

# ***Harmon Ranch Homeowners Association***

## **Charter of the Communications Committee**

### **STATEMENT OF PURPOSE**

The Board of Harmon Ranch Homeowners Association (HRHA) has formed a Communications Committee which is responsible for the HOA Board of Directors communications to the residents of Harmon Ranch, general information announcements, publishing of periodic newsletters, contact with new neighborhood residents, and maintenance of the HOA Information Directory. The committee will provide information and recommendations to the Board regarding any and all Communications matters related to the Board's administration of the affairs of the Association in a manner that ensures Harmon Ranch is maintained as a model neighborhood in which to live.

#### **I. RESPONSIBILITY**

A. The primary responsibilities of the Committee are to:

1. Have oversight on the HRHA Newsletter and are responsible, in conjunction with the Management Company, for gathering information of community interest, publishing and distributing a neighborhood newsletter at regular intervals which has been reviewed and approved by the Board of Directors.
2. Establish a Welcome Wagon sub-committee responsible for welcoming and greetings all new residents on behalf of the Association. Information provided includes at least a community resident Information Directory, information about schools, HOA committee activities and upcoming events
3. Community Information Directory liaison- this resident representative has the responsibility of contacting new residents as soon as they move into their home to secure their name, telephone number and e-mail address. This information is immediately updated in the community resident Information Directory and HOA Website and sent to the Welcome Wagon sub-committee so they can deliver an Information Directory and other items to the new resident as soon as possible. The directory information is periodically provided to the Management Company at the direction of the Board.
4. HOA Website development and maintenance committee - oversees the development of the HRHA web-site to communicate with the residents and others about our neighborhood.
5. Develop and promote, thru its activities, an increased sense of community and involvement by residents in:

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- a. Increased social interaction and enjoyment for all residents,
- b. Opportunities for new residents to get acquainted with existing residents and identify fellow residents of mutual interests,
- c. Sharing concerns, ideas for improvement, and common goals for the Harmon Ranch community in a congenial, cordial, and hospitable setting
- d. Harmon Ranch activities including attending Board and committee meetings.
- e. Creating a positive, cooperative, socially responsible attitude among residents, and
- f. Creating a sense of pride in living in Harmon Ranch.

B. In fulfilling its responsibilities, the Committee shall perform its duties in accordance with the provisions of this Charter and the Governing Documents under direction of the HRHA Board of Directors.

C. The Committee shall provide the Board of Directors an annual report on:

1. Its assessment on the effectiveness of its events and activities in meeting the goals and responsibilities outlined above,
2. Areas and aspects of Harmon Ranch community life that need to be addressed by the Board or the Committee, and
3. Recommended actions to address problem areas in community life and to further improve the sense of community and cooperation among Harmon Ranch residents (homeowners and lessees).

D. For events or activities requiring the expenditure of HRHA funds, the Committee will provide the Board for approval a description of the planned event or activity in advance along with a requested budget. The Committee shall not financially or legally obligate the Association in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment and supplies, or approve requests on behalf of the Board) unless the Board specifically approves such action or has provided a specific budget for a proposed event.

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### **II. MANNER OF ORGANIZATION**

#### **A. General**

1. The Communications Committee shall consist of three (3) or five (5) or seven (7) voting members appointed by the Board of Directors upon recommendation of the Committee Chair.
  - When there is a three-member Committee, a quorum shall consist of two (2) voting members.
  - When there is a five-member Committee, a quorum shall consist of three (3) voting members.
  - When there is a seven-member Committee, a quorum shall consist of four (4) voting members.
2. If at any time a quorum is not present, the Committee may continue to meet as long as no formal votes are taken.
3. Non-voting members may be appointed to the Committee by the Chair to inform and support its work relative to a specific aspect of a matter under consideration.
4. Committee members shall be owners and there will be only one member of the Committee per household.
5. Members of the households of sitting HRHA Directors will not be eligible for appointment to Committee membership to protect against any disproportionate influence on Committee and Board deliberations and actions.
6. A Committee member absent from two consecutive, regularly scheduled meetings shall no longer qualify for the Committee, unless excused by the Chair.

#### **B. Terms**

Communications Committee members shall serve a term of two (2) years.

#### **C. Chairperson**

The Board shall appoint the Communications Committee Chair. In the event the Chair is not in attendance at a meeting of the Committee at which a quorum is present, a majority of the Committee members shall elect a presiding Chair who shall be a voting member of the Committee and shall function as the Chair for that meeting.

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### **D. Vacancies**

The Board may remove a member of the Communications Committee with cause. The Committee may vote to recommend to the Board the removal for cause of its Chair or any Committee member. Vacancies created for any reason shall be filled by Board appointment.

### **III. I. MANNER OF OPERATION**

The Committee shall conduct its business in the best interest of the Harmon Ranch Homeowners Association and in accordance with its Charter, the Association's Articles of Incorporation, Bylaws and Declaration of Covenants, Conditions and Restrictions (CCRs).

#### **A. Functions of the Chair**

Functions of the Chair (or the presiding officer of the meeting) shall include the following:

1. Identify homeowners for membership on the Communications Committee and present their names for approval to the HRHA Board along with the rationale for their selection.
2. Coordinate and supervise Committee activities and meetings to assure responsibilities are met.
3. Present written Committee reports (see C. below) to the Board in time for Board meeting document distribution and review.
4. Assure that records and minutes are submitted to and retained in the Business Office.
5. Represent the Committee to the Board or assign a member of the Committee to this role if the Chair is unable to be present at a Board meeting.
6. Prepare recommendations of the Communications Committee for Board action or approval in writing and for presentation at the meeting of the Board of Directors.
7. Appoint a Committee member as recorder at all meetings.
8. Participate in Board discussions on matters within the scope of the Communications Charter.

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### **B. Meetings**

1. The Committee shall meet as required to transact the business of the Committee. Meetings shall be posted and will be open meetings in accordance with Civil Code and governing documents of the Harmon Ranch Homeowners Association. The Chair will make a reasonable attempt to schedule meetings of the Committee with at least four (4) days' notice but is not mandatory.
2. The Committee shall, at its own discretion, determine the agenda and conduct of all meetings of the Committee with input from the HRHA Board as required.
3. If a meeting is open, it is deemed open only to the Association's membership, Board of Directors, Management Company representative or assigned staff member as required, and any invited guests deemed necessary to assist in the business of the meeting. No person who is not a homeowner has a right to attend meetings of the Committee.

### **C. Reporting and Channels of Communication**

1. The Committee shall submit to the Board a written report on Committee activities, in a format acceptable to the Board. This report shall include at least the following:
  - a. Dates of meetings held
  - b. Attendance
  - c. Agenda
  - d. Recommendations requiring Board action or approval
2. The recorder shall prepare and submit minutes of Committee meetings for review first to the Chair and then to Committee members for review. Minutes of previous meetings will be an agenda item on the next scheduled Committee meeting.

Committee Charter Approved by the Board: George Sanchez for 8 Feb 19

Secretary: BSCG