



The Commons, A Condominium Association

Communications Committee Meeting Minutes – December 8, 2009

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia 23464

Members Present

Dave Grant, Acting Chairperson and Secretary
Robert Chapin, Member

Members Absent

Liu Liu

Others Present

N/A

1. CALL TO ORDER

The Acting Chairperson called the meeting to order at 7:55 pm.

2. UNIT OWNERS' FORUM (30 Minutes)

N/A

3. WELCOME AND INTRODUCTIONS (if Applicable)

N/A

4. APPROVAL OF MINUTES FROM SEPTEMBER 11, 2009

N/A. Meeting Minutes have already been approved

5. COMMITTEE MEMBER REPORTS

A. PRESIDENT

N/A

B. SECRETARY

N/A

C. WEBMASTER

N/A

D. FINANCES

N/A

E. UNFINISHED BUSINESS

A. N/A

6. NEW BUSINESS

- A. Discussion regarding content and responsibilities for January 2010 November newsletter
- Robert will provide Meet your neighbor article for the Mosher's.
 - Robert will provide article on new Board policy regarding damage to Unit interior as a result of exterior causes
 - Robert will provide new BOD bio for Jeff Mosher
 - Dave will prepare an article about Jill Alright and the Select Group
 - Dave will prepare an article regarding the two new vendors (Landscaping and Pool) along with a reminder about Unit Owner contact with vendors
 - Dave will forward current BOD bios to Diane Standridge, Tom Pelech, and Mike D'Ambra seeking any changes to existing material before publishing
 - Dave will attempt to get more information on Holiday Family update (Since the current status is no information at all, this option is not considered viable).
 - January newsletter timeline is as follows
 1. Article submission 20 December
 2. Submission to BOD 27 December
 3. Replies from BOD 3 January
 4. Submission to PostNet 8 January
 5. Pickup from PostNet 15 January
 6. Newsletter delivery 16 January
- B. Purchase Orders
N/A

7. ACTION ITEMS

- A. Previous
- Act as Communications Committee liaison with Social Committee – Dave (STILL OPEN, NEED TO RE-ENGAGE with Mike D'AMBRA and Sharman).
 - Since the Target Group used a custom blend to match existing paint colors, it was determined that a new paint matrix was not necessary.
- B. New
N/A

8. ADJOURNMENT

Dave made the motion to adjourn. Robert seconded the motion. The motion was accepted and adopted. The meeting adjourned at 8:08 pm.

Respectfully submitted by Dave Grant, Secretary.

Approved Date