

MEMBERSHIP DIRECTORY CHARTER

PURPOSE:

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

GOALS:

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

MEMBERSHIP:

- Chair is appointed by the Board of Directors.
- 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' (tenants' when applicable) information as reported in the monthly newsletters.

MEETINGS:

- Currently, the Membership Directory and Newsletter Chairpersons meet as necessary 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. The chair will submit any expenses to the treasurer for reimbursement from account 1100, Administrative Supplies & Postage.

This Charter adopted and approved by the DVCA Board of Directors on the 10th of April 2014.