



Yosemite Lakes Owners' Association
Communication
Committee Charter



Revised & Adopted: April 7, 2026

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". 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.

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 edit this content 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 that meeting dates and times are posted on the community calendar. The Board Liaison will participate in committee meetings to facilitate communication between the Board and clarify any questions regarding the Board's directives. The Committee Chair will record or cause to be recorded meeting minutes and maintain a copy of the minutes in the designated location.

Meetings are open to Association members and will be held monthly or more frequently as needed. Committee members are expected to attend and participate in discussions regularly.