

**THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION 05-11**

COMMUNICATIONS COMMITTEE CHARTER

WHEREAS, Article VII, Section 1 (c) of the Bylaws grants the Board of Directors all the powers necessary for the administration of the affairs of the association in accordance with applicable law and the Governing Documents, except for those matters which the applicable law or the Governing Documents require to be exercised and done by the Association's membership; and

WHEREAS, Article X of the Bylaws authorizes the Board of Directors to appoint committees as deemed appropriate in carrying out its purpose; and

WHEREAS, the Board of Directors deems it desirable to establish a committee of homeowners to advise the Board of Directors, in a reasonable and productive manner, on issues affecting the community newsletter, website or other communication devices.

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:

A. RESPONSIBILITIES

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

- Providing the Board of Directors with recommendations regarding effective communication resources.
- Providing the Board of Directors with input during the preparation and design of the community newsletter, website and logo.

B. ELIGIBILITY

Committee candidates and members shall be property owners in good standing. Good standing shall be defined as the absence of any liens, privilege suspension, assessment delinquency, architectural or covenants violation, or pending legal action with The Grove at Huntley Meadows Homeowners Association, Inc.

A member shall not serve on more than one committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.

C. APPOINTMENT AND TERMS

Recruitment of candidates may be done through the newsletter, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying house types and locations within the association are represented on its committees.

Interested homeowners must submit a written request for appointment to the Community Manager. Committee members in good standing are eligible for reappointment.

The Board of Directors will make committee appointments each year at the Annual Meeting for terms beginning January 1st of the following year. The Board of Directors may make additional appointments throughout the year if vacancies occur.

Committee members are appointed for two-year terms, however, members appointed to fill vacancies that occur during the year shall serve out the remainder of the term of the committee member they are replacing. Committee terms will be staggered so that approximately one half of the committee positions will become available each year.

Committee Members will be provided a copy of this Charter with a reasonable period of time following their appointment.

C. REMOVAL

The Board of Directors may remove any committee member, including the chairperson, at any time without notice or explanation.

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.

D. ELECTION OF OFFICERS

The Board shall appoint the Chairperson of the committee. Members of the committee may make recommendations to the Board of Directors for the appointment of a Chairperson. 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 Community 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.

E. MEETINGS

Committee meetings shall be held in the Association's Clubhouse or other recognized meeting place of the association. All committee meetings shall be open to the membership. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all regular committee meeting dates of the committee are listed in the newsletter 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 committee 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 (5) 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 convene a meeting or conduct formal voting procedures. The total number of committee members is **five (5)**. A majority of the members shall be **three (3)** for the purposes of establishing a quorum. 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. Moreover, Committee Members shall not use inappropriate language or verbal tone during their debate of the issues. Any actions (including physical gestures or body language) or comments designed to insult, demean, or attack the personal character of any member of the Committee, the Committee as an entity or any person in attendance shall be strictly prohibited. Committee Members owe a special duty of civility to the Association's membership and shall be particularly courteous to the individual members at all times during official functions of the Association.

F. COMMUNICATIONS

In the interest of ensuring strong communications between the Board of Directors and the Communications 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.

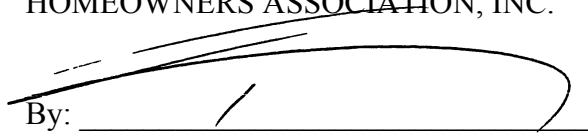
The committee representative will present committee recommendations, update the Board on the status of pending committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.

The committee is expected to maintain regular communications with the designated Board Liaison.

It is expected that the committee will communicate its activities to the membership periodically through the newsletter and other communication vehicles of the association.

This Resolution was duly adopted by the Board of Directors on this 17th day of MAY, 2005.

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION, INC.

By: 
Richard Williams, President

