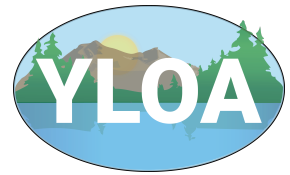




Yosemite Lakes Owners' Association
Communication
Committee Charter



Adopted April 5, 2022

PURPOSE

The primary responsibility of the committee is to keep the Yosemite Lakes Park (YLP) community informed by working together with the Yosemite Lakes Owner's Association (YLOA) Board of Directors (Board) and management to engage and educate residents, foster two-way communication, and present accurate information in a timely and convenient manner.

MEMBERSHIP

Committee members are volunteers appointed by the YLOA Board of Directors (Board) to serve a term of one (1) year. Committee members must be members of the YLOA in "good standing" (current on dues including any payment plans in place). Appointed members of the committee will sign the YLOA Code of Conduct and Ethics Policy for Directors and Committee Members.

AUTHORITY

The Committee has no expressed or implied authority and serves at the pleasure and direction of the Board. Committee members will not contract with any entities regarding issues pertaining to the committee without the express authority of the Board or General Manager.

FUNDS

Committee earned funds will be deposited in the committee's fund account with the YLOA. The committee is responsible for keeping accurate records and turning the funds and records in to the YLOA Accounting Department by the first of each month. Use of committee earned funds will be determined by vote of the committee and in coordination with the General Manager and if needed, the Board. Unless otherwise approved by the General Manager, items purchased with committee funds will become the property of the YLOA. Only members of the committee may have a vote for use of funds and a majority of the committee members voting shall constitute a quorum. Fund use and vote of the committee members must be recorded in the meeting minutes.

RESPONSIBILITIES

The committee shall advise and assist the Board and management by suggesting and soliciting content for publication in newsletters, mailings, social media and the YLOA website and review and editing such as needed. At the request of the Association's committees, the Communications Committee will assist in creating documents and distribution channels of communications to inform residents about the Association, its structure, role, objectives and other items of relevance to the community.

MEETINGS

The Committee Chair will confirm meeting dates and times are posted on the community calendar. The Board Liaison will participate in committee meetings to aid in facilitating communication between the Board and clarifying any questions regarding the Board's directives. The Committee Chair will record or cause to record meeting minutes and maintain a copy of the minutes in Zoho.

Meetings are open to members of the Association and will be held monthly or more often as needed. Committee members shall regularly attend and participate in meetings.