



# The Commons A Condominium Association

## Communications Committee Meeting Minutes – 5 May 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 8:00 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 14 APRIL, 2008 COMMITTEE MEETING**

**ROBERT MADE A MOTION TO ACCEPT THE MINUTES OF THE 14 APRIL 2008 COMMUNICATIONS COMMITTEE MEETING WITH CORRECTIONS, BETH SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.**

## **E. COMMITTEE MEMBER REPORTS**

### **A. CHAIRPERSON**

- The Communications Committee discussed and decided to distribute the newsletter on Saturday, 17 May. The electronic version of the newsletter is to be forwarded to PostNet by 12 May and picked up Robert on 15 or 16 May. Dave will provide bags to Robert for distribution which will start at 09:00 at the Cabana on 17 May.

### **B. ACTING SECRETARY**

- None

### **C. WEBMASTER/BOD LIAISON**

**The following items have all been accepted as presented to the BOD. The May Newsletter did have minor corrections which have been incorporated into the electronic version for PostNet**

- A. Condensed/highlighted BOD meeting minutes excerpt posting to Community Bulletin Board has been accepted by the BOD
- B. Proposed new newsletter distribution timeline/schedule
- C. Communications Committee Office Job Descriptions
- D. Proposed Articles for May Newsletter and BOD approval

**D. NO REPORT ON THE COMMUNICATIONS COMMITTEE FINANCES AT THIS TIME. A POST FACTO INFORMATION EMAIL ON COMMITTEE FINANCES WILL BE DISTRIBUTED TO MEMBERS SHORTLY.**

## **F. UNFINISHED BUSINESS**

N/A

## **G. NEW BUSINESS**

### **A. Purchase Reimburses**

- a. None

### **B. Discuss articles for July newsletter**

- a. Article proposals for the July newsletter were discussed and the following assignments were designated:

- i. Robert will do a *Where Does it all Go?* article concentrating on the upcoming Audit and Budget Process.
- ii. Robert will also do a *Meet Your Neighbor* article and solicit further candidate suggestions from Jerry and Diane Standridge
- iii. Beth will prepare a Memorial Day Party article with pictures.
- iv. Dave will submit the article that he composed for SEVA-CAI on the community Clean-Up and either Beth or Dave will provide appropriate

pictures.

- v. Dave will prepare a *Pest of the Month* article
- vi. A backup article will be prepared if there is sufficient information on this year's *Painting Schedule*.

C. Upcoming meeting and important dates

- a. The next Communications Committee meeting will take place on 2 June at 8:00 PM in the Cabana where articles will have been submitted for the July newsletter.

## H. ADJOURNMENT

DAVID MADE A MOTION TO ADJOURN THE COMMUNICATIONS COMMITTEE MEETING;  
ROBERT SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED AT 8:32 P.M.

Respectfully submitted

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Approved

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Date