

## **Rudgear Estates Homeowners Association**

### **Communications Policy Board Approval**

**Adopted: Pending**

**Policy Statement:** The Rudgear Estates Board of Directors (Board) in its desire to exercise its fiduciary responsibility in a transparent and timely manner has established a communications policy that provides guidance and avenues of communication to all Rudgear Estates Homeowners (Homeowners) and the REHA Property Manager (Management Company).

**Purpose:** To ensure clear, open and transparent communications between Homeowners, the Board, and the Management Company in matters of relevance and importance to the community and its governance.

#### **Communication Channels**

The primary media channels will be monthly Board Meetings, where all residents are encouraged to attend and ask questions, the Rudgear Estates Homeowners Association website (<http://www.rudgearestateshoa.org>), periodic Newsletter, and the Rudgear Online Community ([http://groups.yahoo.com/group/Rudgear\\_Estates](http://groups.yahoo.com/group/Rudgear_Estates)), an online tool that enables community dialog and immediate information sharing. Secondary media shall be used when appropriate to ensure broad notification to Homeowners and will include postings at the Rudgear Pool (corner of Rudgear & Palmer) for Board Meeting Agendas, and the use of email, when provided and approved by Homeowner, or US Mail for important correspondence like the Newsletters, Annual Financial Statements, Election Material or the occasional "Flier"

**Board Meetings** are scheduled to occur the Third Thursday of each month, unless otherwise announced. An agenda will be posted at the pool and the REHA Website, and emailed to Homeowners, who have approved the use of email, at least four days prior to the meeting as required by the REHA Bylaws (Section 6.5). In a recognized segment of the meeting, Homeowners will be given a reasonable amount of time to speak on items of concern NOT on the agenda. In addition,

homeowners can speak about each agenda items discussed by the Board, but the Board President holds the right to move on to the next agenda item for the purpose of completing the agenda. Board Members can only discuss items on the agenda, although the Board can still make brief statements or refer items to the property manager.

A draft of the Minutes will be posted on the website and emailed to homeowners who have approved the use of email within 10 business days after the Board Meeting, with the final approved Minutes being posted within 10 business days after approval.

**Emergency Sessions** can be called by the Board President and/or two Board Directors if unforeseen circumstances require immediate action. Under the "written consent" provision of state law,(need statute reference here) decisions can be made if all of the Board members consent in a written statement included in the e-mail. However, the Board will refrain from making decisions that are not time-sensitive decisions outside the open Board Meetings. (reference appropriate statute)

**Executive Sessions** of the Board can be called to discuss litigation, personnel matters, member discipline, the formation of contracts or meeting with a member regarding an assessment. Any matter discussed in executive session shall be generally noticed in the minutes of the next Board Meeting. (reference appropriate statute)

**Committees of the Board** will be created for areas which need more effort than monthly Board Meetings permit and where homeowner input is especially important. These officially sanctioned committees will be co-chaired by two Board Members and will solicit expertise from our community and other interested homeowners. Actions, status on current topics, and proposals will be communicated to the Board and Homeowners at the monthly Board Meeting.

Current committees include the Architecture and Landscape committees, the recently created Finance and Pool Committees, and the envisioned Planning Committee.

Homeowners are encouraged to offer their expertise to one or more committee by contacting one of the Board Co-Chairs which are listed on the Committee section of the REHA Website.

**Neighborhood Points of Contacts (POCs)** will be another means to encourage Homeowner participation on topics they see as important and/or have expertise. For example, POCs could include

representation from a Neighborhood Watch Group or Keep REHA Clean. These individuals would collectively be a stable voice for Homeowners to provide guidance to the board on any topic of concern. The responsibilities of a POC are simple:

- (1) Provide contact information to be included in a directory so that neighbors know who to contact
- (2) Listen to neighbors and communicate with the board as needed
- (3) Attend two or more board meetings in a year to meet the board and see first-hand how decisions are being made.

Homeowners interested in becoming a POC are directed to contact board president. The neighborhood groups will be recognized by the Board and will encourage the POC to speak at the Board Meeting on behalf of his/her group.

**Use of Email** between Board Members or Committee Members should, at the extent possible, include all members to encourage inclusion of ideas and opinions. Decisions, other than time-critical situations, shall be made at a scheduled meeting with an agenda announced at least four (4) days in advance of the meeting and with the minutes distributed at least four (4) days after the meeting. Should Board or Committee Members not have email, accommodations should be made. (Need reference to appropriate statute, if possible)

**Contact Information** of the Board of Directors, Property Manager, Co-Chairs of the Committees of the Board, and Neighborhood Points of Contact will all be listed in the Board of Directors, Committees, or Contact sections of the REHA Website.

*Note: This document is intended to provide a structure for communications, but REHA Bylaws and state laws will take precedence.*