



The Commons A Condominium Association

Communications Committee Meeting Minutes – 6 October 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., Member

Members Absent

N/A

Others Present

N/A

A. CALL TO ORDER

Beth called the meeting to order at 8:03 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 11 AUGUST, 2008 COMMITTEE MEETING

ROBERT MADE A MOTION TO ACCEPT THE MINUTES OF THE 8 SEPTEMBER 2008 COMMUNICATIONS COMMITTEE MEETING. BETH SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

E. COMMITTEE MEMBER REPORTS

A. CHAIRPERSON

- No report.

B. ACTING SECRETARY

- No report.

C. WEBMASTER/BODLIAISON

- Robert will follow up on a test of the online Repair Request form.
- Dave has posted the Labor Day Party slideshow to the website .
- Dave said that the website access issues have been resolved with Hostway .
- Dave said that he has received an email from Hostway and has renegotiated the annual fee for the website to be \$191.40 (a \$40 reduction).

D. COMMUNICATIONS COMMITTEE FINANCES

- No report.

F. UNFINISHED BUSINESS

A. Review progression of November's Newsletter articles and dates

- Holiday Decoration R&R –Dave.
- Annual Meeting and upcoming BOD term expiration emphasizing rules for nomination – Robert.
- Holiday Party – Beth (Will contact Lacey).
- Holiday Family – Beth (Will contact Lacey).
- Holiday tree disposal from R&R - Dave.
- PHOTOSafe article – Robert
- Pest of the Month –Dave.

G. NEW BUSINESS

A. Purchase/Reimbursements.

- None.

B. Timeline for November's newsletter is as follows :

- **Newsletter article submission – 19 October.**
- **Newsletter review by Board – 27 October – 2 November**
- **Newsletter submission to PostNet – 7 November.**
- **Newsletter pickup from PostNet – 14 November.**
- **Newsletter delivery – 9-10:30 AM 15 November.**

C. Upcoming meeting and important dates

- The next Communications Committee meeting will take place on 6 October at 8:00 PM in the Cabana where the November newsletter articles status will be discussed.

H. ADJOURNMENT

**ROBERT MADE A MOTION TO ADJOURN THE COMMUNICATIONS COMMITTEE MEETING;
BETH SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED AT 8:25 P.M.**

Respectfully submitted

Approved

Date