

**UNIT OWNERS ASSOCIATION OF
MARKET STREET TOWN CENTER CONDOMINIUM**

POLICY RESOLUTION NO. 22-22

COMMUNICATIONS COMMITTEE CHARTER

WHEREAS, Article III, Section 2(b) of the Bylaws grants the Board of Directors all the powers necessary for the administration of the affairs of the Unit Owners Association and further states the Board “may do all such acts and things as are not by the Condominium Act, the Declaration, or by these Bylaws required to be exercised and done by the Unit Owner’s Association”;
and

WHEREAS, the Board of Directors deems it desirable to establish a Committee of unit owners to advise the Board of Directors, in a reasonable and productive manner, on issues related to communications;

NOW THEREFORE, be it resolved that a Communications Committee shall be established, and that the following procedures for this Committee be adopted and implemented herewith:

I. RESPONSIBILITIES

The primary responsibility of the Communications Committee is to advise the Board of Directors, in a reasonable and productive manner, on issues affecting communications. In accomplishing this goal, the Board of Directors shall assign the Committee with tasks from time-to-time that may include but not be limited to:

Providing the Board of Directors with recommendations regarding:

- Specifications and proposals for services related to Association communication needs such as newsletters, website, welcome packages, information signs, surveys, Association marketing materials, etc.
- Policies related to Association communication vehicles such as editorial policies, advertising policies/rates, etc.
- Newsletter and web site content, design, size, production, frequency, distribution, etc.
- Technology such as the acquisition/maintenance of Association hardware and software, or other technologies that improve communications or result in efficiencies or cost savings to the Association.
- Distribution of information pertaining to city, state or regional issues impacting Market Street Condominium (planning, zoning, transportation, etc.).

- Development of positive communications/relationships with city, state and regional agencies and officials.
- The annual budget for communications.

II. ELIGIBILITY

Committee members shall be tenants or owners. Unit owners must be in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, covenants violation, or pending legal action with the Association. If the member is a tenant, then the tenant's landlord (unit owner) must be in good standing.

III. APPOINTMENT AND TERMS

In accordance with the Article IV, Section 4 of the Bylaws, the President of the Board of Directors has the power to appoint Committees.

The Committee Chairperson shall be appointed by the President of the Board of Directors for a term of one year. The Committee Chairperson must be a unit owner in good standing. The Committee Chairperson may appoint the other members. Available Committee seats will be advertised prior to appointment. Recruitment of candidates may be done through the newsletter, posting on the website, announced at Board of Director meetings, or by any other means deemed appropriate by the Board.

Interested tenants must submit a written request for appointment to the Committee Chair. Committee members in good standing are eligible for reappointment.

IV. REMOVAL

The Board of Directors may remove any Committee member, including the Chairperson, at any time.

The Committee may make recommendations to the Board of Directors regarding the removal of Committee members.

A Committee member may be removed, upon written notice from the Committee Chairperson, for failure to attend three consecutive Committee meetings without notice or explanation.

V. ELECTION OF OFFICERS

The President of the Board shall appoint the Chairperson of the Committee. Other officers of the Committee may be elected by the Committee membership. At a minimum, the Committee shall elect a Secretary who shall be responsible for recording accurate minutes of the Committee's meetings and submitting them to the General Manager in a timely manner for inclusion in the monthly Board meeting package. Minutes shall

include a record of the date, time and place of each meeting. Minutes shall also include a record of Committee member attendance and all votes of the Committee.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee. In addition, the Chairperson is responsible for responding in a timely manner to Committee e-mail forwarded from the website.

VI. MEETINGS

Committee meetings shall be held in the Community Room of the Association. All Committee meetings shall be open to the membership. In order for the membership to be reasonably informed of meetings, the Chairperson shall ensure that all regular Committee meeting dates of the Committee are listed in the newsletter, posted on the website, and through any other means of posting that the Board deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee Chairperson shall notify the Management Staff at the earliest possible time so that the membership can be reasonably notified. The Chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chairperson upon five business days posted notice stating the reason for the meeting.

The Committee Chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to form a quorum in order to conduct formal voting procedures. A majority vote of members while a quorum is present shall constitute a decision of the Committee. All voting shall be conducted in open session.

All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

VII. COMMUNICATIONS

In the interest of ensuring strong communications between the Board of Directors and the Committee, it is expected that the Committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors. The Committee shall submit monthly reports to the Board providing minutes of the last meeting held. These minutes shall include recommendations made to the Board, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee assignments.

The Committee is expected to maintain regular communications with the Board Liaison designated by the Board of Directors, if any, and with the General Manager.

