

Village of Waxpool Homeowners Association, Inc.

Administrative Resolution Number 14-03

Communications Committee Charter

Whereas, Virginia Code 13.1-869 of the Virginia Nonstock Corporation Act empowers the Board of Directors to create committees unless the articles of incorporation or bylaws provide otherwise; and

Whereas, Article VI, Section 1 of the Bylaws grants the Board of Directors all the powers necessary to provide goods and services in accordance with the Association Documents; and

Whereas, Article VIII of the Bylaws authorizes the Board of Directors to create and abolish from time to time such committees as the Board may deem appropriate to aid in the administration of the affairs of the Association. Such committees shall have the powers and duties fixed by resolution of the Board from time to time; and

Whereas, the Board of Directors deems it desirable to establish a committee of homeowners to advise and assist the Board in the preparation and publishing of the Community Newsletter;

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:

1. Responsibilities

The primary responsibility of the Communications Committee is to allow the homeowners to become involved in the preparation and publishing of the Community Newsletter. In accomplishing this goal, the Board of Directors shall assign the Communications Committee with tasks from time to time that may include, but not be limited to:

- a) Assisting the Board with specific Community Newsletter tasks and assignments as deemed appropriate.
- b) Prepare and publish the Community Newsletter.

2. Eligibility

Committee candidates and members shall be property owners in good standing. Good standing shall be defined as the absence of any liens, privilege suspension, assessment delinquency, Architectural Review Board or covenants violation, or pending legal action with the Village of Waxpool Homeowners Association.

A member may 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.

3. Appointment and Terms

The Board of Directors may appoint the Committee Chair and may either appoint the members thereof or leave such appointment to the committee chair.

Recruitment of candidates may be done through a newsletter, announcement at the Meetings or by any other means deemed appropriate by the Board. The Board of Directors and/or the Committee Chair will strive to ensure that members from varying house types and locations within the association are represented on its committees.

Interested homeowners must submit a written request for appointment to the Community Manager. Committee members in good standing are eligible for reappointment.

The Board of Directors or Committee Chair will make committee appointments each year during the Annual Meeting for terms beginning January 1st of the following year. The Board of Directors or Committee Chair may make additional appointments throughout the year if vacancies occur.

Committee members are appointed for two-year terms; however, members appointed to fill vacancies that occur during the year shall serve out the remainder of the term of the committee member they are replacing. Committee terms will be staggered so that approximately one half of the committee positions will become available each year.

Committee Members will be provided a copy of this Charter within a reasonable period of time following their appointment.

4. Removal

The Board of Directors may remove any committee member at any time without notice or explanation on three (3) days written notice.

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

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

5. Election of Officers

Officers of the committee may be elected by the committee membership. At a minimum, the committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee's meetings and submitting them to the Community Manager, within one (1) week following the meeting, for inclusion in the Board meeting package. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of committee members in attendance and all votes of the committee.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the committee.

6. Committee Meetings

The procedures for committee meetings shall be the same as set forth for meetings of the Board of Directors in the Bylaws, Article V Meetings of Directors, Sections 1-3, and the chair shall serve as the presiding officer of the committee.

1. **Regular Meetings** – Regular meetings shall be held on a regular basis and at least four (4) times per year without notice and at such place and hour as may be fixed from time to time by resolution of the Board.
2. **Special Meetings** – Special meetings shall be held when called by the Chair or by any two Committee Members after not less than three (3) days' notice to each Member.
3. **Quorum** – A majority of the Members shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Members present at a duly held meeting at which quorum is present shall be regarded as an act of the Committee.

Committee meetings shall be held in a recognized meeting place of the association. 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 regular committee meeting dates of the committee are listed in the newsletter and through any other means of posting that the Board 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. "Special" meetings or rescheduled meetings may be scheduled by the Chairperson upon three (3) business days posted notice stating the reason for the meeting.

The committee Chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. For example, if the total number of committee members is five (5), a majority of the members shall be three (3) for the purposes of establishing a quorum. A majority vote of members while a quorum is present shall constitute a decision of the committee. All voting shall be conducted in open session.

All committee meetings shall be conducted in accordance with Robert's Rules of Order. Moreover, Committee Members shall not use inappropriate language or verbal tone during their debate of the issues. Any actions (including physical gestures or body language) or comments designed to insult, demean, or attack the personal character of any member of the Committee, the Committee as an entity or any person in attendance shall be strictly prohibited. Committee Members owe a special duty of civility to the Association's membership and shall be particularly courteous to the individual members at all times during official functions of the Association.

7. Action by Committee Without a Meeting

Any action required or permitted to be taken at a committee meeting may be taken without a meeting if consent in writing, setting forth the action taken, shall be signed either before or after such action by all the committee members. Any such written consent shall have the same force and effect as a unanimous vote and shall be filed with the minutes of the committee.

8. Communications

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 provide a written report for each regularly scheduled business meeting of the Board of Directors. Upon request from the Board or Management, the Chairperson will attend any business meeting to 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.

The committee is expected to maintain regular communications with the designated Board Liaison.

It is expected that the committee will communicate its activities to the membership periodically through the newsletter and other communication vehicles of the association.

9. Communications and Website policy

In an effort to keep the community informed, the Village of Waxpool HOA has set up a community website.

- Our community website: <http://www.waxpoolhoa.com>,

The goals of these communications channels are to inform the community about upcoming events, community announcements and vital information to the community. They are not intended to sell any goods or services. The secondary goal of these tools is to keep mailing costs down while keeping the community informed. The email addresses that are in the system will never be sold or shared with anyone outside of the community.

The types of announcements that will be permitted are as follows

- Upcoming HOA meetings
- Upcoming HOA sponsored social events
- Community news
- Emergency announcements
- Messages about HOA services (for example trash collection)
- Charity or fundraising efforts involving community members

The types of announcements that will not be permitted are as follows

- Advertising for businesses
- Advertising for services

VILLAGE OF WAXPOOL HOMEOWNERS ASSOCIATION, INC.

RESOLUTIONS ACTION RECORD

Resolution Type: Administrative

Policy No.: 14-03

Pertaining to:

Communications Committee Charter

Duly adopted at a meeting of the Board of Directors of the Village of Waxpool Homeowners Association held July 8, 2014.

Motion by: Ramesh Kalluri Seconded by: Pam Bohmer

VOTE:		YES	NO	ABSTAIN	ABSENT
Pam Bohmer,	President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kandi Reddy,	Vice President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ramesh Kalluri,	Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

[Signature]
Secretary

7/8/2014
Date

Resolution effective July 31, 2014