

Communications Committee

Hiddenbrook Homes Association

Whereas, Section 55.1-1819 of the Virginia Property Owners' Association Act (the "Act") provides that the Board of Directors of Hiddenbrook Homeowners Association (the "Board of Directors" or "Board") "shall have the power to establish, adopt and enforce rules and regulations with respect to such areas of responsibility assigned to the Association by the Declaration, except where expressly reserved by the Declaration to members;" and

Whereas, Article IX, Section 1, of the Hiddenbrook Homeowners Association Bylaws provides that "the Board may create any committee it deems appropriate and appoint members to the committee;" and

Whereas, it is in the best interest of the Hiddenbrook Homeowner's Association and the Hiddenbrook Swim and Tennis members to have a committee to assist in the development of procedures and standards to coordinate community-based communications; and

Whereas, the Board of Directors (BoD) has identified such a committee; and

Whereas, the purpose of the Committee is to ensure members of the Association are kept informed of news and events of relevance to the Association in effecting its duties and functions, the committee be conducted and operate according to the following articles:

Article I

GUIDELINES FOR JOINING THE COMMITTEE

- Any Hiddenbrook HOA or Swim & Tennis member in good standing may join this committee.
- A Hiddenbrook Board of Directors member will be appointed as a liaison and an active member of this committee. During HOA Board of Directors meetings, the BoD member may participate in all discussions in regards to this committee.
- If an active committee member has three consecutive unexcused absences, the board may remove them from the committee.
- Any committee member whose Hiddenbrook HOA or Swim & Tennis account becomes past due by more than 90 days shall immediately be considered an inactive committee member until their account is brought current.
- If the committee has no active members, the Board of Directors may vote to appoint an Association member in good standing to become an active and voting member of the committee effective immediately.
- All committee members serve on a voluntary basis. No officer or member shall benefit or profit at any time for his or her service to the Association.

- The committee is expected to have representation at all HOA Board of Directors meetings.
- All committee members shall keep in mind they have volunteered to serve in the best interest of the entire community.

Article II

SPECIFIC RESPONSIBILITIES OF THE COMMUNICATIONS COMMITTEE

To ensure compliance with its responsibility, the communications committee shall:

1. Oversee the publication of the community newsletter in regards to content, design, layout, printing and distribution.
2. Ensure positive based communications including only factual information.
3. Assist the Property Manager in maintaining the Association website in accordance with the instructions of the Board of Directors.
4. Assist the Property Manager in maintaining Association communications email address and email distribution list(s).
5. Coordinate any community wide email distribution with the Property Manager as directed by the Board of Directors. (i.e.: emergency or urgent news, neighborhood watch concerns (vandalism, break-ins, suspicious persons, etc.) pool closures, weather updates, etc.) as prescribed by the Board but without individual approval each time in order to promote expediency
6. Coordinate overlapping activities with the chair of other committees as appropriate.
7. Work in cooperation with other committees to help them communicate events, activities, and updates to the Association as required.
8. Maintain a Hiddenbrook Association Communications Facebook account.
9. Any expenses that exceed or differ from the annual budget must be pre-approved by the board.
10. Provide receipts for all related expenditures and reimbursements.
11. Report to the treasurer, by July 31st of each year, the desired budget allocation needed for communications functions and activities.

Article III

DUTIES AND RESPONSIBILITIES OF THE COMMUNICATIONS COMMITTEE

Chairperson(s)

Committee members are advisors to the Board of Directors. Their primary role is not to establish policies but rather to provide information and options to enable the Board of Directors to make fully informed decisions for the Association. Though committee officers do have special duties to perform, their position does not afford them special consideration, privileges or voting rights above and beyond non-chairman members. Every volunteer of the committee has an equal right to express their opinions and ideas as to how to best serve the interests of the community.

The duties and responsibilities of the Chairperson or Co-Chairpersons shall be as follows:

1. Designate a time and place for meetings, call the meeting to order and conduct the meeting in a professional and efficient manner.
2. Ensure all committee members are informed of current events and activities in regard to the committee responsibilities.
3. Act as a liaison between the committee and the Board of Directors.
4. Be present at committee meetings and the Board of Directors meetings at which a report of activities shall be presented or present a written report for review.
5. Ensure Communications Committee is aware of all meetings so that the website can be updated.
6. Ensure all committee recommendations and matters of business are reported to the Board of Directors.
7. Record and keep complete minutes of all committee meetings and forward the minutes to the committee members and Board of Directors.
8. Provide committee charter to all committee members.

I hereby certify that the foregoing policy was duly adopted by the Board of Directors in a Board meeting on the 12 day of April, 2021 and is effective on the 12 day of April, 2021.



Clive Bayliss, President
Hiddenbrook Homeowners Association