



The Commons A Condominium Association

Communications Committee Meeting Minutes – June 1, 2009

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia 23464

Members Present

Beth McMichael, Chairperson
Dave Grant, Secretary
Robert Chapin, Member
Liu Liu, Member

Members Absent

None

Others Present

N/A

1. CALL TO ORDER

The Chairperson called the meeting to order at 8:04 PM.

2. UNIT OWNERS' FORUM (30 Minutes)

N/A

3. WELCOME AND INTRODUCTIONS (if Applicable)

N/A

4. APPROVAL OF MINUTES FROM MAY 4, 2009

N/A

5. COMMITTEE MEMBER REPORTS

A. PRESIDENT

N/A

B. SECRETARY

N/A

C. WEBMASTER

- Dave has already created pages in anticipation to reflect new Management Company and will implement on 15 June. Dave also noted that there are still changes to be made such as a link to the online payment option (still need the proper link to SmartStreet) and a copy of the new ACH (debit authorization) form for The Select Group automatic deduction of association fees.
- Dave also inquired if anybody had received the welcome package from The Select Group and thought that it should be out to the residents soon. Dave will contact The Board President to determine if she has heard anything about the proposed receipt date for the welcome packages.

D. FINANCES

N/A

6. UNFINISHED BUSINESS

A. BOD INPUT FOR ONLINE DATABASE NEEDS

- Dave stated that the BOD is to return this month with a decision regarding what is needed for the online database. Liu Liu said that he needs to know the content and format of reports requested by the BOD. Dave stated that the BOD owes that to the Communications Committee and that it was decided in the last BOD meeting that probably only the Grounds and Maintenance committees would use the database.

7. NEW BUSINESS

A. New Management Company announcement

- Robert and Dave announced that The Select Group will be the new Management Company for The Commons beginning 15 June and that a welcome package should be expected by the residents in the mail soon.

B. Discuss and assign July newsletter responsibilities

- Where does it all go article about sidewalk and bridge repairs – Robert
- Philosophical article on Condominium Living (take off on Barry Brashers article from the past) – Robert
 - Dave will supply article that he had found on the internet regarding this topic as a beginning point for article.
- Social committee article regarding deposit and general Cabana use etiquette – Beth
- Meet your Neighbor (possible new folks at 1420 Coolspring Way) - Robert.
- Article on The Select Group changes to the website – Dave
- The timeline for the July newsletter is as follows:
 - Articles due to Dave – 21 June
 - Newsletter due to BOD – 28 June
 - BOD input to Dave – 5 July
 - Newsletter due to PostNet – 10 July
 - Newsletter pickup from PostNet – 17 July (Robert)
 - Newsletter delivery to residents - 18 July
- Dave also realized that he needs to order more door hanger bags in time for July Newsletter delivery.

C. Purchase Orders

N/A

D. Next meeting is scheduled for 6 July in The Cabana beginning at 8:00 pm

- E. Discussion of possible combination of Communications Committee and Social Committee.
 - Dave stated a possibility that since there is a strong tie between actions of the Social Committee and actions that the Communications Committee is and should be doing, the two committees should consider combining. After discussion the Committee decided that Beth should become a liaison to the Social Committee and work to have a stronger relationship and communication between both committees to elevate their output to a higher level and thus better serve the residents of The Commons.

8. ACTION ITEMS

- A. Contact BOD President to determine status of welcome packages so that website can be updated in a timely manner (Association Manager contact info, new debit authorization form, The Select Group address info, link to SmartStreet site, etc.) – Dave.
- B. Get database requirements from BOD at next meeting and provide for Liu for offline development of database for BOD acceptance prior to moving online (saves cost of online database during development) – Dave
- C. Where does it all go article about sidewalk and bridge repairs – Robert
- D. Philosophical article on Condominium Living (take off on Barry Brashers article from the past) – Robert
 - Supply article that he had found on the internet regarding this topic as a beginning point for article - Dave.
- E. Social committee article regarding deposit and general Cabana use etiquette – Beth
- F. Meet your Neighbor (possible new folks at 1420 Coolspring Way) - Robert.
- G. Article on The Select Group changes to the website – Dave
- H. Order Bags for July newsletter delivery - Dave.
- I. Act as Communications Committee liaison with Social Committee - Beth.

9. ADJOURNMENT

Robert made the motion to adjourn. Beth seconded the motion. The motion was accepted and adopted. The meeting adjourned at 8:45 pm.

Respectfully submitted by Dave Grant, Secretary.

Approved

Date