PARADISE COVE FAIRFIELD OWNERS ASSOCIATION

COMMUNITY OUTREACH COMMITTEE

MEMBER CHARTER & PARTICIPATION FORM

Purpose of the Committee

The Paradise Cove Fairfield Owners Association Community Outreach Committee is a standing committee established by the Board of Directors to assist with the preparation of clear, timely, and informative communications to the community regarding Association projects, repairs, maintenance activities, and other matters affecting the community.

The Committee is intended to promote communication between the Association and its membership by helping residents remain informed about ongoing and upcoming Association activities.

Committee Responsibilities

Members of the Community Outreach Committee may assist with:

1. Preparing community updates regarding Association projects, repairs, maintenance, landscaping, irrigation, common-area improvements, and similar matters.
2. Gathering information from Association management, the Board of Directors, vendors, and other appropriate sources for use in community communications.
3. Assisting with the preparation of newsletters, community notices, project updates, status reports, and other informational communications.
4. Identifying topics or projects for which additional communication with the membership may be helpful.
5. Working cooperatively with the Board of Directors and Association management to promote accurate, constructive, and timely communications.

Committee Authority

The Community Outreach Committee serves in an advisory and communications capacity only.

The Committee does not have independent authority to:

- Enter into contracts or agreements on behalf of the Association;
- Direct Association vendors or contractors;

- Authorize expenditures;
- Make decisions reserved to the Board of Directors;
- Speak on behalf of the Association unless specifically authorized to do so; or
- Distribute official Association communications without Board approval.

Communications prepared by the Committee shall be submitted to the Board of Directors for review and approval before being distributed to the membership. Such approval shall not be unreasonably withheld, conditioned, or delayed.

Committee Membership

Committee members are appointed by the Board of Directors.

Membership may include Association homeowners and such other participants as the Board determines appropriate. One member of the Board of Directors shall serve on the Committee.

Committee members are expected to work cooperatively and respectfully with fellow committee members, the Board of Directors, Association management, vendors, and members of the community.

Committee participation is voluntary and unpaid unless otherwise specifically authorized by the Board.

General Expectations of Committee Members

By serving on the Committee, members agree to:

- Participate in Committee meetings and activities when reasonably available;
- Conduct themselves in a respectful and professional manner;
- Make reasonable efforts to ensure that information included in proposed communications is accurate;
- Refer questions concerning Association policy, legal matters, contracts, finances, or Board decisions to management or the Board when appropriate;
- Protect confidential or privileged information that may be disclosed in connection with Committee activities; and
- Recognize that final authority regarding Association communications and decisions remains with the Board of Directors.

COMMUNITY OUTREACH COMMITTEE PARTICIPATION REQUEST

I am interested in serving on the Paradise Cove Fairfield Owners Association Community Outreach Committee and agree to participate in accordance with the responsibilities and expectations described above.

Name: _____

Paradise Cove Address: _____

Mailing Address, if different: _____

Telephone: _____

Email: _____

Please briefly describe why you are interested in participating on the Community Outreach Committee or any experience or interests you believe may be helpful:

I acknowledge that submission of this form constitutes a request to serve on the Committee and that Committee appointments are subject to approval by the Paradise Cove Fairfield Owners Association Board of Directors.

Applicant Signature: _____

Date: _____

BOARD USE

Appointment Approved: ☐ Yes ☐ No

Date of Board Action: _____

Term, if applicable: _____

Board Representative Assigned to Committee:

Authorized By: _____

Title: _____