

## Chapter 10-03

### COMMUNICATIONS COMMITTEE CHARTER

#### I. PURPOSE AND OBJECTIVE

The Communications Committee shall communicate information from the Board and CWPV HOA Management to all homeowners by any cost-effective vehicle.

#### II. ORGANIZATION OF COMMITTEE

The Communications Committee is a standing committee consisting of a maximum of nine (9) members.

The CWPV Administrative Services Manager (ASM) will act as advisor to the Committee.

#### III. SPECIFIC DUTIES

Establish various means of communication including but not limited to Sun Lakes Splash, The Flyer, In The Know (ITK), and the CWPV website

Establish the means to acquire suggestions, complaints and concerns from individuals or groups of homeowners and direct to Administration for followup.

Provide the Board and GM with general input and recommendations to reflect the needs and desires of the community.

Work with the Board and GM to complete the mechanics for any presentation or publication.

Work with other committees and task forces to communicate their activities as required.

Keep the History of Cottonwood Palo Verde updated annually on the website as noteworthy events happen within CWPV.

Provide assistance with the microphone for homeowner comments at all Board meetings and Board workshops.

Operate the Cottonwood Palo Verde Library as a self-service, honor system lending library. Solicit donations of books and other media housed in the library and set parameters for the day-to-day organization and management of the library, including organizing and re-shelving borrowed books being returned and processing donations. Actively recruit library volunteers to support this effort.