



The Commons A Condominium Association

Communications Committee Meeting Minutes – 7 July 2008

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia

Members Present

Beth McMichael, Chairperson
Dave Grant, Acting Secretary and BOD Liaison

Members Absent

Robert W. Chapin, Jr., Member

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 2 JUNE, 2008 COMMITTEE MEETING

DAVE MADE A MOTION TO ACCEPT THE MINUTES OF THE 2 JUNE 2008 COMMUNICATIONS COMMITTEE MEETING WITH CORRECTIONS AND SUBJECT TO COMMENTS FROM ROBERT, BETH SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

E. COMMITTEE MEMBER REPORTS

A. CHAIRPERSON

- No report.

B. ACTING SECRETARY

- Posted July event calendar to Community Bulletin Board.

C. WEBMASTER/BOD LIAISON

- Condensed/highlighted BOD meeting minutes excerpt posting to Community Bulletin Board has been accepted by the BOD.
- Posted 4th of July event photos to web site.
- Changed Domain name contact information from Barry Brashers to myself.
 - Domain name renewal will be \$7.95 per year and is due by 30 September .
 - This option can be renewed online .
- Web hosting plan scheduled for renewal on 27 Oct.
 - Last year charge was \$223.41 .
 - This is an automatic 12-month renewal.
- Updated past newsletter web page (March and May 2008) and current newsletter link (July 2008) on website

D. COMMUNICATIONS COMMITTEE FINANCES

- No report.

F. UNFINISHED BUSINESS

A. Review July 12 distribution of newsletter.

- Newsletter file was delivered to PostNet on 2 July.
- Newsletter order scheduled for pickup at about 12:00 noon on 11 July.
- Newsletter distribution will be on 12 July and meet at The Cabana at 9:00 AM for pack aging and then delivery.

G. NEW BUSINESS

A. Purchase Reimburses

- a. None

B. Propose/Discuss articles for September newsletter

- a. Article proposals for the September newsletter were discussed and the following assignments were designated:
 - i. Ice cream Social event note (16 Aug) with pictures - Beth.
 - ii. Robert will also do a *Meet Your Neighbor* article on Beth and Chris McMichael.
 - iii. Kempsville gate update – Robert or Dave (may be a mute point by this time).
 - iv. Halloween Safety - Dave.
 - v. Dave will prepare a *Pest of the Month* article (possible backup article).
 - vi. Unit Painting update. – Robert or Dave.
 - vii. Labor Day event article (1 Sept) with pictures - Dave

- viii. Pool entry gate/pool restroom door card access article (possible backup article). - Dave

b. Timeline for September newsletter is as follows:

- i. Article determination – 7 July.
- ii. Article status – 4 August.
- iii. Article submission – 24 August.
- iv. BOD newsletter review – 31 Aug -7 September.
- v. Newsletter submission to PostNet – 11 September.
- vi. Newsletter pickup from PostNet – 19 September.
- vii. Newsletter delivery – 9-10:30 AM 20 September.

C. Upcoming meeting and important dates

- a. The next Communications Committee meeting will take place on 4 August at 8:00 PM in the Cabana where the September newsletter article status will be discussed.

H. ADJOURNMENT

**DAVID MADE A MOTION TO ADJOURN THE COMMUNICATIONS COMMITTEE MEETING;
BETH SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED AT 8:24 P.M.**

Respectfully submitted

Approved

Date