

I'ON ASSEMBLY COMMUNICATIONS COMMITTEE CHARTER

PURPOSE

The Board of Trustees (the “Board”) of the I’On Assembly (the “Assembly”) appoints the Communications Committee (the “Committee”) to assist the Board in fulfilling its responsibilities serving the community. The Committee is responsible for promoting a good understanding of community, business, and events through effective communications, both internal and external, to the I’On community. A fundamental goal of the Committee is to survey, engage, inform, and communicate in a transparent, accurate, effective, and timely manner and to foster relationships between the community and the governing bodies of I’On. Communication vehicles have been created for the Assembly Board to provide and receive effective communication about Assembly business in a timely manner. These include:

- Annual and Mid-year I’On Assembly Meetings
- Homeowners’ Forums at the beginning of each regular monthly Board meeting
- Mailed communications through the US Postal Service when required including Proxy/Voting for meetings
- Management and development of the annual I’On Resident Directory
- Digital communications:
 - Management, curation and editing of www.ioncommunity.com website. Posting of minutes, agendas, newsletters, governing documents, and historical content of the community.
 - “Have a Question” under the HOA mailbox section of the website for neighbors to send comments or question to the Board and the management staff.
 - Updates in the monthly Living in I’On homeowners’ newsletter.
 - Periodic e-mail bulletins sent directly to residents and property owners.

The Communications Committee is also responsible for the following:

- Ensuring that all communication delivered from various groups, committees and Assembly is accurate, timely, and factual.
- Developing and maintaining communication strategies, standards and protocols for the communication processes used in the I’On community.
- Developing, in concert with the Assembly Board, a visual brand, vision, and mission statement for the I’On community

- Ensuring that all communication methods are sensitive to technological changes.
- Helping with improving an external awareness of I'On as appropriate.
- Creating a communications strategy for accomplishing Committee responsibilities to be adapted on an annual basis.
- Researching and, when appropriate, implementing dynamic new communication tools to best deliver information to the community, i.e. text message blasts for safety issues, social media forums for titleholders.

The Assembly Board delegates to the Committee the authority necessary to fulfill its responsibilities. In addition, the Committee shall have the discretion and authority to delegate assignments to the Assembly's management company, as necessary, to fulfill the Committee's responsibilities.

STRUCTURE AND MEMBERSHIP OF THE COMMITTEE

The Committee shall be chaired by the Communications Chairperson of the Board. The Board shall appoint members of the Committee, who shall serve at the pleasure of the Board and for such terms as the Board may determine. One other active Board member may also serve on the Committee. All Committee members must be Titleholders or residents of I'On with the exception of a member from the I'On Trust, who may or may not be an I'On titleholder. A majority of the Committee members shall constitute a quorum for the transaction of business, and the act of a majority of those present at any meeting at which a quorum is present shall be the act of the Committee. The Committee may meet in person or telephonically at scheduled times and places determined by the Chairperson. The Committee may also act by unanimous written consent. The Committee shall keep minutes and other relevant records of all of its meetings. The Committee shall conform its meetings to the applicable requirements contained in the Assembly's Declarations and Bylaws. The Communications Committee may recommend amendments to this charter at any time, subject to approval by the Board of Trustees. The Board may amend or repeal this charter at any time.

April 14, 2015