

SADDLEBROOKE VILLAS ASSOCIATION
COMMUNICATIONS/PUBLIC RELATIONS COMMITTEE CHARTER

I. COMMITTEE COMPOSITION

- A. The Board shall approve the charter and appoint a chairperson. Homeowners in good standing may volunteer for the committee, and the Board or the Committee Chair may also solicit members.
- B. Committee size shall be at the discretion of the Board and Committee Chair.
- C. Committee shall select a recorder whose duty it shall be to maintain a written record of all meetings of this committee.
- D. The names of the committee members shall be submitted to the Board for its approval.

II. TERM OF OFFICE

The term of office shall be for one (1) year

III. PURPOSE

The Communications/Public Relations committee shall assist the Board of Directors with the development and/or revision of information and documents pertinent to the Villa homeowners.

IV. OBJECTIVES/PROCEDURES

OBJECTIVE

Work on behalf of the Board of Directors to enhance the quality and content of information conveyed to Villa homeowners. All such information shall be reviewed by a Board representative prior to distribution. Email distribution shall be done by Villas Community Manager.

PROCEDURES

The Communications/Public Relations Committee shall be responsible for the following:

- A. Assisting Community Manager with the editing and delivery of the Villas newsletter. Delivery of the For the Record and Two's News newsletters will also be done under the auspices of this committee.
- B. Assisting Villa Unit Reps with development of a notebook containing current Villas Governing Documents, a letter of welcome, and any other information of interest to new Villa owners. These notebooks will be given to each new resident by the Villas Unit Reps.
- C. Developing, maintaining, and distributing a Villas Homeowners Picture Directory.
- D. Conducting a quarterly Villas information workshop for local realtors for the purpose of familiarizing them with Villa policies and guidelines.
- E. Working with Community Manager to maintain a current and accurate contact list for all Villa Homeowners. This list shall be used solely for the distribution of information authorized by the Board of Directors.
- F. Updating the Villas Architectural Rules, Landscaping Regulations and Guidelines document as the board receives and approves needed changes and disseminating this information to all villas residents. (i.e. changes or additions and suggesting appropriate revisions to the Board for their consideration)

V. REPORTING STRUCTURE

The committee reports directly to the Board of Directors

VI. ADDITIONAL PARAMETERS

The committee must comply with all governing documents and legal requirements.

Revised by the Board of Directors on _____

Approved by the Villas Association Board of Directors on 04/14/2015.