



THE COMMONS, A CONDOMINIUM

COMMUNICATIONS COMMITTEE MEETING MINUTES AUGUST 06, 2007

Call to Order:

With the establishment of a quorum, The Commons Condominium Association's Communications Committee Meeting was called to order by the Chairperson at 8:01 PM.

The following members of the Communications Committee were in attendance:

Jerry Standridge, Chairperson

David Grant, BOD Liaison

Robert Chapin, Member-at-Large

Approval of Minutes:

The June 11, 2007 Communications Committee Meeting Minutes were not discussed.

Unfinished Business:

- None

New Business:

- Jerry will be sole contributor for the next The Commons newsletter.
 - Content for the September The Commons newsletter will contain articles on:
 - Skateboarding, web forms for cabana reservation and repair requests, game night, invitation for committee participation especially Maintenance and Communications search for chairpersons, animal poison control, and interest in paper The Commons newsletter publication.
 - Robert Chapin will forward the animal poison control contact information.
 - Robert Chapin will forward PostNet proposal for [The Commons](#) newsletter paper publication and committee budget possibility to Jerry Standridge for inclusion in The Commons newsletter.
 - Several possible split funding scenarios for a paper

published [The Commons](#) newsletter were discussed for presentation to BOD.

- Timeframe for [The Commons](#) newsletter publication is 15 August.
- Robert Chapin brought up the following maintenance committee request for the online repair form
 - Include fields for “acknowledgement date” and “acknowledged by” fields under the staff area of the repair request form.
- Dave Grant discussed the following items/issues:
 - Who should be the initial email recipients for the repair request form?
 - Robert Chapin will discuss with Maintenance Committee and respond to Dave Grant for insertion into Repair Request form..
 - All instances of Jerry Standridge contact links will be removed from the website by Dave Grant.
 - The authorization of the Communications Committee budget will revert back strictly to the BOD until a new Chairperson is installed.
 - The future meetings of the communications Committee will be the first Monday of every month.
 - Dave Grant will forward the remote site location to Jerry Standridge so that a copy of the website can be stored at an alternate location for safety and catastrophic backup.
 - It was acknowledged that the BOD key set contains a key to the bulletin board.
 - Jerry Standridge will forward to Dave Grant the names and addresses of the two unit owners who have requested paper copies of the [The Commons](#) newsletter.
 - Dave Grant will begin working on new [The Commons](#) newsletter format and provide access link to Hostway site for Committee and BOD review prior to linking to intro page.
 - Dave Grant will assume web calendar responsibilities from Jerry Standridge..
- The next Communications Committee Meeting will take place on 3 September 2007 starting at 08:00 PM with the location TBD.

Adjournment:

- By Committee vote the meeting was adjourned at 8:49 PM.

Approved

Date