



The Commons A Condominium Association

Communications Committee Meeting Minutes – August 11, 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 7:56 pm.

2. UNIT OWNERS' FORUM (30 Minutes)

N/A

3. WELCOME AND INTRODUCTIONS (if Applicable)

N/A

4. APPROVAL OF MINUTES FROM MAY 1, 2009

N/A

5. COMMITTEE MEMBER REPORTS

A. PRESIDENT

N/A

B. SECRETARY

N/A

C. WEBMASTER

- Still working issue to resolve Forms malfunction on new web site. Probably need to republish so as to completely transfer all FrontPage files to website.
- Webmaster reported that under the new plan we are currently using about .04% of the available space for the website so there is ample room for expansion if required.

D. FINANCES

N/A

6. UNFINISHED BUSINESS

N/A

7. NEW BUSINESS

A. Discuss status of September newsletter responsibilities

- Meet your neighbor – Robert (Interview completed, just need to compose into article format)
- Volunteer Savings – Dave (already have incorporated all changes)
- Budget Thought – Robert needs to prepare article
- Yearly Painting matrix and related Unit Owner responsibilities – Dave will look into in3ected article landscaped and in a one column format for readability.
 - Robert is meeting with Jerry from Target 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 completed.
- BOD and Committee volunteer needs – Robert needs to prepare article
- The timeline for the September newsletter is as follows:
 - Articles due to Dave – 23 Aug
 - Newsletter due to BOD – 29 Aug
 - BOD input to Dave – 6 Sep
 - Newsletter due to PostNet – 11 Sept
 - Newsletter pickup from PostNet – 18 Sept
 - Newsletter delivery to residents - 19 Sept

B. Purchase Orders

N/A

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

8. ACTION ITEMS

A. Previous

- Social committee article regarding deposit and general Cabana use etiquette – Beth (NOT COMPLETE – now assigned to Dave)
- Meet your Neighbor (possible new folks at 1420 Coolspring Way) – Robert (COMPLETED INTERVIEW AND WILL BE IN SEPT NEWSLETTER).
- Act as Communications Committee liaison with Social Committee – Beth (NOT COMPLETE – check with Mike D’Ambra for thoughts on this issue) – Dave (STILL OPEN, NEED TO RE-ENGAGE).
- Report back result of color matrix after Target Group meeting – Robert (STILL OPEN).

B. New

N/A

