

# **PUBLIC SERVICE MINUTES**

11/03/04

- STARTED MEETING
- APPROXIMATELY 10 PEOPLE ATTENDED THE MEETING
- THE MEETING LASTED 50 MINUTES
- EXPLANATION OF FORMS AND PROCEDURES

12/08/04

- STARTED MEETING
- APPROXIMATELY 6 PEOPLE ATTENDED THE MEETING
- THE MEETING LASTED 50 MINUTES
- LISTENED TO RESIDENTS CONCERNS
- WROTE UP SERVICE REQUEST ORDERS
- TRAINED RESIDENTS ON HOW TO USE SERVICE REQUEST FORMS
- TRAINED RESIDENTS ON HOW TO TRACK THE PROGRESS OF THE SERVICE REQUEST FORM.

01/13/05

- STARTED MEETING
- APPROXIMATELY 8 PEOPLE ATTENDED THE MEETING
- THE MEETING LASTED 50 MINUTES
- LISTENED TO RESIDENTS CONCERNS
- WROTE UP THE SERVICE REQUEST ORDERS
- TRAINED RESIDENTS ON HOW TO USE SERVICE REQUEST FORMS
- TRAINED RESIDENTS ON HOW TO TRACK THE PROGRESS OF THE SERVICE REQUEST FORM.

03/02/05

- STARTED MEETING
- CO-CHAIR SUE WELCH ATTENDED THE MEETING
- THE MEETING LASTED 50 MINUTES
- WE HAD A GREAT MEETING
- WE WORKED ON A PLAN FOR SYLMAR CLEAN UP DAY