



Approved: June 22, 2020

Communications Committee Guidelines (CC)

Purpose:

To develop communication methods within the HOA that are approved by the Board of Directors (Board).

Concept:

Produce a quarterly newsletter for the HOA. Obtain articles from Board members, other Committee Chairs, and points of interest to the community, including residents' articles of points of interest with discretion. Make it fun and informative.

E-mail newsletters can be sent by the management company, for cost control this is the preferred method of distribution.

Social media can be a problem. Should this method be used, someone from the committee must follow the post closely.

Membership:

Any community may serve on the CC as long as they are in good standing. All members must be approved by the Board. No limits on committee size, keep in manageable. The CC will elect the Chair annually within 30-days after the Association Annual Meeting.