 · Community Relations	<u>1,133.47</u>	<u>150.00</u>	<u>1,961.35</u>	<u>3,150.00</u>	<u>3,800.00</u>
6270 · Professional Fees					
6280 · Legal Fees	385.00	742.87	890.60	6,685.89	8,914.50
6560 · Accounting	210.00	225.00	1,890.00	2,025.00	2,700.00
Total 6270 · Professional Fees	<u>595.00</u>	<u>967.87</u>	<u>2,780.60</u>	<u>8,710.89</u>	<u>11,614.50</u>
6300 · Repairs					
6310 · Outside Repair Contractor	0.00	125.00	682.50	1,125.00	1,500.00
Total 6300 · Repairs	<u>0.00</u>	<u>125.00</u>	<u>682.50</u>	<u>1,125.00</u>	<u>1,500.00</u>
6390 · Utilities					
6400 · Gas and Electric	120.06	141.67	1,133.07	1,274.99	1,700.00
Total 6390 · Utilities	<u>120.06</u>	<u>141.67</u>	<u>1,133.07</u>	<u>1,274.99</u>	<u>1,700.00</u>
6510 · Filing Fees	0.00	0.00	61.25	100.00	100.00
6580 · Supplies					

Tequesta Pines POA
Profit & Loss Budget Performance
September 2026

	Sep 26	Budget	Jan - Sep 26	YTD Budget	Annual Budget
6600 · Office	615.88	135.00	615.88	150.00	250.00
Total 6580 · Supplies	615.88	135.00	615.88	150.00	250.00
6610 · Taxes					
6620 · Federal	0.00	0.00	639.00	700.00	700.00
Total 6610 · Taxes	0.00	0.00	639.00	700.00	700.00
8000 · Reserve Funding	0.00	0.00	0.00	0.00	0.00
Total Expense	5,038.96	4,927.87	49,896.61	57,135.89	78,714.50
Net Ordinary Income	-4,838.96	-4,802.87	29,077.00	21,103.61	0.00
Other Income/Expense					
Other Income					
7030 · Other Income	23.00	0.00	23.00	0.00	0.00
Total Other Income	23.00	0.00	23.00	0.00	0.00
Net Other Income	23.00	0.00	23.00	0.00	0.00
Net Income	-4,815.96	-4,802.87	29,100.00	21,103.61	0.00



Roadmap

Tequesta Pines Property Owners Association
September 2026

Prepared by Studio17 | 17studio.co

Table of Contents

Executive Summary.....3

The Opportunity.....3

Audience Map.....4

Engagement Recommendations.....5

Community Moments.....5

Channel Recommendations.....6

Content Pillars.....7

Website Recommendations.....8

Learning From Similar Communities.....8

New Resident Onboarding.....8

Keeping Roles Simple.....8

90-Day Action Plan.....8

Long-Term Direction.....9

Executive Summary

Tequesta Pines is a well-run, 222-home property owners association. Assessments come in on schedule and the community is genuinely well cared for. What's missing isn't operational, it's engagement. In the Board's own words: "what we struggle with the most is getting involvement." Ballots and mail go out and residents don't see them. Most don't know what their \$306 annual assessment funds. Engagement happens mostly when something goes wrong.

Real community life already exists here. Cul-de-sac traditions residents keep alive on their own, plus luminary lighting and a Halloween presence the Board already helps organize. The opportunity isn't creating community spirit from scratch. It's connecting more of what already happens to the Board's own communication, and giving residents an easy, obvious way to pitch in.

This Roadmap addresses that through a set of clear, phased recommendations. None of it requires new hires. What it does require is being written down clearly enough that it works the same way regardless of who's running it, this year or three years from now. Every recommendation here doubles as an onboarding tool: something a new Board member can pick up, read once, and know exactly what to do.

The goal of this Roadmap is to give TPPOA a communication direction clear enough that any Board member or volunteer can pick it up and know exactly what to do.

The Opportunity: Every Homeowner Is Already In

Most associations have to convince people to join. TPPOA doesn't. Every one of the 222 homes is already a member the day it closes. That's not a smaller opportunity, it's a different one. The job isn't recruitment, it's activation: turning residents who are already paying into residents who actually show up, respond, and care.

Right now, the Board is the only one carrying that weight. Tom posts, Tom maintains the site, and the rest of the community mostly hears from TPPOA when a bill arrives or a rule gets enforced. Neighboring communities like The Shores of Jupiter and Tequesta Country Club have built more visible resident engagement; TPPOA hasn't yet, but it has real raw material to work with: cul-de-sac culture, a luminary lighting tradition, a Halloween presence, and a Board that has already said outright it wants more input, more ideas, more residents willing to help.

222 homes are already members. The opportunity is making them feel like it.

Audience Map

Everyone here already made the same choice: they live in Tequesta Pines. What differs isn't whether residents belong, it's the specific reason a given household would actually show up, and what showing up looks like for them. This isn't a sales list. Nobody needs to be convinced to be a member. It's a map of the different on-ramps TPPOA can offer, so the invitation actually fits the person receiving it.

Young Families

Who they are	Households with kids, an explicit Board priority and currently the quietest voice in TPPOA communication
What draws them in	Content and events that are actually about their day-to-day: kids in the cul-de-sacs, Halloween, family-friendly moments at the Block Party
How they'd plug in	Low-effort, family-relevant participation, plus a real opportunity worth keeping in mind: "young families" doesn't only mean small kids. Teens and high schoolers are part of this group too, and volunteer-hour or informal internship opportunities (helping run the Facebook page, assisting at events) could be a genuine draw for that age group, including local college students.

Residents Ready to Help

Who they are	Everyone else who cares about the neighborhood and would help if there were an obvious way to
What draws them in	A sense of contributing to where they live, not persuasion. These are people who don't need convincing, they need an opening
How they'd plug in	A defined, low-commitment first task, something small and specific to say yes to, not "join the Board" but "help set up for the Block Party"

Engagement Recommendations

Awareness alone won't close this gap. TPPOA needs an actual on-ramp: somewhere a willing resident can go the moment they decide they want to help.

The Facebook Group: The Real On-Ramp

The single highest-leverage move available is a private, resident-only Facebook Group (separate from the existing public Facebook Page), verified by street address at request-to-join. It's designed to become the place residents actually check: event reminders, quick questions, casual conversation, and a low-friction way to hear from the Board in real time, no newsletter required. It also solves the awareness problem without asking residents to learn a new tool or visit a new website; most people are already on Facebook.

This is worth treating as the centerpiece of the Engagement Plan, more so than a standalone survey tool. See Channel Recommendations for how the Group and the public Page work together.

Using Surveys Wisely

Surveys and polls are useful, but only when they're used sparingly and for something specific. Asking residents for feedback too often trains them to ignore the ask. The better approach: use quick, native Facebook polls inside the Group for real, timely decisions, not a recurring survey habit.

Neighborhood Helpers

Create a standing list of residents willing to help with specific, small, recurring tasks: Block Party setup, luminary night, welcoming new residents. Keep this open to residents of any age, and explicitly open to teens and students looking for volunteer hours or a first taste of getting involved. It's a natural pipeline: whoever shows up for small tasks today is the most likely person to take on a bigger role later.

The New Resident Welcome Letter

Revive the practice of sending this on move-in. Two additions worth making to the existing letter: a short list of what's coming up over the next few months (so it always feels current, not generic), and a simple way for residents to submit their own ideas, feedback, or offers to help, whether that's a suggestion, a business they run, or an idea for something like a cookout. That submission point can live in the Facebook Group or as a simple form linked from the website.

Community Moments

TPPOA already has real, recurring moments people show up for. The recommendation isn't to invent new ones, it's to use the ones that already exist on purpose, and to be specific about how they're talked about.

Block Party October 10	All Residents. TPPOA's strongest recurring community event and, in future years, an ideal activation point for the Facebook Group and Neighborhood Helpers sign-up.
Annual Meeting October	All Residents + Voting Members. The Board's stated near-term priority now that the rental vote has been postponed to focus here. Turnout is the actual goal, not just legal notice compliance.
Luminary Lighting December	All Residents. An existing tradition the Board already helps organize. A natural high-content moment: residents love sharing these photos.
New Resident Welcome Ongoing	New Residents. A revived welcome letter turns every home sale into a natural touchpoint instead of a missed one.

Worth keeping in mind for later, without overcomplicating the calendar: spreading moments out across the seasons (an Easter or spring moment, for example) could help keep the Group active in the months between the Block Party and Luminary Lighting. Not a priority now, just a future option.

Sample Captions

Block Party: 2 Weeks Out: “Mark your calendars! The Tequesta Pines Block Party is Saturday, October 10th. Food, neighbors, and a great excuse to finally meet the folks three doors down. More details soon.”

Block Party: 1 Week Out (Facebook Group Poll): “One week to go! Drop a comment: what's your go-to dish to bring to a neighborhood cookout?”

Block Party: Day Of: “Tequesta Pines showing up and showing out today! More photos coming all afternoon.”

Block Party: Recap (Within 48 Hours): “What a day, Tequesta Pines! Thank you to everyone who came out, brought food, and helped set up. A few of our favorite moments from Saturday are below. See you at the next one.”

Annual Meeting: “Save the date: our Annual Meeting is [date] at [time] at the Tequesta Recreation Center. This is the one meeting of the year every homeowner should try to make in person. We'll cover the budget, what's ahead for next year, and open the floor for questions.”

Luminary Lighting: “It's that time of year again! Luminary Lighting is happening [date], grab your bags and candles and light up your stretch of the street. Send us a photo of your display and we'll feature the best ones.”

New Resident Welcome: “A warm Tequesta Pines welcome to our newest neighbors on [Street Name]! We're glad you're here. Drop a comment and say hi.”

Hashtag Bank

Use the same small set consistently, on the Page and in the Group, so content is easy to find over time: #TequestaPines #TequestaPinesLiving #TPPOA #TequestaPinesProud

Facebook Group Language

Join request prompt: “To join, tell us what street you live on so we can confirm you're a Tequesta Pines resident.”

Pinned welcome post: “Welcome to the Tequesta Pines Neighbors group! This is the place for quick questions, local recommendations, and staying in the loop day to day. Official notices and documents always live on tequestapinespoa.com, this Group is just for us.”

What Surveys and Polls Are Actually For

Specific, timely questions, not general feedback-gathering. A few real examples:

Timing decision: “Poll: what time works best for the Block Party this year, 11am or 1pm?”

Gauging interest: “Quick one: interested in a neighborhood holiday lighting contest this December? 👍 or 👎”

Local knowledge: “Anyone have a recommendation for a reliable landscaper? Drop it below.”

Channel Recommendations

Facebook Page: Primary Public Channel

- Keep it as the anchor public channel, this is where official, outward-facing content lives
- Rebalance toward more Community Life content: cul-de-sac traditions, luminary lighting, Halloween, Block Party build-up
- Recommended posting frequency: a realistic minimum of three times a week

Facebook Group: Resident Hub

- A separate, private, address-verified Group for resident-to-resident conversation, questions, and quick polls
- Every Board member should be a member, not to respond to everything, but so the Board has visibility and an occasional light presence
- Instagram is a simple cross-post of Facebook content, not a separate strategy. It doesn't need its own posting plan to be worth keeping active

Website

- Keep governing documents and the New Resident Welcome Letter exactly where they are, those already work well
- A closer review of the site's actual page-by-page content and language is worth doing as a next step, to give specific, concrete edit suggestions rather than general direction

Newsletter

- Give ownership to one person, the Communications Lead role outlined below. That person can also lightly manage the Facebook Group at the same time since the two overlap naturally
- Recommended frequency: quarterly. A monthly newsletter isn't necessary once the Facebook Group is handling day-to-day updates, and quarterly is easy to keep up with alongside the monthly Board meeting rhythm
- If a newsletter issue runs late, that's easy to recover from, the Group carries the slack in between

A newsletter usually fails for one of two reasons: nobody has anything to put in it, or it all falls on one person who eventually burns out. The Facebook Group solves the first problem by giving the Communications Lead a running feed of real material to pull from, and the three simple roles solve the second by making sure the work is never resting on just one person.

Content Pillars

Every post should fit one of three pillars. This keeps planning simple and makes sure the feed tells a complete story instead of reading as a stream of notices.

Pillar 1: Community Life

What already makes Tequesta Pines feel like a neighborhood, not just a set of deed restrictions.

Sample caption: *"Halloween is coming to Tequesta Pines! If you're planning to decorate or hand out candy, let your neighbors know in the Group so families know where to trick-or-treat."*

Pillar 2: Property Pride

What the assessment visibly pays for, credited to specific, real Board and community action.

Sample caption: *"The entrance beds got a refresh this week, thank you to our landscaping crew for keeping Tequesta Pines looking sharp. Small things like this are part of what your assessment covers."*

Pillar 3: Association Updates

The legally and financially necessary information, in plain language, plus anything the Board finds genuinely worth sharing.

Sample caption: *"Quick reminder: annual assessments are due January 1st through the 31st. Payment details are on our website if you haven't taken care of it yet."*

This pillar is also the right place for anything the Board comes across that residents would find genuinely interesting or useful, not just formal notices.

Website Recommendations

- Keep the welcome letter and governing documents front and center, those already work
- A full page-by-page content review is the right next step here, so any edits are specific and concrete rather than general direction
- Add a clear “Get Involved” link once the Neighborhood Helpers list and Facebook Group are live

Learning From Similar Communities

Rather than formal partnerships, the more useful move is simply looking at what comparable resident-based communities are already doing well and borrowing what works.

- The Shores of Jupiter and Tequesta Country Club were both named by the Board as doing resident engagement well, worth a short, informal look at their newsletters, groups, or pages: what they talk about, how often, and how they phrase things
- The Village of Tequesta's own newsletter and weekly text alert system is a model residents already trust and read, TPPOA's newsletter can borrow that cadence and tone rather than inventing one from scratch

New Resident Onboarding

This doesn't need to be a heavy process, just a simple, reliable habit:

- Send the welcome letter within the first two weeks of a new resident moving in
- Add them to the Facebook Group and the Neighborhood Helpers opt-in at the same time

Keeping Roles Simple

This works best with two or three clear roles, not a committee. Simple enough that anyone stepping into one of these knows exactly what they own, and simple enough to hand off cleanly if the person holding it changes.

Communications Lead	Owns the quarterly newsletter and lightly manages the Facebook Group (approving join requests, occasional reminders). Primary point of contact for resident ideas and questions submitted through the Group or the welcome letter.
Board Voice	Owns the public Facebook Page and website updates. Posts board meeting agendas and Association Updates. Represents the Board's official public presence.
Neighborhood Helpers Coordinator	Keeps the Neighborhood Helpers list current and matches volunteers, including students and teens, to specific small tasks as they come up. Can rotate or be filled by a volunteer, doesn't need to be a Board member.

90-Day Action Plan

Month 1: Foundation (October)

- Get email consent from as many residents as possible, this is the top priority for the month
- Set up the private Facebook Group. This year, the Block Party (October 10th) lands before the Roadmap is approved, so the Annual Meeting becomes the first live activation moment

instead. In future years, launch or relaunch pushes like this should ride the Block Party, it's the stronger pilot moment

- Use the run-up to the Annual Meeting, plus Halloween and the holidays ahead, to get residents excited about checking the Group regularly
- Push Annual Meeting turnout using the same before/during/after approach

Month 2: Consistency (November)

- Send the first newsletter issue

The first issue doesn't need to be perfect. It needs to go out. Consistency matters more than polish at this stage.

- Grow the Facebook Group and ask directly for feedback on how it's working so far
- Begin building the Neighborhood Helpers list from whoever engaged at the Block Party

Month 3: Growth (December)

- Use Luminary Lighting season as a major content and participation moment
- Formalize the Neighborhood Helpers list, explicitly inviting students and teens looking for volunteer hours
- Review what worked in Q4 and set priorities heading into next year

Long-Term Direction

This Roadmap is written to work the same way regardless of who's running it. The structural decisions it recommends (the Facebook Group, three simple roles, three content pillars, a quarterly newsletter) aren't things that need to be reinvented each year or that depend on one specific person remembering how they work. That matters most exactly when a Board changes hands: whoever picks this up next should be able to read it once and know what to do.

If Someone New Picks This Up

- Hand them this Roadmap
- Walk them through the three-pillar posting rhythm and the role they're stepping into, once
- Give them access to whichever of the Page, Group, or newsletter their role covers

The Numbers to Watch

- Neighborhood Helpers sign-ups, the clearest measure of real activation, not just visibility
- Block Party and Annual Meeting attendance, year over year
- Newsletter open rate, once it launches
- Who actually shows up and helps, whoever volunteers for small tasks today is the most likely source of TPPOA's next Board

TPPOA doesn't need to convince anyone to be a member. It needs to make 222 households feel like they already are one. Every recommendation in this Roadmap points toward that.

Questions on any recommendation: reach out anytime.

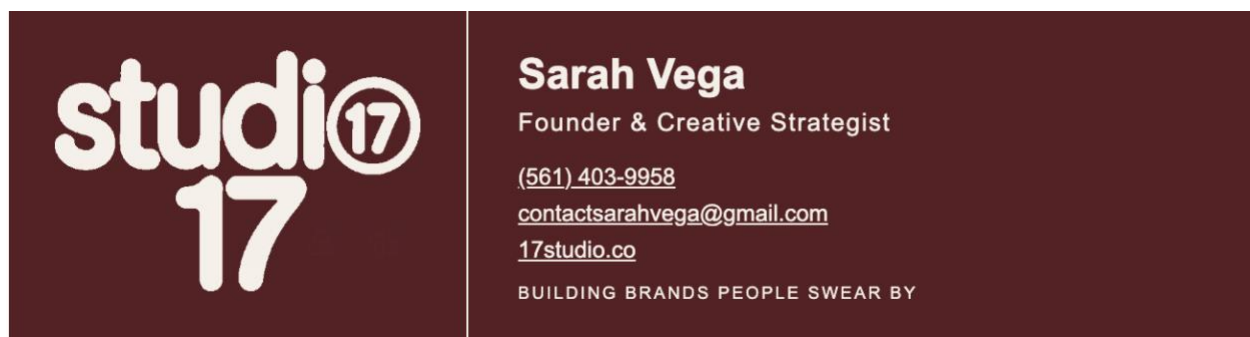
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To: Board Members

From: Tom Bradford

I asked Sarah Vega if she could help us with implementation of the Roadmap she created for us. This was done on the assumption that Board members would not prefer to be the ones that must implement the steps within the Roadmap on the fly in order to increase engagement with TPPOA property owners. Sarah has proposed a 90-Day Implementation Support plan in her Roadmap to get things up and running for and with us. Sarah would build the initial infrastructure, hand it over with clear ownership, and then stay involved through the first 90 days while the Board starts using it.

The details are found below.



Initial Build

During the initial setup phase, I would build and organize the core systems recommended in the Roadmap, including:

- The private Facebook Group, including the description, resident verification question, basic rules and pinned welcome post
- A simple Neighborhood Helpers signup and tracking system
- Canva organized for TPPOA, with brand colors and fonts established and reusable templates for the three content pillars
- A reusable newsletter template and structure, along with support getting the first issue out
- A New Resident onboarding workflow connecting the existing welcome letter, Facebook Group and Helpers opt-in
- A simple SOP for the Communications Lead, Board Voice and Neighborhood Helpers Coordinator so each role has clear ownership

Implementation + Handoff

Once everything is built, we'll have one 60–90 minute implementation session with the appropriate Board members. I'll walk everyone through what has been created, help establish ownership of the three roles, and leave the Board with a clear first-30-day plan.

90-Day Support

From there, we'll have three check-ins at approximately 30, 60 and 90 days. These will follow the Foundation, Consistency and Growth phases outlined in the Roadmap so we can review what's actually being used, troubleshoot where needed and make adjustments based on what we're seeing.

The goal is to build a system TPPOA can ultimately operate internally. Ongoing posting, graphic creation, newsletter writing and day-to-day resident communication would remain with the Board. TPPOA would also continue to provide and approve all Association-specific information and official notices.

The deeper website review mentioned in the Roadmap would remain a separate project if the Board decides it would be useful later.

The total investment for the 90-day implementation engagement is \$1,800, structured as:

- **\$1,000 at the start of the engagement**, covering the initial build and implementation
- **\$400 at 30 days**
- **\$400 at 60 days**

The final 90-day review is included in the full engagement.

At the end of the 90 days, we'll take stock together. If the Board is comfortable running everything internally, that's the goal. If there are areas where continued advisory support would be useful, we can determine what that looks like based on what the Board actually needs at that point.