CASTLE PINES HOMES ASSOCIATION
Communications Committee
Charter

Adopted by Castle Pines Homes Association Board of Directors
June 14, 2018

1. **STATUS:**

The Communications Committee ("***Committee***") is a standing committee of the Board of Directors ("***Board***") of the Castle Pines Homes Association, Inc. ("***Association***").

2. **RESPONSIBILITIES:**

The Committee reports to the Board and is responsible for providing oversight and community input to the Board and the General Manager concerning the communications within the Community. The Committee will oversee the Village Reporter staff and aid that group as necessary. The Committee will provide input to the annual operating budget. The Committee may be called upon to evaluate and recommend course of action on items that may arise or be assigned to the Committee by the Board of Directors or the General Manager.

3. **MEMBERSHIP:**

Committee members must be residents of Castle Pines Village and will be appointed by the Board upon recommendation of the Committee Chairperson. The Committee will consist of not less than three nor more than seven members, unless otherwise approved by the Board.

4. CHAIRPERSON:

At each March regular meeting of the Committee, the Committee will elect a Chairperson, subject to confirmation by the Board. Before serving as Chairperson, a Committee member should have served on the Committee for at least one year. A Chairperson may serve multiple terms. The Chairperson will coordinate with the General Manager to provide an agenda for each meeting. The Chairperson will be responsible to chair each meeting and will arrange for a Committee member to chair the meeting in his or her absence.

5. COMMITTEE MEETINGS:

The Committee will hold regular meetings at the Association offices and the Chairperson may also call special meetings as needed. Members may attend in person or via teleconference. A quorum consisting of a majority of Committee members is required for any action taken by the Committee, and a majority vote of those members present is required for the Committee to take action. When possible, the General Manager will also attend Committee meetings. The Chairperson is responsible to insure minutes of each Committee meeting are taken, subject to approval by the Committee at its next regular meeting.