



STEEPLECHASE COMMUNITY SERVICES ASSOCIATION

NEWSLETTER COMMITTEE

CHARTER

Effective September 1, 2009
Reviewed and revised July 19, 2010

WHEREAS the By-Laws, Article IX, Section 1 of Steeplechase Community Services Association empowers the Board of Directors to establish committees, "...the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purpose.";

WHEREAS the Board has approved the production of a Steeplechase Newsletter to facilitate and enhance communication within the Community;

NOW, THEREFORE BE IT RESOLVED THAT a Newsletter Committee is chartered under the following guidelines:

NEWSLETTER RESPONSIBILITIES

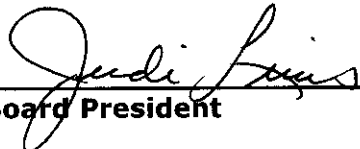
1. A regular Newsletter will be produced and mailed to residents. Unless specifically modified by the Board, such Newsletter shall be mailed prior to each regularly-scheduled Board Meeting.
2. The Newsletter must be submitted to the Board for review prior to mailing to residents.
3. Advertisements will be accepted for inclusion in the Newsletter in accordance with the following:
 - a. Classified ads from Owners will be accepted free of charge.
 - b. An Owner may list his/her unit for sale. An Owner may choose to list the address, Owner's name and phone number, and sales price. Due to legal restrictions, no member of the Newsletter Committee may answer questions regarding the property for sale.
 - c. Other than ads described in paragraphs (a) and (b) above, a fee will be charged for all other ads. Such fee will be the amount agreed upon by the placer of the ad and a Committee representative. Payment for ads must be received prior to the placement of the ad.
 - d. Political ads will not be accepted.

- e. All funds generated through the sale of ads shall be forwarded to Management for deposit into the Operating Account of Steeplechase.
- 4. Each edition of the Newsletter shall contain a listing of Board Members, Committee Chairs, Management contact information and the date, time, place of the next Board Meeting.

GENERAL RESPONSIBILITIES

- 1. The Committee is advisory and does not have authority to make commitments on behalf of Steeplechase.
- 2. An agenda and minutes shall be prepared for every Committee meeting. Copies of these documents must be sent to all Board members, to Management and to the Internet Committee Chair.
- 3. The Committee shall submit an article for each edition of the Newsletter.
- 4. The Committee shall prepare and submit a budget proposal to the Board each year reflecting anticipated spending for the following year.
- 5. Complete projects as directed by the Board.

ATTEST:



Board President

7-19-10
Date



Board Secretary

7-19-10
Date