

**Oak Ridge Village Homeowners Association, Inc.**  
**Communications Committee**  
**HOA Publication Guidelines**

*The Board of Directors reserves the right to amend, add to or alter these guidelines should it deem the changes necessary for the well being of the community. Any changes would be placed in writing and sent to each committee member.*

**ORGANIZATION:**

1. The Committee serves the Board of Directors. Only the Board of Directors appoints and removes members from the committee(s).
2. The Committee is not a forum to relay or issue homeowner complaints to the Board of Directors. The Committee should address homeowner's complaints, concerns and issues by investigating and "recommending solutions" to the Board of Directors for consideration.
3. Committee volunteers must be eligible to serve; in good standing – not in delinquency of paying mandatory assessments and not in violation of the community's covenants and restrictions.
4. Volunteers should meet on their own accord, date, time, place, and frequency.
5. Committee Chairperson will be elected by the volunteers at the Annual Membership Meeting. The Chairperson will be the main contact between the Committee and the HOA Administrator and the Board of Directors.
6. Committee(s) must provide all proposals in writing to the Board of Directors through the Association's Administrator. No projects may be initiated or enacted without the consent of a majority of the Board of Directors even if the project is not funded by the HOA. (EX: funds raised by the committee or donations to the cause)

**BUDGET FUNDING:**

1. The Board of Directors will determine funding/budget if there are available funds to assign to the committee(s) after the necessary HOA expenses are addressed.
2. The Committee will be responsible for requesting funds to be budgeted each year no earlier than October 1<sup>st</sup> and no later than October 15<sup>th</sup> of each calendar year. These requests will be reviewed by the Board of Directors and an amount for the committee will be decided on by a majority of the Board of Directors and placed in the official budget for the HOA. This budget will be presented for review by the Homeowners at the HOA Annual Meeting.
3. The Committee will be responsible for keeping track and staying within the budgeted amounts set by the Board of Directors.

**EXPENDITURES:**

1. Final approval of each Committee expenditure must be approved in writing by the Board of Directors. (Final approvals of expenditures are not granted when budget is approved)
2. Vendors/contractors should agree to bill the Association directly else all expenditures must be paid by the Committee Volunteers and receipts obtained for reimbursement.
3. Receipts for reimbursement must be sent to the Association Administrator. Reimbursement checks will be mailed to the volunteer's address.
4. Contest Awards, if approved, will be paid by check. Awards of Cash or Gift cards will not be purchased or reimbursed by the Association.

**GUIDELINES FOR HOA PUBLICATIONS:**

1. All newsletters, websites, and member directories need prior approval from the Board of Directors prior to publication or access by the members and/or public.
2. The Board meets quarterly; drafts of publications should be prepared and submitted for Board approval well in advance of the publication date.

3. Publication frequency also needs Board approval as they will need to allocate funding for printing and postage. In the past, we have included a one page newsletter as inserts to the assessment billing statements that are sent to all Members twice a year; this saves on postage costs. These statements are mailed around the first week of November for the January assessments billing cycle and the first of June for the July assessments billing cycle.
4. Newsletters & websites should focus on news worthy articles, reminders of events and policies of the Association, and information to benefit the Association of Members.
5. Any and ALL logos or copyrighted print cannot be used without written consent. This written consent needs to be kept in corporate files.
6. The Board will allow advertisements in the publications and/or websites with the following conditions:
  - a. Cost of advertisement space needs to be proposed and approved by the Board of Directors.
  - b. Our Association Attorney has composed this disclaimer that needs to be included in each publication or each web page that has an ad: ***“Advertisements are subject to editorial discretion. The Association does not investigate, endorse or take any position regarding any product or service advertised on this website. All representations are solely the responsibility of the advertiser, and the Association hereby disclaims all liability for advertisements.”***
  - c. The Communications Committee must obtain a written and signed agreement from the business/owner/person/individual from any and all advertisers giving permission to place their ad on the HOA Newsletter, Directory or Website.
  - d. With the submission of a publication draft to the Board, copies of the advertiser agreement and/or copyrighted permission letters need to be included.
7. The Board of Directors requires all costs before the website is launched so that they are sure on the expense. This should include web hosting cost, domain name registration fees, website development and maintenance costs.
8. The web designer needs to password protect the site (not open to public access) until full website approval by the Board of Directors is given based on the costs and content.
9. Members are not required to be included in Membership Directories; members should be given an “opt out” if they so desire to not have their name, address, phone, or email address published.