

ENCORE BOARD OF DIRECTORS COMMUNICATIONS COMMITTEE CHARTER

Charter

This charter governs the operation of the Communications Committee established by the Encore Board of Directors in accordance with Article 4, Section 15, in Encore Briar Chapel HOA Bylaws.

The Communications Committee is a standing advisory committee appointed by and serving at the committee. The committee is headed by a Chairperson selected by the committee.

The Board would like committee members to serve for a minimum of one year. Since committee continuity is important, serving for longer than one year is appreciated.

Purpose of Committee

The Communications Committee's purpose is to assist the Board in developing and maintaining an effective, timely, efficient, and inclusive community communications plan.

Duties and Responsibilities

- Committee meetings:
 - Prepare an agenda for all committee meetings.
 - Notify committee members of all committee meetings.
 - Review committee budget periodically.
 - Record all meeting minutes and post them on the Encore website.
- Regularly review and analyze communication venues and tactics.
- Develop new and improve communications between the Board, the management company, and the residents.
- Actively work with other standing committees to support their communication needs.
- Actively work with the Board to respond to other needs they may have to improve communication with the community.
- Submit any recommendations from the Committee to the Board in writing.
- Submit special project reports to the Board on an as needed basis.
- Meet as needed with the Community Manager.
- All communications to residents should be copied to the Board President.

Interact with and report to the Board

The Board of Directors will select one of its members as a liaison to the Communications Committee. This liaison will check in with the Communications Committee quarterly, at a minimum, will not have voting power, and will be responsible for updating the Board on committee status.

Revision

This charter may be reviewed and revised as deemed necessary by the Board of Directors.

Approved by Encore at Briar Chapel Community Association Board of Directors this 20th day of January 2026.
Mary Ann Hale, President