

**STONEYBROOK VILLAGE OWNERS ASSOCIATION
RESPONSIBILITIES OF THE COMMUNICATIONS COMMITTEE**
Approved 27 February, 2013

I. Within Stoneybrook Village

- serve as an information link between the Stoneybrook Village Owners Association Board of Directors and owners and/or residents

II. The Chair (or designee)

- give a monthly Communications Committee report to the Board
- hold Communications Committee meetings quarterly
- communicate with others at the direction of the Board

III. Association Information

- prepare monthly "Association Information" newsletter that contains information that the Board or committees wish to bring to the attention of owners and/or residents
- send newsletter to WCM to be part of the monthly mailing

IV. Directory

- publish and distribute annual Single-Family Home Residents' Directory
- prepare year-to-date update of Directory in April, July and October
- maintain updated list of directory entries for single-family residents

VI. Visits to New Residents

- visit and welcome new single family residents to Stoneybrook and provide them information about the community
- invite new residents to be listed in Directory
- deliver SVOA Communications Policy and SVOA Communication Authorization Form to new residents