

Bermuda Greens Condominium Association Website/Communications Committee Charter

1. Purpose

The Website/Communications Committee ("Committee") is established by the Board of Directors ("Board") of the Bermuda Greens Condominium Association to assist the Board in maintaining, improving, and overseeing the Association's website and related digital communication platforms. The Committee serves in an advisory capacity and operates under the authority, direction, and oversight of the Board. The Committee's primary purpose is to support effective communication between the Association and its members by promoting timely, accurate, and accessible information through the Association's website.

2. Authority

All recommendations made by the Committee are subject to Board review and approval. The Committee is an advisory body only and has no independent authority to:

- A. Bind the Association contractually unless specifically authorized by the Board.
- B. Establish Association policy.
- C. Approve expenditures.
- D. Speak on behalf of the Board or Association unless specifically authorized by the Board.
- E. Direct management, vendors, or contractors unless specifically authorized by the Board.

3. Responsibilities

The Committee may perform the following duties as directed by the Board:

3.1 Website Content

- A. Work with website manager and review website content for accuracy, relevance, organization, and usability.
- B. Recommend additions, updates, or removal of website content.
- C. Assist in maintaining governing documents, rules, policies, forms, meeting notices, newsletters, and other Association information on the website.
- D. Recommend website content that improves owner communication and engagement.

3.2 Website Design and Functionality

- A. Evaluate website design, navigation, accessibility, and user experience.
- B. Recommend enhancements to website functionality and features.
- C. Assist in identifying opportunities to improve digital services available to residents.

3.3 Communication Support

- A. Coordinate with Association management and the Board regarding website updates and communications.
- B. Recommend methods to improve dissemination of Association information.
- C. Assist in promoting the use of the Association website as a primary communication resource.

3.4 Technology Review

- A. Review website hosting, software, security features, and related technologies.
- B. Research and recommend technology improvements, upgrades, or vendor services.
- C. Monitor industry best practices for homeowner association websites.

3.5 Content Standards

- A. Promote consistency, professionalism, and compliance with Association policies.
- B. Recommend guidelines for website content, document retention, and posting procedures.
- C. Help ensure that website information is current and appropriately maintained.

4. Membership

- A. Committee members may be appointed by the Board of Directors and can be removed with or without cause.
- B. Membership should consist of Association owners in good standing, unless otherwise approved by the Board.
- C. The Board may designate a Board liaison to serve as a non-voting advisor.

- D. The Board may appoint the Committee Chair or authorize the Committee to elect a Chair from among its members.

5. Chair Responsibilities

The Committee Chair shall:

- A. Schedule and conduct committee meetings.
- B. Coordinate committee activities.
- C. Serve as the primary point of contact with the Board and management.
- D. Prepare reports and recommendations for Board consideration.
- E. Ensure committee activities remain within the scope of this Charter.

6. Meetings

- A. Meetings shall be held as needed to fulfill the Committee's responsibilities.
- B. The Committee shall maintain records of meetings, recommendations, and activities.
- C. Meeting summaries or reports shall be provided to the Board within 10 days upon request.
- D. Committee meetings shall comply with applicable governing documents and state law.

7. Privacy and Confidentiality

Committee members shall:

- A. Protect confidential Association information.
- B. Refrain from posting or publishing information that violates privacy rights, governing documents, or applicable laws.
- C. Follow all Board-approved policies regarding website content and electronic communications.
- D. Ensure that personal information of owners and residents is not published without proper authorization.

8. Coordination with Management

Where applicable, the Committee shall work cooperatively with Association management, website providers, and other vendors. Management shall retain responsibility for operational functions assigned by the Board.

9. Reporting

The Committee shall provide periodic reports when requested to the Board regarding:

- A. Website status and performance.
- B. Recommended improvements or enhancements.
- C. Communication initiatives.
- D. Technology and security recommendations.
- E. Other matters assigned by the Board.

10. Term and Dissolution

The Website Committee and operates under the authority, direction, and oversight of the Board. The Board may amend this Charter, modify the Committee's responsibilities, suspend its activities, or dissolve the Committee at any time.

11. Adoption

This Charter was adopted by the Board of Directors of the Condominium Association on June 23, 2026 and shall remain in effect until amended or repealed by the Board.

Board President: *Gary Dunn*
Secretary: *Lorie Beaumont*
Date: June 23, 2026