

Village at Stiles Point Communications Committee Charter

Purpose

The Board of Directors (the “Board”) of the Village at Stiles Point HOA appoints the Communications Committee (the “Committee”) to assist the Board in fulfilling its responsibilities serving the community. The Committee is responsible for promoting a good understanding of the community, business and events through effective communications, both internal and external, to the neighborhood residents. A fundamental goal of the Committee is to survey, engage, inform and communicate in a transparent, accurate, effective and timely manner and to foster relationships between the community and governing bodies of VatSP. Communication requirements of the Committee will include:

- Annual and mid-year neighborhood meetings
- Homeowners’ forums at the beginning of each regular monthly Board meeting
- Mailed communications (USPS) when required
- Development and management of the annual VatSP Directory
- All digital communications including
 - Management, curation and editing of a neighborhood website where postings will include minutes, agendas, newsletters, governing documents, and historical content.
 - “Have a Question” under the HOA mailbox section of the website for neighbors to send comments or questions to the Board.
 - Periodic email bulletins sent directly to residents and property owners.

The Communications Committee is also responsible for:

- Ensuring that all communication delivered from various groups, committees and the Board is accurate, timely and factual.
- Developing and maintaining communication strategies, standards and protocols for the neighborhood communication processes.
- Developing, in concert with the Board, a visual brand, vision and mission statement for the VatSP neighborhood community.
- Ensuring all communications methods are sensitive to technological changes.
- When appropriate, implementing new communication tools to deliver information to the community, e.g., text message blasts for safety issues, social media forums, etc.

The Board delegates to the Committee the authority necessary to fulfill its responsibilities. In addition, the Committee shall have the discretion and authority to delegate assignments to the HOA’s management company when necessary.

Structure and Membership of the Committee

The Committee shall be chaired by the Communications Chairperson of the Board. The Board shall appoint members of the Committee who shall serve at the pleasure of the Board and for such terms as the Board may determine. All Committee members must be residents of VatSP. A majority of Committee members shall constitute a quorum for the transaction of business. The Committee shall keep minutes and all other relevant records of meetings. The Committee may recommend amendments to this charter at any time to the Board. The Board may amend or repeal this charter at any time.

June, 2021