



The Commons A Condominium Association

Communications Committee Meeting Minutes – July 6, 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 Chairperson called the meeting to order at 8:12 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

Informed the Committee that Beth McMichaels has resigned from the Communications Committee because of losing her job and other personal reasons.

C. WEBMASTER

N/A

D. FINANCES

N/A

6. UNFINISHED BUSINESS

A. BOD INPUT FOR ONLINE DATABASE NEEDS

- Reminded Committee that the database project has been tabled until further investigation of existing Select Group tool.

7. NEW BUSINESS

A. Discuss and assign September newsletter responsibilities

- Meet your neighbor – Robert
- Volunteer Savings - Dave
- Budget Thought - Robert
- Yearly Painting matrix and related Unit Owner responsibilities – Dave
 - Robert is meeting with Jerry from Target and will get information to update matrix color scheme for inclusion in article and on website.
 - Dave and Robert both agreed to keep two matrices on website until first complete round of painting has been completed.
- BOD and Committee volunteer needs - Robert
 - The timeline for the September newsletter is as follows:
 - Articles due to Dave – 16 Aug
 - Newsletter due to BOD – 22 Aug
 - BOD input to Dave – 30 Aug
 - Newsletter due to PostNet – 4 Sept
 - Newsletter pickup from PostNet – 11 Sept
 - Newsletter delivery to residents - 12 Sept
 - The remaining July Newsletter timeline is as follows:
 - PostNet file delivery - 10 July
 - PostNet pick-up - 17 July
 - Newsletter delivery - 18 July

B. Purchase Orders

N/A

C. Next meeting is scheduled for 3 Aug in The Cabana beginning at 8:00 pm.

8. ACTION ITEMS

A. Previous

- 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 (COMPLETED).
- 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 (TABLED).
- Where does it all go article about sidewalk and bridge repairs – Robert (COMPLETED)
- Philosophical article on Condominium Living (take off on Barry Brashers article from the past) – Robert (COMPLETED).

- Supply article that he had found on the internet regarding this topic as a beginning point for article – Dave (COMPLETED).
 - 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 AND WILL BE IN SEPT NEWSLETTER).
 - Article on The Select Group changes to the website – Dave (COMPLETED).
 - Order Bags for July newsletter delivery – Dave (COMPLETED).
 - Act as Communications Committee liaison with Social Committee – Beth (NOT COMPLETE – check with Mike D’Ambra for thoughts on this issue).
- B. New**
- Report back result of color matrix after Target Group meeting – Robert.
 - September newsletter assignments as designated above.
 - Delivery of July newsletter – Robert and Dave.

9. ADJOURNMENT

Dave made the motion to adjourn. Robert seconded the motion. The motion was accepted and adopted. The meeting adjourned at 8:29 pm.

Respectfully submitted by Dave Grant, Secretary.

Approved

Date