



THE COMMONS CONDOMINIUM ASSOCIATION

COMMUNICATIONS COMMITTEE MEETING MINUTES MAY 14, 2007

Call to Order:

With the establishment of a quorum, The Commons Condominium Association's Communications Committee Meeting was called to order by the Chairperson at 8:00 PM.

The following members of the Communications Committee were in attendance:

Jerry Standridge, Chairperson

David Grant, BOD Liaison

Robert Chapin, Member-at-Large

Approval of Minutes:

The Minutes from the April 9, 2007 Communications Committee Meeting were approved as written.

Unfinished Business:

- None

New Business:

- Discussed and approved Communications Committee Meeting minutes template.
 - Suggestion that template also be used by other Committees for uniformity.
- Discussed and approved modifying the website so that current and past BOD and Committee minutes could be accessed from the website.
- Discussed the recent reopening of the BOD secured access portion of the website.
 - The Communications Committee will explore new and beneficial ways to store data in the database now attached to the website (i.e. repair requests, photo archive, unit owner info, documents, auto decal data, etc.).
 - This data will be maintained in the BOD secure access area and provide a report generation function that can be used for

viewing and printing reports

- Discussed and approved the purchase request and reimbursement of \$37.79 to Mr. David Grant, including tax, for purchase of “Microsoft Office FrontPage 2003 Inside Out” paperback.
- Discussed, modified, and approved draft Communications Committee Mission statement and Objectives/Strategies.
- Discussed Repair Request Form Modifications by Maintenance Committee. Awaiting further requirements and completion of testing before posting to website.
- Communications will finish editing and layout, distribute and post to website the May [Common Interest](#) newsletter by 20 May.
 - No firm content for July newsletter
- The next Communications Committee Meeting will take place on 11 June 2007 at the Robert’s starting at 08:00 PM.

Adjournment:

- By Committee vote the meeting was adjourned at 9:02 PM.

Approved

Date