

# Ceres Gleann Home Owners Association

## Statement of Purpose OF Communications Committee

\* To keep the residents of Ceres Gleann informed in various ways about the business, social and educational aspects of the HOA.

Committees/Groups comprising the Communications Committee and their responsibilities:

**Coordinator.** The job of the coordinator is to oversee the Communications Committee and to back up various jobs such as the web site, newsletter, and "Announcements and Reminders".

**Welcome Committee.** The Welcome Committee's job is to greet and welcome new residents to Ceres Gleann. The committee will give to new homeowners certain HOA, community, and local information that will help the new homeowners assimilate quickly into the community.

**Newsletter.** The people who do the monthly newsletter develop, design, edit, disperse and distribute to all homeowners within the HOA. Information in the newsletter is provided by residents of the community.

**Calendar.** The person responsible for the monthly calendar makes sure site is developed, revised, edited, and is responsible for the distribution to the community including distribution of a hard copy of newsletter and calendar to those without e-mail.

**Announcements and Reminders.** Those responsible for the Ceres Gleann Announcements and Reminders send to all residents with e-mails, updates on

news, meetings and events within the community and the community at large that may be important to know.

**Webmaster.** The webmaster is responsible for the Ceres Gleann web site development and keeping the site updated. Information is supplied to the webmaster by the committees and groups of the HOA and is then loaded to the site by the webmaster. There are two sides of the web site; the public side for those who might be interested in purchasing a home in Ceres Gleann and the password protected side for residents within Ceres Gleann. The webmaster is responsible for creating passwords and its distribution to residents.

**Telephone Tree.** This committee is charged with quickly informing residents of special meetings that might be called by the Board, accidents, illnesses, death or needs of a homeowner or family. It is not used for social events.

**Telephone Lists.** This committee is responsible for maintaining, updating, and the distribution of the residents list for the Ceres Gleann HOA. This list includes the names, addresses, telephone numbers, e-mail, birthdays, and marriage anniversaries of participating residents.

**Neighborhood Watch.** This committee keeps track of participating homeowners emergency information, educates residents on safety measures, sends to the Dallas Police Dept. certain emergency information on residents, greets new neighbors with Neighborhood Watch information and distributes forms required to participate and delivers HOA supplied Neighborhood Watch stickers for doors and windows.

Meetings: As needed.

6/27/13