



The Commons A Condominium Association

Communications Committee Meeting Minutes – September 8, 2009

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia 23464

Members Present

Dave Grant, Acting Chairperson and Secretary
Robert Chapin, Member

Members Absent

Liu Liu

Others Present

N/A

1. CALL TO ORDER

The Acting Chairperson called the meeting to order at 8:02 pm.

2. UNIT OWNERS' FORUM (30 Minutes)

N/A

3. WELCOME AND INTRODUCTIONS (if Applicable)

N/A

4. APPROVAL OF MINUTES FROM AUGUST 11, 2009

Robert made a motion to approve the draft 11 August 2009 meeting minutes as written. Dave seconded the motion. The 11 August 2009 meeting minutes were approved and accepted

5. COMMITTEE MEMBER REPORTS

A. PRESIDENT

N/A

B. SECRETARY

N/A

C. WEBMASTER

- Purchased new Microsoft Expression software and Instructional book.
- Will begin reviewing new resource book and begin coding new website with Cascading Style Sheets (CSS) templates to reduce coding changes. Expected to have draft finished by close of year.

D. FINANCES

- Robert stated that obligated funds for the Communications Committee stand at \$542.55. The annual budgeted amount is \$600.00. This leaves an unobligated balance for the Communications Committee of \$57.45.
- Robert suggested that an updated Community Directory should be published. Dave stated that he had included funding in the 2010 Communications Committee proposed budget to provide for publishing an updated Community Directory and that he still has the electronic files from the past Community Directory.

6. UNFINISHED BUSINESS

A. SEPTEMBER NEWSLETTER TIMELINE

- Newsletter due to PostNet – 11 Sept
- Newsletter pickup from PostNet – 18 Sept
- Newsletter delivery to residents - 19 Sept

7. NEW BUSINESS

A. Discuss status of November newsletter responsibilities

- Already have Meet your neighbor (Interview completed, just need to get subject approval). - Robert
- Already have article from Social Committee regarding general Cabana etiquette and reservation deposit and will prepare for publishing format. – Dave
- Robert will compose burglary article from resident email. – Robert
- Holiday Family/Holiday Party. - Dave
 - Dave will contact Valerie Brashers for info on Holiday family.
 - Dave will contact Sharman regarding Holiday Party date.
- Annual Meeting Rules & Regulations. - Robert
- The timeline for the November newsletter is as follows:
 - Articles due to Dave – 25 Oct
 - Newsletter due to BOD – 31 Oct
 - BOD input to Dave – 08 Nov
 - Newsletter due to PostNet – 13 Nov
 - Newsletter pickup from PostNet – 20 Nov
 - Newsletter delivery to residents - 21 Nov

B. Purchase Orders

- N/A

C. Painting matrix for website.

- Robert is meeting with Target and The Select Group soon and will get information to update matrix color scheme for inclusion in article and on website. (Robert has not yet met with Target Group. Will get color IDs for newly painted units).
 - Dave and Robert both agreed to keep paint two matrices on website until first complete round of painting has been achieved.

D. Next meeting is scheduled for 8 September in The Cabana beginning at 8:00 pm.

8. ACTION ITEMS

A. Previous

- Act as Communications Committee liaison with Social Committee – Dave (STILL OPEN, NEED TO RE-ENGAGE with Mike D’AMBRA and Sharman).
- Report back result of color matrix after Target Group meeting – Robert (STILL OPEN – meeting is imminent).

B. New N/A

9. ADJOURNMENT

Dave made the motion to adjourn. Robert seconded the motion. The motion was accepted and adopted. The meeting adjourned at 8:18 pm.

Respectfully submitted by Dave Grant, Secretary.

Approved

Date