



THE COMMONS CONDOMINIUM ASSOCIATION

COMMUNICATIONS COMMITTEE MEETING MINUTES JANUARY 7, 2008

Call to Order:

With the establishment of a quorum, The Commons Condominium Association's Communications Committee meeting was called to order by Dave at 7:55 PM.

The following members of the Communications Committee were in attendance:

Chairperson, vacant

David Grant, BOD Liaison

Robert Chapin, Member-at-Large

Also in attendance were Chris and Beth McMichael, unit owners 1473 Pebblebrook Way

Approval of Minutes:

Withheld.

Unfinished Business:

- **Repair Request Form**

The committee discussed receipt of the 26 December online repair request follow up from Chris McMichael. Robert will investigate receipt of email notification by Maintenance committee individuals and respond.

- **PostNet Newsletter Quote**

Robert will contact Dennis Allard at PostNet and request a quote for 6 B&W newsletter printing and folding for The Commons for CY 2008. In addition, Dave asked that Robert find out the turn-around time, format and method of delivery for the newsletters so that an article cut off date for each newsletter can be determined. Robert will respond and have a quote for the January BOD meeting so that the expenditures for February will be Approved.

- **Condensed/highlighted Version of BOD meeting on bulletin board .**

Pushed back to February meeting

New Business:

- **Proposed Articles for February 2008 newsletter.**

- Dog poop article - Robert.
- Bio for new BOD member – Robert.
- BOD/Maintenance Committee projects for 2008 - Robert
- BOD Accomplishments for 2007 - Dave
- Holiday Family results – Dave
- Info on Wine Tasting Group – Dave
- Robert also suggested another volunteerism article - Dave
- Filler articles – Dave
 - Preventing Winter Plumbing Problems
 - Energy Saving Tips
 - Heating and Cooling Tips
- It was decided that articles must be in by 4 February to get into the February newsletter. This will allow 5 February delivery to PostNet, 7 or 8 February and 9 February delivery to residents (Robert is checking personal calendar to verify no conflict).
- Attending Unit Owners (Chris & Beth McMichael) offered assistance with distributing February newsletter.
- Discussed the possibility of posting a condensed highlighted version of each BOD meeting on the bulletin board.
- The next Communications Committee Meeting will take place on 4 February 2008 at the Cabana beginning at 08:00 PM.
- The Committee discussed possibilities and duties of Maintenance Committee (Chris) and Communications (Beth) committee membership with attending residents.

Adjournment:

- The Committee meeting was adjourned at 8:30 PM.

Approved Date