



The Commons A Condominium Association

Communications Committee Meeting Minutes – 3 March 2008

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.

Members Absent

None

Others Present

N/A

A. CALL TO ORDER

David called the meeting to order at 7:57 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 4 FEBRUARY, 2008 COMMITTEE MEETING

ROBERT MADE A MOTION TO ACCEPT THE MINUTES OF THE 4 FEBRUARY 2008 COMMUNICATIONS COMMITTEE MEETING WITH CORRECTIONS, BETH SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

E. COMMITTEE MEMBER REPORTS

A. CHAIRPERSON

- None

B. ACTING SECRETARY

- None

F. UNFINISHED BUSINESS

A. Condensed/highlighted BOD meeting minutes excerpt posting to Community Bulletin Board

- Robert and David will again bring this issue up during the next BOD meeting seeking clarification regarding negative suggestion.
 - a. Robert and David agreed that an informal email to UPA for an explanation of negative recommendation should be done prior to next BOD meeting.

B. New Website format issue/comments

- Committee members were happy with the existing new format for the website and offered no comments.
- The Committee discussed the new Home Safety link on the website.

DAVID MADE A MOTION TO BRING TO THE BOD THE NEED FOR A PERMANENT HOME SAFETY PAGE ON THE WEBSITE, ROBERT SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

G. NEW BUSINESS

A. Purchase Reimbursements

- Dave Grant's XPEDX Paper & Graphics Store expense to cover purchase of 200 door knob hanger bags in the amount of \$11.32. Robert reimbursed David from Petty Cash immediately.

B. Proposed new newsletter publication schedule

- It was proposed that the newsletter publication schedule be moved to odd number months (Jan, Mar, May, Jul, Sep, Nov) beginning immediately due to urgency to get a Home Safety special issue to the residents and to better align with ongoing community events and meetings.
- The Committee also discussed the 2 versions of the next (March) newsletter and decided that "version 2" content and order better fit the needs of the community.
- David will also include the new publication schedule in the March newsletter email (scheduled for 11 March) to PostNet for their records.
- The March newsletter should be ready and picked up at PostNet NLT 15 March. David and

