

Kingstream Community Council Communications Committee Charter

Whereas, Article V of the Kingstream Community Council Declaration of Covenants, Conditions, and Restrictions provides the Board of Directors (the **“Board”**) with the authority to adopt rules and regulations on a variety of matters, the Board of Directors hereby adopts the following committee charter to outline the roles and responsibilities of the Communications Committee (the **“Committee”**):

Purpose:

The purpose of the Committee is (1) to notify owners about important notices and community events and (2) to provide a reasonable, effective, and free method for owners to communicate among themselves and with the Board regarding any matter concerning the Kingstream Community (the **“Purpose”**).

Duties and Responsibilities:

To accomplish the Purpose, the Committee shall (1) distribute information on a timely basis to the Kingstream Community, including important notices and community events, (2) establish and maintain a method for owners to communicate among themselves, and (3) establish and maintain a method for two-way communication between the Board and community.

In detail, the Committee members may, individually or collectively:

1. create, modify, and update the KCC communication platforms, including the KCC website (available at <http://www.kccherndon.org/>) (the **“Website”**) and the KCC Facebook page (available at <https://www.facebook.com/Kccherndon>) (the **“Facebook Page”**);
2. maintain an up-to-date community member email distribution list with the assistance of the property manager;
3. timely post documents and information to the website such as, but not limited to, meeting minutes, upcoming meeting dates, agendas, guidelines, rules and regulations, etc.;;
4. timely prepare and distribute to the Kingstream Community, newsletter/emails with important notices and community events;
5. utilize Facebook as a secondary, summary of the email communications that have been sent;
6. timely prepare and distribute informational communications to the Kingstream Community, including annual and special meetings, new policy resolutions, other Board/Committee announcements and annual meeting reports; and
7. solicit community feedback.

To accomplish the Purpose, the Committee may solicit, and the Board may approve, a discretionary amount within the KCC budget for use by the Committee in accordance with this charter.

Restrictions and Guidelines:

Committee members shall use good faith efforts to serve in the best interest of the Kingstream Community. To that end, each Committee member:

1. shall protect the personal data of Kingstream Community members (e.g., names, addresses, emails, telephone numbers, list of family members) (the “**Personal Data**”);
2. shall not use contact information contained in any Personal Data for any purpose other than official communications approved by the Board;
3. shall not use the Personal Data for any personal or professional reason, and shall not share the Personal Data with anyone outside the Committee or the Board;
4. shall not publish any Personal Data on the Website or the Facebook Page or any other communications platform;
5. shall not publish on the Website or the Facebook Page or any other communications platform any information or events other than information and events approved by the Board; *provided*, that this clause (e) only applies to actions taken by Committee members when acting on behalf of the Committee, and nothing herein shall restrict a Committee member from publishing on the Facebook Page or any other two-way communications platform any information or events in such members individual capacity as a resident of the Kingstream Community.

Although Committee members have special duties to perform, their position does not afford them special privileges or voting rights.

Members:

Any member in good standing with the HOA may volunteer to serve on the Committee. Committee members shall be appointed annually by the Board. Committee members may be removed or replaced at any time at the discretion of the Board. The committee chairperson shall be a voting member of the Board who shall act as a liaison between the Committee, on the one hand, and the Board and property manager, on the other hand.

Committee members shall receive no compensation for services rendered other than reimbursement for any reasonable expenses incurred by them in performing their duties that are approved by the Board in advance.

Meetings:

The Committee shall meet as often as necessary to complete its assigned responsibilities. Committee meeting dates and location shall be published on the Website at least one week in advance, and open for any KCC homeowner to attend. The chairperson shall record minutes of such meeting and shall provide such minutes to the Board and property manager within sixty (60) days to be saved in KCC’s books and records. Any Committee vote that results in a tie will be determined to have failed.

This charter was duly adopted in a meeting of the Kingstream Community Council, Board of Directors on October 20, 2022.