

## **COMMUNITY RELATIONS COMMITTEE**

### **PURPOSE:**

To assist the Board of Directors in preserving the quality of life at Deerlake by seeking to resolve problems involving infractions of the Rules and Guidelines on an amicable, confidential and informal basis.

### **GOALS:**

To meet with homeowners in a confidential setting to discuss and try to solve disagreements and/or misunderstandings in a way that is hopefully satisfactory to all concerned.

### **MEMBERSHIP:**

- The Board of Directors shall appoint a chair and two additional members.
- The committee of three will be selected to represent the different DVCA neighborhoods.
- Membership on the Committee will be changed from time to time.

### **RESPONSIBILITIES:**

- The Committee will function only on specific problems that may be referred to it from time to time by the Board, presumably by the Board member appointed to liaison with the chair of the Committee.
- The manner in which the Committee functions will depend upon the particular circumstances.
- The Committee will inform the resident of the Committee's status and purpose and attempt to resolve the problem on an amicable and proper basis and report back to the Board through its liaison member.
- The Committee will never become involved in enforcement or penalty activities should the same become necessary.
- The Committee has no authority to commit the Board.
- The Chair shall make quarterly and annual reports to the Board of Directors as requested.

### **MEETINGS:**

Meetings of the Committee shall be informal and shall occur only when necessary on the call of the Chair. Minutes will not be kept due to confidentiality. However, a log indicating owners contacted, nature of incident, date of notification letter, and date corrected will be maintained by the Chair.

### **ANNUAL BUDGET:**

The Board will provide funds to cover any expenses submitted by the Chair,

*The Community Relations Committee Charter was approved by the DVCA Board of Directors on the 21st of April 2009.*