



BIRKDALE COMMUNITY ASSOCIATION, INC.

BOARD RESOLUTION 2026 – 8

Communications Committee Charter

The Board of Directors of Birkdale Community Association, Inc. at their meeting held on 8/16/2026 approved the COMMUNICATIONS COMMITTEE CHARTER attached hereto to be effective immediately. This resolution and policy supersede any previous policies approved by the Board.

A handwritten signature in blue ink, reading "Elizabeth C. Martell", written over a horizontal line.

President

A handwritten signature in black ink, appearing to be "R. H.", written over a horizontal line.

Secretary

Birkdale Community Association, Inc.
Communications Committee Charter

Adopted _____ Effective _____

This document supersedes all previous documents.

Communications Committee Charter

1. Purpose

The Communications Committee advises the Birkdale Community Association (BCA) Board of Directors on providing all Birkdale Owners with clear, accessible communication channels (email, website, and notices) in accordance with Virginia Law.

2. Authority

A. **Virginia Code § 55.1-1817.** Distribution of information by members.

“The board of directors shall establish a reasonable, effective, and free method, appropriate to the size and nature of the association, for lot owners to communicate among themselves and with the board of directors regarding any matter concerning the association.” The Association must distribute information to members, including meeting notices and financial reports.

Virginia Code § 55.1-1819. Adoption and enforcement of rules.

“ . . . Rules and regulations may be adopted by resolution and shall be reasonably published or distributed throughout the development.”

- The Communications Committee is established by Board majority vote.
- The Communications Committee operates under Board direction.
- Provides recommendations; final decisions rest with the Board.
- No independent authority to contract or spend HOA funds.
- Non-paid and paid endorsements are prohibited.

3. Duration

The Communications Committee is a Standing Committee and continues until it is dissolved by the Board.

4. Membership

- Board appoints a maximum of 5 BCA Owners as members.
- Board appoints Chairperson.
- Members serve 2-year renewable, staggered terms.
- Committee Members may be removed for cause at any time by a majority vote of the BCA Board of Directors.
- Members must maintain good standing with the HOA. Good standing shall be defined as the absence of any liens, privilege penalty, outstanding assessment or fine balances, CC&R Violations or pending legal action.

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- The Webmaster shall be an ex-officio member of the Communications Committee.

5. Responsibilities

- Keep records organized and accessible.
- Oversee website www.birkdaleonline.com and include:
 - Governing Documents
 - ARC Standards and Guidelines
 - CICB Complaint Procedure
 - Archive of past Board Meeting Minutes
 - Archive of previous Newsletters
 - Meeting Notices
 - Yearly Calendar
 - Committee Reports
 - Contact information for Board Members and Committee Chairs
 - Contact form for Owners to email Board members, Committee Chairs, and Community Manager
- Publish a monthly “Birkdale Bulletin” newsletter at www.birkdaleonline.com to include:
 - Reports: President, Treasurer, Committees
 - List of Contacts: all Committees, Board Members, Managing Agent
 - Published on 1st of every month.
- Maintain database and update Owners’ email information for website.
- Coordinates public notices and announcements while ensuring all notices meet the required notice periods and content standards.
- Update postings and maintain electric signboards.
- Install, remove, and store temporary signs (Annual Meeting, Yard Sale, Special Events)
- Provide new residents with “Welcome Packets” containing BCA information regarding website, Community Management and regulations.
- Submit budget proposal and input for the Board’s annual budget planning.

6. Meetings

- Comply with BCA HOA standards and the Code of Virginia 55.1-1816.
- Advertise meetings with date, place, time, and open to all BCA members.
- Provide one agenda and packet of committee materials for the membership.
- Permit recording during open meetings.
- Executive Session may occur during an “open” meeting after an appropriate motion authorizes the Committee to discuss legal, personnel, or contracts. Following an

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Executive Session and resuming the open committee meeting, the Committee may vote on recommendations to present to the Board.

- Include “Member Voice” opportunity at every meeting. See BCA Resolution 2025-001, “Member Voice Guidelines.”
- Chairperson should appoint a secretary to record Minutes at each Committee meeting; Minutes should be filed with the Community Manager within 5 days following approval by the Committee.

7. Reporting

Committee Secretary creates Minutes for each Committee meeting and files with the Community Manager within 5 days following Committee’s approval.

- Chairperson submits a written report with Committee recommendations to the Board at each regular meeting.
- Chairperson submits monthly written Committee report for publication in “Birkdale Bulletin.”
- Chairperson provides a written summary Committee report for Annual Meeting.

8. Limitations

Committee makes recommendations to the Board. The Committee cannot bind the HOA financially or legally.

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