

**MOSBY'S LANDING UNIT OWNERS' ASSOCIATION**

**ADMINISTRATIVE RESOLUTION NO. 11**

**COMMUNICATIONS COMMITTEE**

**TERMS OF REFERENCE**

(relating to the operations of the Communications Committee)

WHEREAS, Article III, Section 2 of the Bylaws provides in part that the Board shall have all powers and duties necessary for the administration of the affairs of the Association and do all such acts and things which are not reserved and required to be exercised by the members of the Association; and

WHEREAS, Article IV, Section 4 permits the President to appoint committees, and by prior resolution of the Board, the President with the concurrent of the Board of Directors recognizes that a healthy and active committee structure is essential to the effective operation of the Association; and

WHEREAS, the Board recognizes that a positive communications program is essential to the success of the Association and wishes to establish a standing Committee to carry out such a communications program;

NOW, THEREFORE, BE IT RESOLVED THAT a Communications Committee be established, having the following terms of reference:

**I. Responsibility**

The primary responsibility of the Communications Committee is to advise and assist the Board of Directors in developing and carrying out a program of positive information flow between and the Association and the residents.

In fulfilling its responsibility, the Communications Committee performs functions, which include but are not necessarily limited to, the following:

- A. Prepare a regular newsletter and contribute articles for the web site informing residents about developments and activities in the Community. The newsletter and/or web site will be the only newsletter and/or web site authorized by the Board of Directors to represent them and the Association.
- B. Arranging publicity for Community events, as requested.
- C. Distributing authorized and approved Association notices to residents within the community.

- D. In consultation with the Covenants Committee, prepare a Welcome and Information Package to inform Residents about the Association and the Community.
- E. Performing other functions as directed or approved by the Board.

## **II. Newsletter and/or Web Site Policy**

- A. Priority will be given to items of significance to the majority of the Membership.
- B. Sources of information shall be verified, accuracy of information shall be established, fact shall be distinguished from rumor, and content shall not be colored by personal opinion.
- C. The newsletter and/or web site will not be used as a vehicle for expressing political views.
- D. No libelous or inflammatory material shall be printed in the newsletter and/or web site.
- E. The Association newsletter and/or web site must conform to the legal documents of the Association and to the policies of its Board of Directors. In all cases, the Board has the option of final review.
- F. The newsletter will be published no less than three times annually.
- G. The Communications Committee shall draft an advertising policy for review and approval by the Board as may be requested. Such proposed policy should be suitable for internal use and for distribution to potential advertisers. It should address at least the following:
  - 1. The frequency of publication of the newsletter with submission and publication dead lines.
  - 2. A statement that the acceptance of advertising is for the convenience of the Association and its members and that the Board of Directors in its sole discretion may refuse any advertising deemed offensive. Sexually oriented or explicit advertising is specifically prohibited.
  - 3. A schedule of ad sizes and rates, including any allowances for multiple runs.
  - 4. A requirement that, for paid advertising, only camera-ready copy or artwork will be accepted. The Association will not be responsible for improving quality of submissions or any errors in submissions.

H. The Committee shall draft a program for free advertising for Residents offering non-commercial articles or services to other Residents. (All commercial accounts shall be paid advertising.)

## **II. ORGANIZATION & CONDUCT OF BUSINESS**

The organization, election of office and conduct of business shall be in accordance with the administrative operating procedures set forth in Administrative Resolution 10 – Committee Organization and Structure.

The effective date of this resolution shall be January 22, 2004, and shall remain in effect for three years.

Mosby's Landing Unit Owners  
Association

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Paula Bennett, President

**MOSBY'S LANDING UNIT OWNERS' ASSOCIATION**

**ADMINISTRATIVE RESOLUTION NO. 11**

**COMMUNICATIONS COMMITTEE  
TERMS OF REFERENCE**

This Resolution was adopted this 22<sup>nd</sup> day of January 2004, by the Board of Directors.

Motion by: Russ Harman                      Seconded by: Alex Hodges

VOTE

	YES	NO	ABSTAIN	ABSENT
Paula Bennett	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Linda Carter	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Russ Harman	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Alex Hodges	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
John Wilhelm	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>

Mosby's Landing Unit Owners'  
Association, Inc.

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Alex Hodges, Secretary