



# The Commons A Condominium Association

## Communications Committee Meeting Agenda – February 10, 2010

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### **Location**

The Commons Cabana  
1400 Pebblebrook Way  
Virginia Beach, Virginia 23464

### **Members Present**

Dave Grant, Acting Chairperson and Secretary

### **Members Absent**

Liu Liu

### **Others Present**

N/A

### **1. CALL TO ORDER**

The Acting Chairperson, Dave Grant, called the meeting to order at 8:12 pm

### **2. UNIT OWNERS' FORUM**

No Unit Owners present

### **3. WELCOME AND INTRODUCTIONS (if Applicable)**

N/A

### **4. APPROVAL OF MINUTES FROM DECEMBER 8, 2009**

Meeting Minutes have already been approved

## **5. COMMITTEE MEMBER REPORTS**

### **A. PRESIDENT**

- Dave will be out of town 19 February - 6 March 2010
- Dave reported that he has already posted the March Activity Calendar to the Community Bulletin Board since he will be unavailable at the beginning of March
- Robert will be out of town 28 February – 17 March 2010

### **B. SECRETARY**

N/A

### **C. WEBMASTER**

N/A

### **D. FINANCES**

- This item will be dropped from upcoming agendas since Robert is no longer Board Treasurer

## **6. UNFINISHED BUSINESS**

N/A

## **7. NEW BUSINESS**

### **A. Discuss March 2010 newsletter content and responsibilities:**

- Meet your neighbor – Robert
- Top Maintenance Committee projects for 2010 - Robert
- Ailing Tree Removal - Robert
- 2010 Census Alert - Dave
- Board Denial of Services due to delinquency – Dave
- Backup Article(s) – Dave will search CAI resources

### **B. Timeline for March newsletter is as follows:**

- Articles submission to Dave – 24 Feb
- Newsletter submission to BOD – 28 Feb
- BOD Replies to Dave – 7 Mar
- Newsletter submission to PostNet – 12 Mar
- Newsletter pickup from PostNet – 19 Mar
- Newsletter delivery to residents – 20 Mar

### **C. Purchase Orders**

N/A

**D. Next Meeting will occur on 13 April in The Cabana beginning at 8:00 pm.**

**8. ACTION ITEMS**

**A. Previous**

- Act as Communications Committee liaison with Social Committee – dropped

**B. New**

N/A

**9. ADJOURNMENT**

Dave made a motion to adjourn. Robert seconded the motion. The motion was accepted and adopted by a vote of 2-0. The meeting was adjourned at 8:31 pm.

Respectfully submitted by Dave Grant, Secretary.

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Approved

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Date