

Silverlakes at Gateway

Communications Committee

Basic Objectives

Adopted Aug 21, 2000, Revised 05-21-2014, Revised 02-04-2020

Committee Basic Objectives:

I. Basic Objectives:

- A. Committee to operate in compliance with the "Silverlakes at Gateway HOA Committee General Rules" issued originally on August 21, 2000 and subsequently revised.
- B. The primary purpose of this Committee is to communicate to the entire community items of interest and the essential happenings within the community.

II. Communication Committee Functions

A. Publish Community Newsletter

- 1. Schedule of Community and Clubhouse events
- 2. Major happenings within the community
- 3. Community needs
- 4. Contacts for key information
- 5. Welcome to New Residents

B. Update of Notice Boards

C. Sunshine Committee Cards

- a. Birth announcements
- b. Deaths
- c. Illnesses

D. In coordination with the Board Secretary, review and update Board of Director's Manual, including printing and distribution.

E. Welcome new Residents (Personal Contact)

- a. HOA Organization
- b. HOA Rules and Regulations
- c. Silverlakes Community activities
- d. Gate entry
- e. Web Site & email - sign up