

TRAILMARK HOMEOWNERS ASSOCIATION, INC.

COMMUNICATIONS COMMITTEE CHARTER

WHEREAS, Article 5.10 of the Bylaws, C.R.S. § 7-128-206 and C.R.S. § 38-33.3-303(3)(b) grant the Board of Directors the power to create committees, adopt and implement administrative standards, as designated by a written Board resolution; and

WHEREAS, the Board of Directors deems it desirable to establish administrative procedures and standards to guide the Communications Committee in a reasonable and productive manner in the implementation of community events.

Committee code policy:

Committees are defined, and members assigned, by the Board of Directors, as needed to support the community and the Board. All committees will have an assigned Director as the liaison to the Board to ensure the committee is conforming to the governing documents and continuity within the community is being followed. By accepting a committee member role, committee members agree to conduct themselves in a way that positively impacts the community and the Board. Failure to meet this code of conduct may result in the immediate removal from said committee.

NOW, THEREFORE, BE IT RESOLVED that the Communications Committee will act and operate subject to the following:

I. RESPONSIBILITY

The primary responsibility of the Communications Committee is to enhance transparency, foster community engagement, and ensure accurate and timely communication.

II. MANNER OF OPERATION

The Communications Committee shall conduct its business in accordance with the procedures set forth in the Charter and in the best interests of the Association. As such, the Committee is charged with maintaining awareness of the legal obligations, risks, and responsibilities of the Association.

A. FUNCTIONS.

Functions of the Communications Committee include the following:

- a. Draft/and or review Association newsletters, announcements, and website content.
- b. Promote community events, meetings and encourage resident involvement.
- c. Monitor and maintain accuracy of information on the Associations website
- d. Board will co-operate with the Committee Chair to ensure that an email administrator is assigned/hired to set up and manage HOA controlled email account and distribution lists

B. REPORTING AND COMMUNICATION.

- a. One designated committee member is to serve as the Chair of the committee.
- b. The Communications Committee shall submit to the Board, via the Association's management company and/or assigned community association manager, written reports of its activities at the Board Meetings. Such reports shall include at least the following:
 - i. A list of requested content; and
 - ii. A summary of costs for all completed and upcoming communication needs (IT services, software licenses, etc.); and
 - iii. A list of any committee recommendations which require formal Board approval.

The above reports are to be prepared and exchanged between the Communications Committee and the Association's community association manager. The manager will ensure the proper reporting and distribution to the Board and individual homeowners.

Any committee recommendations which require formal Board action (e.g. cost overruns, proposals, etc.) shall be submitted to the community association manager in advance of the next regularly scheduled Board meeting for inclusion in the meeting agenda. Committee members shall also be responsible for checking, monitoring, and responding to all committee correspondence and emails, including Board requests as necessary.

C. ELIGIBILITY.

The Communications Committee candidates and members shall be owners in good standing. Good standing is defined as current in the payment of assessments and not otherwise in violation of the Governing Documents.

D. TERMS AND APPOINTMENT OF MEMBERS.

The Communications Committee shall consist of at least 2 – 3 members. The Board may invite interested candidates to express their desire to serve on the committee. Committee members in good standing are eligible for reappointment. A diverse representation of owners from throughout the community is desired. There shall be one member of the Board that will act as the Committee Board liaison. Identify a minimum of two Communications Committee Members to complete the monthly newsletter and update/review the Associations website with the approval of the Board, prior to publishing.

Interested candidates should submit a written request for appointment and attach a short "candidate bio" to the community association manager, including any personal or professional information (e.g., related experience or training, services on other committees, etc.), which may assist in the appointment process.

Other membership considerations:

- a. The members of the Communications Committee are appointed by the Board of Directors to serve indefinitely at the discretion of the Board.
- b. Committee members may choose to resign at any time.

Members of the Communications Committee may make recommendations to the Board of Directors for the appointment of a chairperson; however, the appointment shall be made by the Board of Directors.

E. REMOVAL

The Board of Directors may remove any Communications Committee member at any time, without cause. Such removal may be immediate, at the Board's sole discretion. Additionally, the committee may make recommendations to the Board of Directors regarding removal of committee members for failing to actively participate in committee business.

F. AUTHORITY

The Communications Committee is an advisory body. It does not have independent authority to make decisions or represent the HOA without prior Board approval. All official communications must be approved by the Board or management before distribution.

G. COMMUNICATIONS

- a. In the interest of ensuring active communication between the Board of Director and the committee, it is expected that at least one committee representative will attend a regularly scheduled business meeting of the Board of Directors if the committee needs to present committee recommendations, update the Board on the status of pending committee tasks, or to request assistance from the Board.

It is expected that the committee will provide accurate and timely information about its activities to the Board of Directors and the Association's community association manager. It is the responsibility of the committee to ensure that this information is updated on a regular basis.

- b. Committee communications policy:**

Committee reporting to Board policy: Each committee, as formed and members assigned by the HOA Board, shall establish a committee chair that will act as the direct point of contact between the committee and the Board. The chair will bring forward any committee business needing Board of Director input. Within each committee, the individuals will work together to fulfill their assigned duties. If a specific committee needs to send a communication to the community, or establish a policy or announcement, the individuals within the specific community shall work together to draft a proposal for Board review. A proposal shall only be presented to

the Board for review and feedback, after all members of the community have signed off on a final version. Meaning, if notes are taken for the proposal, any edits must be made and then recirculated to the committee members for sign off before sending the final draft to the Board. The acting committee chair will then be the one to send the proposal to the assigned Board liaison for Board review and feedback. The Board liaison will send it to the Board, with any specific background or notes as additionally provided by the committee chair, for review/edits. Any Board questions or edits will be addressed by the committee with all committee members having a chance to see the final edited version prior to sending back to the Board as the final version to release as a DRAFT to the community. This version then becomes the final DRAFT version which will be circulated to the community for notice, prior to a Board of Directors vote to solidify. Any communications needing member review will be posted by the Communications Committee Chair as requested directly by the Board and no other committee members.

- c. **Email distribution lists and communication account management guidelines:** The Board assigned email administrator is responsible for setting up and managing the HOA controlled individual email accounts and any required distribution lists. Potential email accounts may include specific emails for each Director role, do not have to use personal email addresses. Potential distributions lists may include specific committee addresses so that those parts of the committee have a direct means to communicate through a streamlined messaging system. As part of the committee's distribution list, each assigned board of Director liaison, for that committee, shall be included on the distribution list. The Board liaison shall have visibility into the conversations that are taking place. In addition, the email administrator shall be on all committee distribution lists, or any other distribution list to provide technical support, as a direction of the Board.

III. APPROVAL

This Communications Committee charter was approved by the Board of Directors of the Trailmark Homeowners Association, Inc. this 11th day of November, 20 25.

TRAILMARK HOMEOWNERS ASSOCIATION, INC.,
a Colorado nonprofit corporation

By:


KEN COLAIANNI
Its: TRAILMARK HOA PRESIDENT