



# The Commons A Condominium Association

## Communications Committee Meeting Minutes – 2 June 2008

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### **Location**

The Commons Cabana  
1400 Pebblebrook Way  
Virginia Beach, Virginia

### **Members Present**

Beth McMichael, Chairperson  
Dave Grant, Acting Secretary and BOD Liaison  
Robert W. Chapin, Jr., Member

### **Members Absent**

None

### **Others Present**

N/A

### **A. CALL TO ORDER**

Beth called the meeting to order at 8:07 P.M.

### **B. UNIT OWNERS' FORUM (15 Minutes)**

No Unit Owners present

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

N/A

### **D. APPROVAL OF MINUTES FROM 5 MAY, 2008 COMMITTEE MEETING**

DAVID MADE A MOTION TO ACCEPT THE MINUTES OF THE 5 MAY 2008

COMMUNICATIONS COMMITTEE MEETING AS SUBMITTED; ROBERT SECONDED THE

## MOTION WHICH WAS ACCEPTED AND ADOPTED.

### E. COMMITTEE MEMBER REPORTS

#### A. CHAIRPERSON

- The Chair raised an issue with vehicles parking on grassy areas. The Communications Committee discussed and decided to raise this issue at the June 17 BOD meeting with the possibility of issuing violation tablets to BOD members to post when Rules and Regulations violations are noticed.

#### B. ACTING SECRETARY

- Dave will raise the issue of the BOD Action items document during the next BOD meeting that is to be created by the BOD secretary for posting to the Community Bulletin Board.

#### C. WEBMASTER

- Dave informed the Communications Committee that he has posted the June calendar on the Community Bulletin Board. Dave has also posted a slideshow on the website for the Memorial Day pool party. He also requested that Beth forward to him the pictures that she took during the Memorial Day pool party in JPEG format for addition to the slideshow on the website.

#### D. FINANCES

- Robert discussed the year to date finances of the Communications Committee and suggested that the Committee currently has about \$100.00 of uncommitted funds to last the remainder of CY 2008.

### F. UNFINISHED BUSINESS

#### A. Review status of articles for July newsletter

- a. Robert is responsible for submitting a *Where does it all go?* article that will include a discussion of the Association audit, upcoming 2009 budget, reminder of upcoming painting and wood work projects.
- b. Robert will also submit a *Meet your Neighbors* article on Beth and Chris McMichael.
- c. Dave informed the Committee that Beth's *Memorial Day Party*, the *Community Cleanup*, and the *Pest of the Month* articles have been submitted and incorporated into the proposed July newsletter. Beth will provide photos of the June Community Cleanup for inclusion with the related article.
- d. Dave also suggested that he prepare an article from the 4 June SEVA -CAI luncheon on *Is It Maintenance, Repair or Replacement?* for inclusion into the July newsletter.

### 2. NEW BUSINESS

#### A. Purchase Reimburses

- a. Dave submitted a Purchase Order in the amount of \$25.49 for the purchase of 1000 Door Knob clear plastic bags to be used for newsletter distribution. He stated that this amount should be enough to handle the demand until the summer of 2009.
- b. Dave also submitted a Purchase Order in the Amount of \$10.00 for cover registration at the SEVA-CAI professional Luncheon, *Is It Maintenance, Repair or Replacement?*

Luncheon.

**B. Article proposals for the July newsletter were already discussed (see bullets under section F.A. above).**

**C. Upcoming meeting and important dates**

- a. The next Communications Committee meeting will take place on 7 July at 8:00 PM in the Cabana final distribution details for the July 2008 newsletter will be addressed.
- b. The remainder of the articles will be submitted by 14 June .
- c. The proposed July 2008 newsletter will be forwarded to the BOD for review by 23 June.
- d. The BOD will provide all comments to Dave by 20 June.
- e. Dave will submit the approved final version of the July 2008 newsletter to PostNet by 3 July. This allows for the 5 business days that PostNet has asked for publication.
- f. The July 2008 newsletter is scheduled for packaging and distribution from The Cabana at 9:00 AM on 12 July, 2008.

### **3. ADJOURNMENT**

**ROBERT MADE A MOTION TO ADJOURN THE COMMUNICATIONS COMMITTEE MEETING;  
DAVID SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED AT 8:35 P.M.**

Respectfully submitted

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Approved

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Date