

TANYARD SPRINGS HOA

ADMINISTRATIVE RESOLUTION NO. 2013 – 4

Relating to Communications Committee Charter

WHEREAS, Article 10 the Tanyard Springs HOA Bylaws states that, “The Board of Directors may appoint a Design Review Committee, Covenants Committee and Neighborhood Committees in accordance with the Declaration and a Nominating Committee in accordance with these Bylaws. In addition, the Board of Directors may appoint such other committees as the Board deems appropriate in carrying out its purpose”; and

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, regarding the development and implementation of communications by newsletter, website or any other means appropriate; and

NOW THEREFORE, be it resolved that the Board of Directors (“Board”) of Tanyard Springs Homeowners Association (HOA) shall establish a Communications Committee (“Committee”), 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, in a reasonable and productive manner, on issues related to the development and implementation of communicating information to all homeowners. In accomplishing this goal, the Board of Directors shall assign the Communications Committee with tasks from time to time, which may include but not be limited to:

- Providing the Board with recommendations for communications of pertinent information to all homeowners and residents, whether it be in writing or electronic method, which will serve the interests of the membership along with possible venues for further communicative possibilities;

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- Developing an annual schedule/calendar for the distribution of community information;
- Developing polices and recommendations for the funding of programs and methodologies to best access all homeowners and residents from Association assessment fees and user's fees;
- Coordinating the promotion of and dissemination of information regarding community events;
- Providing recommendations to the Board of expenses in the Committee's area of jurisdiction to be considered for inclusion in the Association's annual operating budget.
- Coordinating with the Community Manager regarding policies and procedures for the scheduling of programs and activities.

B. ELIGIBILITY

Committee candidates and members shall be unit owners who are in good standing or renters and residents whose owners 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 HOA.

C. APPOINTMENT AND TERMS

At the first Board meeting of the year, the Board of Directors shall appoint no more than seven (7) Communications Committee members to serve until appointments are made at the following year's Annual Meeting of the Homeowners or a Special Meeting called for that purpose only. The Board of Directors may make additional appointments from time to time if vacancies occur.

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.

The Board of Directors may remove any Communications Committee member at any time, with or without cause. The Board may disband the committee as a whole at any time in its discretion.

D. ELECTION OF OFFICERS

The Chairperson of the Communications Committee shall be elected by the Members of the Committee. Other officers of the Committee may be elected by

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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 of Directors in a timely manner.

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 of Directors 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 of Directors 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.

A. MEETINGS

Committee meetings shall be held once a month or as needed in the Tanyard Springs HOA Clubhouse. All Committee meetings shall be open to the membership. A Board of Directors Member must be present at every Committee Meeting for Oversight. 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.

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 shall not exceed seven (7).

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

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RESOLUTIONS ACTION RECORD

Resolution Type ADMINISTRATIVE No. 2013 - 4

Pertaining to: Communications Committee Charter

Duly adopted at a meeting of the Board of Directors of Tanyard Springs HOA, held February 13, 2013.

Motion by: Luke Seconded by: Leslie

Officer	Title	Yes	No	Abstain	Absent
Jon Rober	President	JR			
Luke Tilbury	Vice President	LT			
Bob Beyer	Treasurer	BB			
Lance Konig	Secretary	LK			
Leslie Burks	Director/Liaison	LB			

ATTEST:

Lance Konig
Secretary

February 13, 2013
Date

Resolution Effective, February 13, 2013