



COMMUNICATIONS COMMITTEE CHARTER

The Somerset Owners Association's Board of Directors has the authority to create standing or special committees according to Section 3.16 and advisory committees according to Section 3.18 of the Bylaws.

As such, the Board of Directors adopts this formal resolution to amend the Communications Committee Charter with the powers and duties set forth.

PURPOSE

The primary purpose of the Communication Committee is to assist in the development of communication systems that 1) will enable the Board, Board Committees, and management staff to directly communicate information to Homeowners; and 2) will enable Homeowners to directly communicate information to the Board, Board Committees, and management staff.

The long term success of the Association in addressing current and future needs of the Somerset community as a whole, in planning for its growth and in managing changes in its demographics, is dependent on how well communications flow directly and easily in both directions between the Board and the Homeowners.

The Committee's work products shall be provided to the Board to facilitate sound decision making. Please note that prior to the distribution of RFPs to vendors or spending of association funds, a recommendation must be submitted to the Board of Directors in a written report, and is not enforceable without the Board adopting the report.

RESPONSIBILITIES

The Committee shall have no authority to act on behalf of the Association, other than to formulate and present information and recommendations to the Board related to its stated purpose. The committee shall not engage in any activities that have not been identified in this charter. The board encourages the committee to present ideas for approval, including updates or upgrades to current systems and communication pieces.

Good communication of information between the Board and Homeowners will ensure that the Board's work, and the work of all its committees, reflects the needs and desires of Somerset owners as a whole. In order to meet Committee responsibilities defined by this charter, the committee members shall expect to spend at least 2-3 hours per month on committee business outside regularly scheduled meetings.

To this end, specific responsibilities of the Communication Committee shall be to:

1. Determine the methods preferred by Somerset unit owners for receiving and responding to communications from the Board, and how many unit owners prefer each method, including but not limited to website, emails, letters, phone recordings and text messages.
2. Identify emergency methods to allow the Board to very quickly communicate with unit owners on matters that may be particularly time sensitive or urgent.
3. Allow for ways to capture communications from unit owners for analysis and identification of trends over time.
 - a. Develop an annual communications survey to stay abreast of the community's desired communication methods.
4. From time to time review the methods and content of key SOA communications programs and recommend improvements to the Board, including the association's website and provider.
5. Lead the creation and execution of SOA Homeowner surveys as directed by the Board.
6. Propose an implementation plan to the Board for the recommended systems, programs and IT requirements, including identification and evaluation of one-time and on-going resource requirements and timetables for completing specific key tasks.
7. Periodically report to the Board the Committee's progress on both design and implementation tasks.



- 8. Prepare specific communications or special projects from time to time as directed by the Board.
- 9. Recommendations to the Board must be voted on and approved by the majority at a scheduled Communications meeting.

ORGANIZATION AND TERM

The Communications Committee shall consist of two (2) Association Board members, and at least five (5) but no more than eight (8) Association unit owners in good standing who are appointed by the Board. A member who loses Good Standing status shall no longer be eligible for Committee Membership, until such time as that status is restored. Additional members may be added to the Committee from time to time if necessary. Members of the Committee shall be volunteers and may not be compensated for their time or efforts. Members shall resubmit their committee applications to the Board annually in November, to be reviewed and approved by the Board at their December Board of Directors meeting.

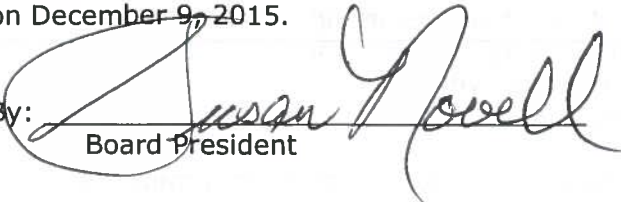
Commencing each January, the homeowner members shall nominate and elect from among themselves a Chairperson and Vice-Chairperson, or Co-Chairs, who shall be responsible for setting the agenda, organizing and running the meetings. The Committee meeting calendar will be established on an annual basis for Board approval at their October Board meeting. Additional meetings can be scheduled as necessary. Members are required to be in attendance at all meetings.

After three (3) excused Committee meeting absences, or one (1) unexcused Committee meeting absence in a year's time, a Committee Member may be removed from the Committee at the discretion of the chair. (An excused absence is defined as an absence with prior notification to the Chair or Vice-Chair, or an emergency situation precluding notification. All other absences would be regarded as unexcused absences.)

At least one of the board members is required to be in attendance at each Committee meeting. If a Board member cannot be in attendance, the meeting will be rescheduled. Board members will serve as voting committee members, and shall serve as a liaison to the other board members on current committee activities. A member of the Association staff may attend meetings as directed by the Board of Directors, but will not serve as a committee member in any capacity. Staff members may take meeting recaps and provide information to the committee. To engage staff to complete work on behalf of the committee will require direction from the Community Manager, and if necessary, approval by the Board of Directors.

Any element of this charter, including the appointed members, may be changed at any time by majority vote of the Board of Directors.

The Communications Committee Charter was duly updated by the action of the Board of Directors on December 9, 2015.

By: 
Board President

Attested By: 
Board Secretary