

MEMBERSHIP DIRECTORY

PURPOSE:

- To provide a listing of the names, addresses and phone numbers of all Deerlake owners for the convenience of residents.

GOALS:

- To be as accurate as possible with the information received.
- To keep current the names, addresses, and phone numbers of residents.

MEMBERSHIP:

- Chair is appointed by the Board of Directors.
- Currently, the Chair works with the editor of the Newsletter in compiling and updating the community register of residents.

RESPONSIBILITIES:

- Prepare an updated Membership Directory twice a year to be mailed with the July and December newsletter.
- Coordinate changes of homeowners' (renters' when applicable) information as reported in the monthly newsletters.

MEETINGS:

- Currently, the Membership Directory and Newsletter Chairpersons meet whenever necessary and spend whatever time is needed to prepare the directory and get it to the property owners in a timely manner.

BUDGET:

- There is no budget appropriation for this committee. The cost of printing and mailing is part of the cost of mailing the newsletter.

July, 2005