



The Commons A Condominium Association

Communications Committee Meeting Minutes – 8 September 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 8:02 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 11 AUGUST 2008 COMMUNICATIONS COMMITTEE MEETING WITH CORRECTIONS. 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 requested that there be a test of the online Repair Request form.
- Dave stated that he had not had time to do any more work on making the online database active. Robert still asked that further work be done to complete this work.
- Dave said that he would check into getting elastic bands to secure the newsletter bags to doors for the next issue.

D. COMMUNICATIONS COMMITTEE FINANCES

- Robert reported that there is \$107.97 in unobligated funds for the Communications Committee 2008 budget.

F. UNFINISHED BUSINESS

- **The following articles have been included in the September newsletter and comments from all BOD members have been received with the exception of the President :**
 1. Ice cream Social event note (16 Aug) with pictures - Beth.
 2. Robert will also do a *Meet Your Neighbor* article on Beth and Chris McMichael.
 3. ~~Kempsville gate update—Robert or Dave (may be a mute point by this time)-~~
 4. Halloween Safety - Dave.
 5. Dave will prepare a *Pest of the Month* article (possible backup article).
 6. ~~Unit Painting update—Robert or Dave-~~
 7. Upcoming Budget awareness update. – Robert.
 8. Labor Day event article (1 Sept) with pictures – Dave.
 9. ~~Pool entry gate/pool restroom door card access update (possible backup article)—Dave-~~
- **Timeline for September newsletter is as follows:**
 1. Article status – 4 August.
 2. Article submission – 24 August
 3. BOD newsletter review – 31 August to 7 September.
 4. Newsletter submission to PostNet – 11 September.
 5. Newsletter pickup from PostNet – 19 September.
 6. Newsletter delivery – 9-10:30 AM 20 September. (Beth will not be available but will check with her husband Chris).

G. NEW BUSINESS

A. Purchase/Reimbursements.

- None.

B. Discuss and assign articles for November newsletter.

- 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.
- Photo safe article - Robert

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 8:42 P.M.**

Respectfully submitted

Approved

Date