



SUMMER REACH CONDOMINIUM TRUST

Website Committee Charter

PURPOSE:

The Summer Reach Board of Trustees has authorized the establishment of a “**WEBSITE COMMITTEE**”. To maintain the Summer Reach community website, including content, infrastructure and security. The committee shall act in an advisory capacity to the Board. The Website Committee shall have no decision-making authority on behalf of Summer Reach Condominium Association.

Responsibilities:

The Website Committee will keep the site content up-to-date and monitor infrastructure and security. The team will also maintain complete confidentiality of any data that the team has access to that is not intended for public distribution.

The website actively maintains a library of content:

- Association documents such as Master Deed and Trust, Rules and Regulations
- Board of Trustee Meeting Minutes
- Financial reports
- Insurance Information
- Vendor contracts
- Homeowner Maintenance Guides
- Resident Directory
- Social information
- Community Announcements
- Links to various Plymouth resources

COMMITTEE STRUCTURE and TERMS

The Website committee shall be established by the BOT at the meeting following the Annual Meeting and Election and shall serve until the following Annual Meeting and Election. The Website Committee shall be comprised of community resident volunteers and is open to any Summer Reach Condominium Trust Unit Owner at any level of website experience. The committee may vote to establish committee roles, (chairman), as deemed appropriate. Committee positions shall be voted by the committee membership. The committee shall meet as frequently as necessary. Minutes shall be kept of all meetings of the committee.

AUTHORITIES

All committee members shall serve at the will of the BOT. The BOT has the right and authority to disband and discontinue any committee or subcommittee, as well as appoint or dismiss any committee member or subcommittee member, with or without cause.

RELATIONSHIP TO THE BOARD

The committee shall be an advisor to the BOT and a Committee report shall be provided to the BOT. The BOT shall designate 2 board members to serve as liaison between the BOT and the Website Committee at its discretion provided, however, that such designee shall not assume the position of chair.

RELATIONSHIP TO MANAGEMENT

Management shall work with the committee to provide advice and recommendations from a management perspective to ensure that actions taken are consistent with the governing documents and may provide administrative support as required.

COMPLIANCE

The Website Committee is not authorized to financially or legally obligate the Condominium Association in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such request on behalf of the BOT).

The Website Committee may only communicate their recommendations through the board's liaison and recommendations shall not be disseminated to the residents unless authorized by the BOT.

The BOT also has the right and authority to take action or make decisions with or without involving any committees and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or subcommittee recommendations, should they see the need. The BOT also has the right to amend this Charter, should it be required.

3/3/22