

CONSERVATORY AT THE PLAINS COMMUNICATION COMMITTEE CHARTER

Purpose: The purpose of the Communication Committee is to provide an informative, comprehensive, digital source of community news by publicizing events and providing information to the residents of the Conservatory at the Plains HOA. Publications may include, but not be limited to an HOA Website, newsletters, videos and e-news via email blasts at the direction of the Board of Directors. The Conservatory Communication Committee should encourage Conservatory residents to refer to the website www.conservatoryhoa.org in order to get the most current, accurate and timely information.

Communication Committee Membership: It will be a standing committee of the HOA. The committee will consist of Conservatory residents and have a minimum of one (1) member and a maximum of 5, and an HOA Board liaison. Each member of the committee may serve as a coordinator for a source of communication.

Communication Committee Leadership: Chair/Co-Chairs will be appointed by the HOA Board of Directors. Chairmen will receive and review articles, work with other committees to coordinate announcements of community functions and publish important notices. Reports directly to the Board of Directors and obtains Management Company and Website company support as deemed necessary.

Communication Committee Responsibilities: Gather information of interest and solicit articles from community leaders on topics that the HOA Board wishes to communicate to the homeowners.

- Maintain a relationship with the website vendor and oversight of website operations.
- Maintain a calendar of community events.
- Supply general information about living in the Conservatory, including our Design Review Process, Pool Rules and hours, Clubhouse rental information, Waste Management information, Metro District responsibilities and other contacts for utility/or governmental services etc.
- Provide HOA Board agendas, meeting minutes and other governing information that is not confidential.
- Provide a link to the management company's password protected secure website for confidential account and community information.
- Encourage advertising sources and follow-up with existing advertising clients.
- Ensure all content is reviewed by their board liaison and/or community manager.
- Submit reports or minutes of meetings one week prior to the monthly board meeting.
- Must comply with all Community Association governing documents.

Communication Committee Budget: The HOA Board sets an approved maximum budget amount in September to enable the Communication Committee to carry out its mission. This amount is based on specific fixed costs and any incidental expenses deemed necessary and is submitted in August with an annual plan for approval.

By: 

President, Travis Coufal

By: 

Secretary, Helen Hardin

Adopted: 4/18/18