

**WOODWINDS COUNCIL OF CO-OWNERS  
CONDOMINIUM ASSOCIATION  
Communications Committee**

**Guidelines**

The Woodwinds Communications Committee shall be composed of two or more persons based on the purpose of the committee, its responsibilities, and workload. One of the members shall serve as chairperson.

Each member of the Communications Committee shall be an association member. One or more members of the board of directors may be appointed to serve on a committee.

The chairperson and other members of the Communications Committee shall be nominated by the association president and approved by the board of directors to serve at the pleasure of the board of directors for a period of one year or until the annual meeting, whichever occurs first.

A removal action shall require a majority vote of the board at a board meeting at which a quorum is present.

**Operation**

The Communications Committee shall meet at the call of the chairperson who shall preside at the meetings and present the reports of the committee to the board of directors. The Communications Committee chairperson or a representative from the committee shall attend all regular meetings of the board of directors.

The Communications Committee members shall elect a vice-chairperson who shall act in the absence of and with the powers of the chairperson.

A quorum for the conduct of Communications Committee business shall consist of a majority of the members of the committee.

Each member of the Communications Committee, including the chairperson, shall have one vote; and affirmative vote of a quorum shall constitute a decision of the committee.

The Communications Committee shall maintain minutes of its meetings and maintain adequate records of its activities, reports, expenditures, etc. Minutes of all committee meetings will be submitted to the board of directors within two weeks after the meeting.

The Communications Committee shall submit copies of all proposals to the board for approval. If association funds are needed to carry out approved proposals, a list of items and their approximate cost shall be submitted with the proposal.

The Communications Committee shall establish such procedures for the administration of its functions as it deems necessary, subject to the approval of the board.

**Goal**

Provide for various forms of communication between the association and the residents.

**Responsibilities**

- Publish a newsletter on a regular basis to keep residents apprised of actions taken by the board of directors, upcoming community activities, recent unit sales, and other community concerns.
- Welcome new residents
- Prepare a community directory and survey community needs and interests
- Distribute official copies of rules and regulations as they are amended

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**Tasks**

1. What is (are) the official mode(s) of communications for the Woodwinds community?
2. Educate garden condo residents of the importance of the bulletin board as the most immediate form of communication between the Board of Directors and residents.
3. Estimate the costs of communications for 2007; estimate the cost of preparing a newsletter.
4. Review past newsletters on the Woodwinds website (<http://www.bluemarblewebs.com/ww/>) for examples.

**Notes**

Communications Committee expenses will come out of the 4600 – Misc. Administration Expenses line item in the 2007 operating budget. Keep in mind that \$4500 is already earmarked for the upcoming reserve study. In addition, other administrative costs come out of this line item.

A reasonable target for the year would be between \$1,500 and \$2,000. Updates to the budget should be available each month; the board will alert the committee of actual expenses compared to budgeted expenses periodically.

**Volunteers**

<b>Name</b>	<b>Contact</b>
Breslow, Martin	2104 / 301
Crozier, Cat	11616 / 301

**WOODWINDS 2007 WORKING BUDGET**

	<u>Actual</u>	<u>2006</u>	<u>2006</u>	<u>Proposed</u>
	<u>Jan-Dec 05</u>	<u>Budget</u>	<u>Actual</u>	<u>2007 Budget</u>
<b>Ordinary Income/Expense</b>				
<b>1000 - INCOME</b>				
1100 - Assessment Fees	388,956.00	427,260.00	427,260.00	427,212.00
1200 - Move-In Fee	2,200.00	2,000.00	1,100.00	1,200.00
1300 - Late Charges	3,000.00	2,500.00	2,944.00	2,500.00
1400 - Interest Income	5,483.06	2,500.00	9,981.43	2,500.00
1500 - Miscellaneous Income	1,249.22	1,000.00	580.00	400.00
<b>Total Income</b>	<b>400,888.28</b>	<b>435,260.00</b>	<b>441,865.43</b>	<b>433,812.00</b>
<b>Expense</b>				
<b>4000 - ADMINISTRATIVE EXPENSES</b>				
4100 - Management Agency Fee	26,000.04	29,376.00	29,376.00	20,000.00
4200 - Taxes	731.00	2,000.00	1,200.00	1,500.00
4300 - Audit / Tax Preparation	2,000.00	2,050.00	1,950.00	2,000.00
4400 - Legal Fees	(136.50)	1,000.00	1,594.40	1,000.00
4500 - Recording Secretary	870.00	1,500.00	1,415.00	750.00
4600 - Misc. Administration	2,691.26	2,000.00	4,588.73	7,500.00
<b>Total 4999 - ADMINISTRATIVE EXPENSES</b>	<b>32,155.80</b>	<b>37,926.00</b>	<b>40,124.13</b>	<b>32,750.00</b>
<b>5000 - COMMON SHARED EXPENSES</b>				
5100 - Master Hazard Insurance	23,038.50	27,000.00	26,949.00	30,000.00
5200 - Water / Sewer	33,168.94	32,500.00	34,042.40	35,000.00
5300 - Electricity / Watchlights	8,761.84	8,100.00	7,663.09	8,100.00
5400 - Grounds Maintenance	22,861.63	25,400.00	25,139.96	25,400.00
5401 - Landscaping	8,219.58	15,000.00	8,258.75	13,000.00
5402 - Tree Care	3,210.00	5,000.00	5,897.00	5,000.00
5403 - Bird Sanctuary	239.87	300.00	249.77	260.00
5404 - Trash Removal	20,312.40	21,150.00	24,916.32	25,000.00
5405 - Snow Removal	10,939.00	11,000.00	3,270.00	5,000.00
5406 - Janitorial	0.00	0.00	0.00	3,540.00
5500 - Pest Treatment/Control	4,992.00	5,250.00	2,691.00	3,500.00
5600 - General Maintenance	32,059.82	31,677.00	27,186.29	32,000.00
5800 - Water Leaks	51,503.25	43,794.00	55,337.44	40,000.00
5900 - Unanticipated Expenses	0.00	0.00	0.00	3,202.00
<b>Total 5000 - COMMON SHARED EXPENSES</b>	<b>219,306.83</b>	<b>226,171.00</b>	<b>221,601.02</b>	<b>229,002.00</b>
<b>7000 - GARDEN CONDO EXPENSES</b>				
7100 - Electricity	7,481.48	6,000.00	7,222.13	7,500.00
7200 - Gas	27,129.23	30,000.00	25,661.21	27,000.00
7400 - Janitorial	17,226.00	17,300.00	17,456.00	14,160.00
7401 - Carpet Cleaning	0.00	3,000.00	2,125.00	2,500.00
7402 - Window Cleaning	0.00	1,500.00	2,295.00	2,600.00
7403 - Lighting Supplies	5,723.00	5,000.00	5,521.00	6,000.00
7800 - Plumbing	7,874.23	6,000.00	18,256.36	10,000.00
<b>Total 7000 - GARDEN CONDO EXPENSES</b>	<b>65,433.94</b>	<b>68,800.00</b>	<b>78,536.70</b>	<b>69,760.00</b>
<b>8000 - TOWNHOME EXPENSES</b>				
8100 - Chimney Inspection	700.00	900.00	700.00	800.00
8800 - Plumbing	0.00	0.00	0.00	0.00
<b>Total 8000 - TOWNHOME EXPENSES</b>	<b>700.00</b>	<b>900.00</b>	<b>700.00</b>	<b>800.00</b>
<b>Total Expense</b>	<b>317,596.57</b>	<b>333,797.00</b>	<b>340,961.85</b>	<b>332,312.00</b>

<b>Net Ordinary Income</b>	83,291.71	101,463.00	100,903.58	101,500.00
<b>Other Income/Expense</b>				
<b>9000 - Reserves</b>	<u>77,050.00</u>	<u>101,463.00</u>	<u>101,463.00</u>	<u>101,500.00</u>
<b>Total Other Expense</b>	<u>77,050.00</u>	<u>101,463.00</u>	<u>101,463.00</u>	<u>101,500.00</u>
<b>Net Other Income</b>	<u>(77,050.00)</u>	<u>(101,463.00)</u>	<u>(101,463.00)</u>	<u>(101,500.00)</u>
<b>Net Income</b>	<u><u>6,241.71</u></u>	<u><u>0.00</u></u>	<u><u>(559.42)</u></u>	<u><u>0.00</u></u>