

# Crystal Lakes

## Road and Recreation Association

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### NEWSLETTER COMMITTEE

**TITLE:** Newsletter Committee (the "Committee")

**TYPE:** Standing

**PURPOSE:** The newsletter, Wapiti Bugle, is a publication of the Crystal Lakes Road and Recreation Association (CLRRA). The purpose of the Committee is to publish information to property owners as requested by the CLRRA and CLWSA Boards and their Committees, the staff, and report events of interest. All final decisions are the responsibility of the Crystal Lakes Road & Recreation Association (CLRRA) Board of Directors.

**AUTHORITY:** The Declaration of Covenants, Conditions and Restrictions for Crystal Lakes Road and Recreation Association ("Declaration"), The Bylaws for Crystal Lakes Road and Recreation Association, the Articles of Incorporation for Crystal Lakes Road and Recreation Association and Colorado law.

**NUMBER OR MEMBERS:** The Committee shall consist of no less than five (5) members.

**SELECTION OF MEMBERS:** Voting members are appointed by and serve at the pleasure of the CLRRA Board of Directors. A voting member must own at least one lot in Crystal Lakes and remain a member in good standing.

**TERM:** At the pleasure of the CLRRA Board

**MEETING FREQUENCY:** Monthly

**COMMITTEE ORGANIZATION:** The CLRRA Board will appoint the Committee Chair. The Chair selects the Members of the Committee and submits their names to the Board for approval.

**RESPONSIBILITIES:**

1. Facilitate the flow of information, promote high standards and ethical behavior, foster excellence and encourage diversity.
2. Gather information, prepare, edit and solicit ads.
3. Publish and mail the newsletter.
4. Prepare and submit meeting minutes of the Committee meeting.
5. Prepare a written monthly report for Association's Board meetings and attend the meetings to answer Board Members' questions and receive assignments from the Board.