

**NEWSLETTER COMMITTEE CHARTER
OF WILLOW FOREST HOMES ASSOCIATION INC.,**

STATE OF TEXAS §
 § KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF HARRIS §

This Newsletter Committee Charter of Willow Forest Homes Association Inc., is made by Willow Forest Homes Association Inc., ("Association").

Background Statement

WHEREAS, Article IX of the Bylaws of Willow Forest Homes Association Inc., recorded in the office of the County Clerk of Harris, Texas, under Clerk's File Number U144810, as same has been or may be amended from time to time, the Board of Directors ("Board") is authorized to appoint committees to perform such tasks and to serve for such periods as may be designated by a resolution adopted by a majority of the directors present at a meeting at which a quorum is present. Each committee established by the Board shall operate in accordance with the terms of the resolution of the Board designating the committee

Pursuant to this authority, the Board has resolved to create the Newsletter Committee of the Association which is governed by the terms set forth in this Charter.

Membership: The Committee membership shall consist of a minimum of 3 and a maximum of 5 property owners or residents of Association. Members shall serve a term of (2) two years. Members must be in good standing (assessments paid in full and no pending legal action) with the governing documents of the Association.

A Committee member can be removed by the Board if they violate any provision of this Charter, any reason the Board deems unacceptable, or for cause which includes, but is not limited to:

- Any act of harassment towards any Committee member, Board member, member of the Association, or Managing Agent;
- Any detrimental or abusive attitude or behavior toward any Committee member, Board member, member of the Association, or Managing Agent;
- Participating in the reckless or intentional misrepresentation of the information relating to the Committee, the Association, the Board, or the Managing Agent;
- Using the contact information of any Owner within the Association;
- Communicating directly with any vendor of the Association or requesting a vendor to submit a bid to provide services to the Association without the express written approval to do so from the Board;
- Failing to fully disclose to the Association any personal or business relationship with a vendor of the Association;
- After missing three consecutive meetings of the Committee;
- If the Committee member becomes a member not in good standing of the Association

Objectives/Purpose: To create excitement and awareness not only about events and activities, but about the community as a whole.

- Delegate (Block Captains)
- Promote community wide events and social clubs
- Keep members informed
- Involve community members in newsletter

Organization/Meetings: The Board will elect a Committee Chair to lead and organize the Committee. The Committee may meet in person or communicate by any means it deems appropriate. Minutes of meetings are not required, but records must be kept as appropriate. Except in the case of written reports submitted to the Board, Committee records shall not be considered official records of the Association.

Authority: The Committee is authorized to produce with Board approval, the monthly newsletter for residents. The committee will advise the Board Liaison of any issues or needs.

Reporting: The Committee chair shall provide weekly written updates to the Board Liaison. A completed newsletter shall be submitted to the Board Liaison five (5) days in advance of the Board meetings for review and approval.

Duration: The committee is established to prepare a monthly newsletter until a different advisory function is established or no longer required.

NOW, THEREFORE, by execution below, the undersigned officers of Willow Forest Homes Association Inc., certify that the Newsletter Committee Charter of Willow Forest Homes Association Inc., attached hereto have been adopted by a majority vote of the Association's Board of Directors at a duly called meeting thereof held on and upon recording shall immediately become effective.

The Newsletter Committee Charter for the Willow Forest Homes Association Inc., was adopted by the Board of Directors on this 28 day of Feb, 2023, and shall be effective on this 28 day of Feb, 2023.

ASSOCIATION: **BOARD OF DIRECTORS FOR THE
WILLOW FOREST HOMES ASSOCIATION INC.,**
a Texas non-profit corporation

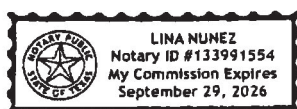
By: Nancy Rolick
President

ACKNOWLEDGEMENT

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day, personally appeared the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this 25 day of April, 2023.



[Signature]
Notary Public, State of Texas

RP-2023-203793
Pages 3
06/02/2023 03:39 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$22.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically
and any blackouts, additions or changes were present
at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or
use of the described real property because of color or
race is invalid and unenforceable under federal law.
THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in
File Number Sequence on the date and at the time stamped
hereon by me; and was duly RECORDED in the Official
Public Records of Real Property of Harris County, Texas.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

RP-2023-203793