

## **COMMUNICATIONS COMMITTEE CHARTER**

### **COURTS AND RIDGES OF ASHBURN HOMEOWNERS ASSOCIATION**

**WHEREAS**, it is in the best interest of the homeowners and the Courts and Ridges of Ashburn Homeowners Association to have a committee to assist in the development of policies and standards to coordinate community-based communications; and

**WHEREAS**, the Board of Trustees has identified the need for such a committee; and

**NOW THEREFORE LET IT BE RESOLVED**, that the Board of Trustees of the Association does establish by this resolution a committee as a standing committee of the Association as the Community Communications Committee

**WHEREAS**, the purpose of the Committee is to insure members of the Association are kept informed of news and events of relevance to the Association. In effecting its duties and functions, the Open Space Committee shall:

#### **ARTICLE I**

##### **GUIDELINES FOR JOINING THE COMMITTEE**

- Any C&R HOA member in good standing may join this committee.
- A Courts and Ridges Board of Trustee member is allowed to be an active member of this committee, including holding officer positions. During HOA Board of Trustees meetings the BOT member may participate in all discussions in regards to this committee. However this BOT member must abstain from voting on all HOA motions associated to this committee.
- A new committee member shall be entitled to full voting privileges for committee recommendations to the Board of Trustees at the start of the third consecutive committee meeting in which they attend. If an active committee member has three consecutive unexcused absences they are no longer are entitled to vote and must attend three consecutive meetings to become a voting member again.
- Any committee member whose C&R HOA account becomes past due by more than 90 days shall immediately be considered an inactive committee member until their account is brought current.
- If the Committee has no active members the Board of Trustees may vote to appoint an Association member in good standing to become an active and voting member of the committee effective immediately.
- All Committee members serve on a voluntary basis. No officer or member shall benefit or profit at any time for his or her services to the Association.
- Both BOT and committee members must abstain from voting on all motions of paid contractors

with whom they have a relationship (personal or familial). This is to avoid a potential conflict of interest for the oversight of the contractor's performance.

- Paid contractors of the Association may not be an active member of this committee.

## ARTICLE II

### **RESPONSIBILITIES FOR ALL COMMITTEES IN THE ASSOCIATION**

To ensure compliance with its responsibility, all Committees shall comply with the following guidelines.

1. The Committee should consist of at least three officers, a chairperson, vice-chairperson and secretary. All officers shall serve a one year term, which expires at the close of the annual meeting of Courts and Ridges Association.
2. Committee elections shall be held each year within one month of the annual HOA meeting. Any tie in voting of committee officers will be decided by the Board of Trustees. Once Committee elections have been held no mid-year elections are allowed unless a committee officer chooses to step down from their position voluntarily.
3. The names of the volunteers elected to officer responsibilities shall be presented to the Board of Trustees to confirm they are HOA members in good standing.
4. Prepare a roster showing names, addresses, and phone numbers of committee members. A copy of the roster shall be filed with the managing agent and the Board of Trustees. The committee shall promptly update the Board of Trustees of any changes in officers.
5. All revenue generated by the Committee shall go into the general fund of the Association.
6. All committee expenditures shall not exceed or deviate from the approved budget without the approval of the Board of Trustees. All receipts for expenditures must be submitted within 60 days of the expense.
7. Prepare and submit a proposed annual Committee budget for the following year to the Board of Trustees no later than one week prior to the October BOT meeting.
8. Any Committee vote that results in a tie will be determined to have failed. Any committee member may then bring this motion to the attention of the BOT for final decision.
9. Ensure the Committee website is current at all times by sending updates to the Communications Committee.
10. Comply with all Board of Trustees Resolutions as they pertain to this committee.
11. The committee shall meet monthly at the HOA clubhouse, or as often as necessary to complete its assigned responsibilities.

12. The Committee is expected to have representation at all HOA Board of Trustees meetings.
13. Have comprehensive minutes of all committee meetings. The minutes are to be given to the managing agent and the Board of Trustees prior to the each scheduled HOA meeting.
14. Prepare articles for each publication of community newsletter in accordance with the instructions of the Board of Trustees.
15. All committee members shall keep in mind they have volunteered to serve in the best interest of the entire community.

### **ARTICLE III**

#### **SPECIFIC RESPONSIBILITIES OF THE COMMUNICATIONS COMMITTEE**

To ensure compliance with its responsibility the Communications Committee shall

1. Oversee the publication of the community newsletter in regards to its design, layout, printing and distribution.
2. Develop and maintain the Association web site in accordance with the instructions of the Board of Trustees.
3. Maintain and develop an Associations' email distribution list.
4. Publish any community wide email distributions as directed by the Board of Trustees.
5. Coordinate overlapping activities with the chair of other committees as appropriate.
6. Work in cooperation with other committees to help them communicate events, activities and updates to the Association as required.
7. Seek out advertisement revenue to offset the cost of the newsletter publication.

### **ARTICLE IV**

#### **DUTIES AND RESPONSIBILITIES OF COMMITTEE OFFICERS**

Committees are advisors to the Board of Trustees. Their primary role is not to establish policies, but rather to provide information and options to enable the BOT to make fully informed decisions for the Association.

Though Committee officers do have special duties to perform, their position does not afford them special consideration, privileges, or voting rights above and beyond non-officer members. Every volunteer on the committee has an equal right to express their opinions and ideas as how to best serve

the interests of the community.

1. The duties and responsibilities of the Chairperson shall be as follows:
  1. Designate the time and place of the meeting and call the meeting to order and conduct the meeting.
  2. Ensure all committee members are informed of current events in regards to the committee.
  3. Act as a liaison between the committee, the Board of Trustees and the Managing Agent.
  4. Be present at committee meetings and Board of Trustees meetings at which a report of activities shall be presented.
  5. Ensure Communications Committee is aware of all meetings so that C&R HOA website can be updated.
  6. Ensure all committee recommendations and matters of business are reported to the Managing Agent and/or Board of Trustees.
2. The duties and responsibilities of the Vice-chairperson shall be to assist the Chairperson in the performance of his/her duties, and in the event of absence or incapacity of the Chairperson, is empowered to perform all duties and exercise all authority vested in the Chairperson.
3. The duties and responsibilities of the Secretary shall be as follows:
  - a. Shall record and keep comprehensive and complete minutes of all committee meetings.
  - b. Shall forward the minutes to the committee members, Managing Agent and/or Board of Trustees.
  - c. In the event of absence or incapacity of the Chairperson or Vice-chairperson, is empowered to perform all duties and exercise all authority vested in the Chairperson.

I hereby acknowledge of receipt of the Communications Committee Charter

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Communications Committee, Chair

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Date

Hereby accepted by the Board of Trustees for Courts and Ridges Homeowners Association this

\_\_\_11\_\_\_ day of February, 2008.

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Secretary, Board of Trustees  
Courts and Ridges Homeowners Association