

LAKESIDE COMMUNITY OWNERS' ASSOCIATION

COMMITTEE CHARTER FOR THE COMMUNICATION COMMITTEE

As approved by the Board of Directors ("Board") of the Lakeside Community Owners' Association ("Association"), the Communication Committee (Committee") is hereby formed in accordance with the following:

AUTHORITY TO CREATE COMMITTEES:

As provided in California Corporations Code Section 7212(b), the Board may create committees that do not exercise the authority of the Board and which may be comprised of individuals that are not Directors for purposes of providing advice and guidance to the Board..

PURPOSE: The purpose of the Committee is to communicate clearly and precisely via various platforms and methods to inform and educate residents.

GUIDELINES:

The Committee Shall:

1. Serve at the pleasure of the Board.
2. Work with HOA management to help facilitate communications between the Board and residents.
3. Establish rules for communications and responses (depending on the platform).
4. Research and recommend the most effective communication means of engaging the community.
5. Determine the topics of communication.
6. Develop templates for communications for ease of reading.

The Committee Shall Not:

1. Spend Association funds or incur debt on behalf of the Association unless otherwise authorized by the Board.
2. Act on behalf of the Board or the Association, except with respect to the terms of this Charter with respect to matters relating to compliance with the Association's Governing Documents.

COMMITTEE MEMBERSHIP:

The Membership of the Communications Committee Shall:

1. Serve at the pleasure of the Board.
2. Consist of up to five members that shall also be Members of the Association.
3. Serve terms lasting one year, which may continue until the Board's appointment of a replacement member of the Committee, or upon resignation or removal by the Board.
4. Appoint Committee Chair responsible for sending/posting communications and monitoring that rules are followed in responses, andIf the Committee and the Association's management are not in agreement on an issue, the Board will resolve the matter.

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CHAIR GUIDELINES:

The Committee Chair Shall:

1. Preside over Committee proceedings and, upon consulting with Committee members, coordinate meeting schedules, agendas, and assign tasks and responsibilities.
2. Be proficient with email and communicate with the Board by email.
3. Serve a one-year term, which shall expire upon the Board's appointment of a replacement or re-appointment.
4. Provide regular updates on the business of the Committee to the Board, upon the request of the Board.

GOALS:

1. Inform residents of upcoming events to increase participation.
2. Increase communication between the board and the community
3. Highlight community improvements to highlight and remind residents of how the budget is spent.
4. Educate residents of the various CC&Rs and Bylaws.
5. Promote monthly meetings and the benefits of residents' attendance and participation.
6. Seek input for the association on matters of importance and to present input to the board.

GENERAL: Committee meetings shall not be open to Members of the Association. Any matter brought before the Committee for a vote should be submitted to the Committee Chair in writing and distributed to the Committee at least two days prior to the scheduled meeting.

COMMITTEE PRODUCTS: The Committee will provide the Board, upon the Board's request, regular reports of the functions and activities of the Committee. All reports shall be submitted to management 10 days prior to a scheduled Board meeting.

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CERTIFICATE OF ADOPTION

I hereby certify that I am the Secretary of the Association and that the foregoing Committee Charter is a true copy of the Committee Charter approved by the Board at its meeting held on _____, at which a quorum of the Directors was present. I further certify that the foregoing Committee Charter is in full force and effect, and that the same have not been rescinded, amended, nor modified.

Dated: _____, 2022 By: _____

Lisa Petersen, Secretary