

**LAKEVIEW AT BRANDYWINE HOMEOWNERS ASSOCIATION  
ADMINISTRATIVE RESOLUTION NO. 2011-3**

**COMMUNICATIONS COMMITTEE CHARTER**

WHEREAS, pursuant to Article X of the Bylaws, the Board of Directors may appoint other committees as deemed appropriate in carrying out its purposes.

WHEREAS, pursuant to Article VII, Section 7.1 of the Declaration of Covenants, Conditions and Restrictions the Board of Directors shall have the power and authority to adopt and publish rules governing Lots, the use of the Common Areas and facilities situated thereon, and the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof.

WHEREAS, the Board of Directors deems it desirable to establish a committee of homeowners to advise the Board of Directors, in a reasonable and productive manner, with respect to the achievement of effective communication to and among the owners and residents.

NOW THEREFORE, be it resolved that a Communications Committee shall be established, and that the following procedures for this committee be adopted and implemented herewith:

**A.     RESPONSIBILITIES**

The primary responsibility of the Communications Committee is to advise the Board of Directors on issues affecting the dissemination of information to the Association membership. In accomplishing this goal, the Community Board shall assign the Communications Committee with tasks from time to time, which may include but not be limited to those provided below. The Committee may also make recommendations to the Board of Directors which are pertinent to the Committee's area of responsibility, independent of any task assignment by the Board.

- Providing the Board of Directors with policy recommendations regarding the Association's newsletter, including such issues as format, content, advertising and electronic dissemination;
- Providing recommendations to the Board of Directors with respect to the format, content and updating of the Association's website;
- Recommending other information dissemination vehicles, as appropriate, to promote effective communications to and among the Association membership;
- In conjunction with the Association's managing agent, coordinating the preparation and dissemination of communications for community events, such as Annual Meetings, social and recreational activities, etc.
- Provide recommendations for expenses in the Committee's area of jurisdiction to be considered for inclusion in the Association's annual operating budget.

B. ELIGIBILITY

Committee candidates and members shall be unit owners or tenants of unit owners who are in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency or pending legal action with the Association.

A member shall not serve on more than one committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.

C. APPOINTMENT AND TERMS

At the first Board meeting of the year, the Community Board shall appoint five (5) Communications Committee members to serve. The Communications Committee will serve at the pleasure of the Board of Directors. The Communications Committee appointments will hold meetings in accordance with Section 3.9 and Section 6.1 of the Bylaws.

The Board of Directors shall invite interested candidates to express their desire to serve on the Communications Committee. Recruitment of candidates may be done through the newsletter, word of mouth, announcement at the annual meeting, or by any other means deemed appropriate by the Board. Committee members in good standing are eligible for reappointment.

Interested candidates must submit a written request for appointment to the Board including any personal or professional information (e.g., related experience or training, service on other committees, etc.), which might assist the Board in the appointment process.

Committee terms will be staggered so that approximately one half of the committee positions will become available each year. In order to appropriately stagger committee terms, the Board shall initially appoint three (3) members for a one-year term and two (2) members for a two-year term. Thereafter, committee members will be appointed for two-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the committee member they are replacing

D. ELECTION OF OFFICERS

The Board shall appoint the Chairperson of the Communications Committee. Members of the Committee may make recommendations to the Board for the appointment of a Chairperson. Other officers of the Committee may be elected by the Committee membership. At a minimum, the Committee shall elect a Secretary who will be responsible for recording accurate minutes of the Committee's meetings and submitting them to the Board in a timely manner, through the management agent.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee. In the interest of ensuring strong communications between the Board and the

Communications Committee, it is expected that the committee Chairperson, or his or her designee will attend each regularly scheduled business meeting of the Board or, in lieu thereof, to submit a written report to the Board in advance of the Board meeting. The Committee Chairperson will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board as needed and answer any questions the Board may have regarding Committee assignments. Any Committee recommendations which require formal Board action should be submitted to the management agent in advance of the Board meeting for inclusion in the meeting agenda. Finally, the Chairperson, or his or her designee, shall be responsible for checking, logging and responding to all Committee correspondence and E-mails.

E. REMOVAL AND DISSOLUTION

The Board may remove any committee member, including the chairperson, at any time, without cause. Such removal may be immediate, at the Board's sole discretion.

The Board may disband this committee at any time, with or without cause.

The committee may make recommendations to the Board regarding removal of committee members.

A committee member may be removed, upon written notice from the committee chairperson to the Board for failure to attend three consecutive meetings without notice or explanation.

F. MEETINGS

All Committee meetings shall be open to the membership. In order for the membership to be reasonably informed of Committee meetings, the Committee chairperson shall ensure that all meetings of the Committee are listed in the newsletter and through any other means of posting that the Committee deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The Committee Chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. The Committee Chairperson should designate a limited time period on each meeting agenda for resident input at the beginning of each meeting.

A majority of the members of the Communications Committee must be present to convene a meeting or conduct formal voting procedures. The total number of Committee members is five (5). A majority of the members shall be three (3). A majority vote of members while a quorum is present shall constitute a decision of the Committee.

All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.



## LAKEVIEW AT BRANDYWINE HOMEOWNERS ASSOCIATION

### RESOLUTIONS ACTION RECORD

Resolution Type      Administrative      No.      2011-3

Pertaining to:      Communications Committee Charter

Duly adopted at a meeting of the Community Board of Carroll Vista Community Association, held  
\_\_\_\_\_, 2011.

Motion by: \_\_\_\_\_      Seconded by: \_\_\_\_\_

OFFICER	TITLE	YES	NO	ABSTAIN	ABSENT
Adam Nelson	President				
	Vice President				
	Secretary/Treasurer				