



ShelleyLake

Shelley Lake Estates Homeowner Association

P.O. Box 1872, Veradale, WA 99037

www.shelleylake.org

Communication Committee Charter

September 9, 2007

Sponsors:

Scotty Smith - President

Situation:

Considerable frustration and disharmony among Shelley Lake homeowners has resulted from lack of timely thorough and relevant communications from the developer. In addition, there is a diminishing feeling of community that may be due in part to the lack of social events.

Goal:

To actively inform all Shelley Lake homeowners on association related topics in a timely manner and promote community connection and harmony through social events.

In Scope:

1. Distribution of information
2. Welcome packet
3. Newsletter
4. Bulletin boards/information boxes
5. Contact information
6. Help request process
7. Social events (Barbeques, clean-up, coordinate communication events with food/potluck (in addition to annual meeting), garage sale, etc)
8. Can utilize web site and registered email for sending information updates
9. Contests (Christmas lights, other holiday decorations, photo contest (publish on web), etc.
10. Shelley Lake web site support
11. Help organize all the association data into binders and potential content for the web
12. Other items as assigned by the Board

Out of Scope:

1. Creating President's or Director's letters
2. Homeowner's dues and or billings

Deliverables:

1. Communication content
2. Web content (utilize web for all information that can be shared. One place to go to for accessing and printing information)
3. Schedule and yearly event calendar
4. Welcome packet
5. Mailings
6. Organized association documentation
7. Other deliverables as requested by the Board

Budget:

1. \$200 month for postage, posters, consumables, garage sale advertisement, meeting snacks, etc.
2. Additional funding upon request from the board for event items (i.e. trash removal costs, signs, bulletin boards/information boxes, food, etc.)

Committee Chair:

Davianne Buckley

Committee Members:

Donna Jacot
Dave Syrcle
Sandie Wollan

Committee Volunteers:

Lorna Cobb
Doug & Jennifer Duer
Sandra Raska
Dave & Cindy Schmitt
Joe Tran