

**AUTUMN OAKS COMMUNITY ASSOCIATION, INC.**  
**Communications Committee Charter**

WHEREAS Article 7 of the Bylaws of the Autumn Oaks Community Association, Inc., (“Association”) authorizes the Board of Directors to create committees of two or more persons, as the Board may deem appropriate, to aid in the administration of the affairs of the Association;

WHEREAS, committees created by the Board of Directors are authorized to perform such tasks and to serve for such periods as may be designated by a resolution duly adopted by the Board of Directors. Each committee shall operate in accordance with the terms of the resolution of the Board of Directors designating the committee or with the rules adopted by the Board of Directors.

WHEREAS, the Board of Directors desires to create a standing committee of homeowners to inspect, monitor and oversee the communications of the Association.

NOW, THEREFORE, BE IT RESOLVED THAT the following Communications Committee Charter be adopted

**I. COMMITTEE PURPOSE AND RESPONSIBILITIES**

The primary responsibilities of the Communications Committee (the “Committee”) are to advise the Board of Directors and recommend ways to promote a positive image of the community. In accomplishing this goal, the Board of Directors may assign the Communications Committee with tasks from time to time, which may include but not be limited to:

- Providing the Board of Directors with recommendations for improved communications with the membership through enhancements to the newsletter, in its design, layout, and frequency of publication.
- Formulating content for a community newsletter, subject to Board approval.
- Providing the Board of Directors with recommendations for improved communications with the membership by methods other than the newsletter such as the community website
- Providing the Board of Directors with recommendations for improving the community’s image through the development of a welcome package highlighting the community’s positive features, which could be made available to current homeowners, new residents and local realtors.
- Providing the Board of Directors with recommendations for methods to locally publicize and encourage homeowner participation in community events.
- Providing the Board of Directors with an annual budget request.

## II. COMMITTEE MEMBERSHIP, MEETINGS, AND REPORTING

### A. Meetings:

1. Location: At the discretion of the committee, subject to Board approval.
2. Frequency: At least quarterly; more often, if necessary.
3. Date and Time: At the discretion of the committee, subject to Board approval.

### B. Membership and Reporting:

1. The Committee may have a minimum of three (3) members.
2. The committee shall develop a working relationship and channel of communication with:
  - a. The President and other Members of the Board of Directors as designated by the President.
  - b. Appropriate representative( s) of Property Management Company
3. Notice of meetings must be posted and minutes must be taken at each meeting. The minutes or a synopsis of the significant events shall be presented to the Board at its regularly scheduled meetings.
4. The Board of Directors shall elect a chairperson and elect as necessary other officers as may be necessary including a secretary and vice-chair.
5. The Board of Directors shall appoint members to the committee in its sole discretion to serve a one (1) year term and reinstatement should be voted on by the Board of Directors. Committee members serve at the pleasure of the Board of Directors and may be removed at any time by the Board of Directors. Any person wishing to become a committee member may indicate his/her desire in writing to the Board of Directors and the Committee Chairperson for consideration.
6. Committee members may be home owners or their spouses. One Committee member per residence only.
7. No member may serve on a committee if payment by such member of any financial obligation to the Association is delinquent more than sixty (60) days.
8. The Committee will not have the authority to direct vendors or service

providers and contact with any contracted service provider shall be coordinated with Management beforehand.

9. The Committee will not have the authority to send any communication regarding the Association without Board approval.

10. Committees members represent the Board of Directors and may not send out communications individually, or collectively that do not represent the Board's policies, or that contradict the Board's actions.

### **III. GUIDELINES FOR REQUESTING EXPENDITURE OF FUNDS**

- A. The committee shall not obligate or commit the Association to the expenditure of funds.
- B. Any request for funds shall be submitted to the Board of Directors two weeks prior to its regularly scheduled meetings.
- C. Any request for the expenditure of funds shall be accompanied by:
  - 1. A minimum of three (3) alternatives considered.
  - 2. Advantages and disadvantages associated with each alternative.
  - 3. Costs associated with each alternative. Cost proposals to contracted vendors will be coordinated through Management.
  - 4. The implication if the decision is deferred or delayed.
  - 5. The committee recommendation with the rationale.
- 1. D. Any obligation or commitment of funds shall be performed by the Board of Directors.

**AUTUMN OAKS COMMUNITY ASSOCIATION, INC., INC.**

**RESOLUTIONS ACTION RECORD**

Resolution Type Administrative No. 2014-02

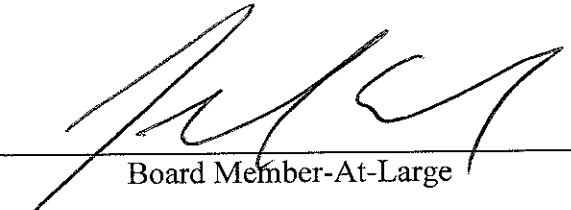
Pertaining to: Communications Committee Charter

Duly adopted at a meeting of the Board of Directors of the Autumn Oaks Community Association, Inc., Inc., held October 14, 2014.

Motion by: Natalie A. Fehervari Seconded by: Ameeta Singh

Director	Title	Yes	No	Abstain	Absent
<b>Ameeta Singh</b>	<b>President</b>	X			
<b>Natalie A. Fehervari</b>	<b>Vice President</b>	X			
<b>Sarah Aguilar</b>	<b>Treasurer/Secretary</b>				X
<b>Ron Wagner</b>	<b>Member at Large</b>				X
<b>Todd Langford</b>	<b>Member at Large</b>	X			

ATTEST:

  
Board Member-At-Large

11/11/14  
Date

Resolution Effective, January 01, 2015