

CHARTER

COMMUNICATIONS COMMITTEE

SAWMILL LAKES MAINTENANCE ASSOCIATION, INC.

WHEREAS, the Board of Directors has determined that the best interests of the Association and its members would be served if certain of the Association's policies and procedures relating to communications were supervised by a committee of the Members; and,

WHEREAS, the Board of Directors within their authority has the responsibility to establish such committees and charge those committees with duties and responsibilities; and,

NOW THEREFORE LET IT BE RESOLVED, that there shall be a standing committee chartered as the Communications Committee. This Committee shall oversee all communication aspects of the Sawmill Lakes Maintenance Association, Inc. and shall have the following responsibilities and authority:

- 1) The Committee shall disseminate substantive information on the affairs, considerations, concerns, decisions, problems, developments and news concerning property owners/Association Members within the Sawmill Lakes community.
- 2) The Committee shall chose and utilize whatever media are available to accomplish the stated purpose in the most efficient and effective way in full collaboration with the entire personnel structure of the Association, in particular, Members of other Standing Committees and their activities.
- 3) The Committee shall form a network of communications among the entire Association, the Board of Directors and the standing committees.
- 4) The Committee shall oversee the preparation of an Association newsletter and, when established, an Internet web site in accordance with the instructions, review and approval of the Board of Directors.
- 5) The Committee shall consist of at least three (3) Association members. One (1) will serve as Chairperson and one (1) as Secretary.
- 6) The Committee shall meet at least quarterly; however, in any case, it shall meet as often as necessary to complete its assigned responsibilities.
- 7) The Committee shall submit to the Finance and Insurance Committee its estimate of major expenditures for the upcoming annual budget and a five (5) year plan of projected expenditures by September 1 of each year.