



The Commons A Condominium Association

Communications Committee Meeting Minutes – April 13, 2010

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia 23464

Members Present

Dave Grant, Acting Chairperson and Secretary
Robert Chapin, Member

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

N/A

3. WELCOME AND INTRODUCTIONS (if Applicable)

N/A

4. APPROVAL OF MINUTES FROM FEBRUARY 10, 2009

Meeting Minutes have already been approved

5. COMMITTEE MEMBER REPORTS

A. ACTING CHAIRMAN

- Dave reported that he has already posted the April Activity Calendar to the Community Bulletin Board
- Dave will check with Treasurer for dollar amount left in Communications pot to guarantee sufficient funds for 2010 Community Directory publication

B. SECRETARY

N/A

C. WEBMASTER

- Have updated the website to change reference to UPA to Select Group in Maintenance committee portion of Repair Request form.
 - Robert has not been using this portion of Repair Request form and will relook for usefulness

6. UNFINISHED BUSINESS

N/A

7. NEW BUSINESS

A. Discuss May 2010 newsletter content and responsibilities:

- SEVA-CAI Award – Dave (est ½ page)
- Pool R&R – Dave (est ½ page)
- TOC and Community events (est ¾ page)
- Remaining 2¼ pages to be filled with the following recommendations or a recommendation from the floor at meeting:
 - Short article on Trellis Project completion – Robert
 - Short article on Tree replacement – Robert
 - Short article on Neighborhood Watch and Unit owner responsibilities regarding disturbance reporting – Robert
 - Unit Owner watering responsibilities - Dave
 - Search CAI for additional articles - Dave
 - Annual Painting project info – deferred until July newsletter
 - Upcoming Social calendar of events for Summer – will see if anything is available from the 7 April meeting – Dave ???

B. Timeline for March newsletter is as follows:

- Articles submission to Dave – 21 Apr
- Newsletter submission to BOD – 25 Apr
- BOD Replies to Dave – 2 May
- Newsletter submission to PostNet – 7 May
- Newsletter pickup from PostNet – 14 May

- Newsletter delivery to residents – 15 May

C. Robert suggested that the meetings be switched to odd numbered months to provide ample time for article creation and submission. Dave agreed

D. Purchase Orders

N/A

E. Next meeting will occur on 11 May in The Cabana beginning at 8:00 pm.

8. ACTION ITEMS

A. Previous

N/A

B. New

N/A

9. ADJOURNMENT

Robert made a motion to adjourn. Dave seconded the motion. The motion was accepted and adopted by a vote of 2-0. The meeting was adjourned at 8:24 pm.

Respectfully submitted by Dave Grant, Secretary.

Approved

Date