

East Lake Village Shores Community Association

NEWSLETTER COMMITTEE

This Charter establishes the East Lake Village Shores (ELVS) Newsletter Committee, in accordance with Article IV, Section 4.16 of the ELVS By-Laws. The Newsletter Committee is made up of homeowner volunteers designed to write, create and compile the monthly newsletter for the community. The newsletter will be distributed on a monthly basis.

Duties: Committee members are tasked with writing articles, suggesting newsletter topics, compiling community photographs and approving the newsletter layout prior to sending it to printing. The Committee will rely on the East Lake Village Shores Covenants, Conditions and Restrictions (CC&R's) as well as any other guidelines set forth by the Board of Directors.

Members: Members of the Newsletter Committee shall be appointed by the Board of Directors. In addition to the appointed members, the Chairperson, may enlist the services of others to assist in the development and distribution of information relative to the community.

Schedule: Newsletters will be completed each month and will be reviewed by Board appointed Editors prior to distribution. Editors will review for content errors and appropriateness. Errors will be corrected and questioned items eliminated or taken to the Board for discussion and review.

Structure: The Board of Directors will appoint a Committee Chairperson. The Chairperson will work with Management Staff to track newsletter topics, articles and photographs included in each month's newsletter. A Co-Chairperson will be selected to assist in the absence of the Chairperson. The Committee works on behalf of the community and reports to the Board of Directors.

Participation: Members are requested to attend monthly newsletter committee meetings which will be conducted electronically as part of the editing process. Additional meetings will be held as needed. If a member is unable to meet the obligations of the committee, the member will be removed from the committee and another homeowner will be appointed. The Chairperson will make recommendations as necessary. The Board of Directors will make final decisions on removal of any member.

Reports: One Committee Member will serve to compile the newsletter topics, articles and photographs to be utilized each month. For record keeping purposes, a copy of each monthly newsletter will be retained and filed by StoneKastle Community Management. A status report shall be submitted at the monthly Board Meeting.

Approved by the Board, June 12, 2014