

# CURETON HOMEOWNERS ASSOCIATION, INC.

## Resolution of the Board of Directors for the Creation of the Communications Committee

WHEREAS, the Board of Directors of Cureton Homeowner's Association, Inc. (the "Board" or "Board of Directors") is empowered to govern the affairs of Cureton Homeowner's Association, Inc. (the "Association") pursuant to Article III, Section C,3.16 of the Bylaws of Cureton Homeowner's Association, Inc. and per North Carolina General Statute 47F-3-103, and the Board is empowered to designate committees to perform such tasks and to serve for such periods as it deems necessary pursuant to Article V of the Bylaws of Cureton Homeowner's Association, Inc. ...

WHEREAS, the Board of Directors is desirous of keeping homeowners and residents of the Association informed about the activities and business affairs of the Association...

WHEREAS, the Board of Directors intends to establish a structure for most efficient operations on behalf of the community as a whole...

WHEREAS, it is the intent that this resolution shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors...

**NOW, THEREFORE, BE IT RESOLVED THAT** the following policy shall be adopted by the Board of Directors regarding membership, duties, requirements, and code of conduct of the Communications Committee (the "Committee").

### MEMBERSHIP REQUIREMENTS

1. The Committee serves at the pleasure of the Board of Directors.
2. Members of the committee must be Owners within the Association.
3. The Committee will make recommendations on candidates for membership of the Committee. The Board has final approval of Committee members. It is the goal, not a requirement, of the Board of Directors to seek a balanced representation of the Committee with members for each Cureton neighborhood (Phase) to ensure diversity in the Committee.
4. A member of the Committee may not be delinquent in paying of their annual assessments at any time.
5. The Committee shall be made up of a minimum of three (3) members and no more than seven (7) members.
6. No member of any Committee can be on more than two (2) committees for the Community at the same time.
7. The Committee shall select a Chairperson and that person cannot be a Chairperson of any other Committee for the Community at the same time.
8. Members of the Committee, including Chairperson position, shall serve a term of two (2) years unless they are earlier removed by a vote of a majority of the Board of Directors. Members of the Committee are limited to serving two (2) consecutive two-year terms, for a total commitment of four (4) consecutive years. Following the conclusion of the four (4) year limitation, there is a mandatory hiatus of one (1) year before the out-going committee member can apply for a position on the same committee. The one-year hiatus may be waived by the Board of Directors if there were an insufficient number of interested and qualified candidates vying for the vacant positions, and the out-going committee member is willing to continue serving.

### COMMITTEE DUTIES

1. Produce a newsletter (electronic or paper) to be distributed to each member of the Association as often as the Board deems as necessary.
2. Administer and update the Association's Facebook site, Cureton HOA, as frequently as necessary to keep information on the page current. Cureton HOA will serve as the only official Facebook site for the Association.
3. Serve in an advisory capacity to the Board of Directors for communicating information to the Owners and residents of the Association.
4. Administer and update the community website.
5. With the assistance of the Community Management Company update and administer the Community Directory on the website.
6. Be responsible for preparing appropriate periodic articles for the community's official website or newsletter.
7. It is the responsibility of the Committee Chairperson to create, maintain, and transition to successors all appropriate notes and documents of actions taken/not taken and all reference materials necessary to carrying out Committee responsibilities.
8. Other duties assigned by the Board of Directors.