



The Commons

A Condominium Association

Communications Committee Meeting Minutes – May 10, 2010

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia 23464

Members Present

Dave Grant, Acting Chairperson and Secretary
Robert Chapin, Member
Will Whisenant, Guest

Members Absent

N/A

Others Present

N/A

1. CALL TO ORDER

The Acting Chairperson, Dave Grant, called the meeting to order at 7:59 pm

2. UNIT OWNERS' FORUM

No Unit Owners present

3. WELCOME AND INTRODUCTIONS (if Applicable)

N/A

4. APPROVAL OF MINUTES FROM APRIL 13, 2009

Meeting Minutes have already been approved

5. COMMITTEE MEMBER REPORTS

A. PRESIDENT

N/A

B. SECRETARY

N/A

C. WEBMASTER

N/A

6. UNFINISHED BUSINESS

- Dave reported that at the BOD wants The Select Group is to provide examples of other Community Directories to the Communications Committee and the BOD will provide a thorough review of content to preclude errors before publication. Dave estimates that the earliest that the Directory could be published (and this is even a stretch) is July 2010.

7. NEW BUSINESS

A. Discuss July 2010 newsletter content and responsibilities:

- Reserve Study – Dave
- Electronic Payment for Assessments – Dave
- Memorial Day Cookout – Dave
- Website suggestions/feedback – Dave
- Budget Preparation - Dave
- Painting Schedule - Robert
- Misconceptions about Property Values - Robert
- Right type of Unit Owner Insurance - Robert
- Why we have an AAR Process - Will

B. Timeline for March newsletter is as follows:

- Articles submission to Dave – 20 June
- Newsletter submission to BOD – 27 June
- BOD Replies to Dave – 4 July
- Newsletter submission to PostNet – 9 July
- Newsletter pickup from PostNet – 16 July
- Newsletter delivery to residents – 17 July

C. Purchase Orders

N/A

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

8. ACTION ITEMS

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 8:21 pm.

Respectfully submitted by Dave Grant, Secretary.

Approved

Date