**Organization, Governance, and Communication**

**Board meeting date/time:**

**Active Committees:**

**Social Media handles:**

**Newsletter (Y/N) and frequency:**

**Website:**

**Other methods of resident communication:**

**Highlights**

**Background:** Organization, governance and communication are all aspects of your ability as a team to be successful in achieving the outcomes you are striving for. Ensuring transparency and accountability, maintaining ongoing communication, engaging residents and other stakeholders in your process, and showing the impact of the actions your Team is taking, are all keys to your success.

**action OGC1**

**Action: Establish a Green Team for your neighborhood. Ensure this team has the support of the HOA Board, and optimally representation from the Board on the Green Team. The Green Team can lead environmental programming for residents and/or participate in hands-on activities to steward the community’s woodlands and meadows and other conservation landscaping.**

**Potential Partners**:

**Complete by:**

[date/year]

* text
* text

**Potential Resources:**

* CCPC Sample Green Team Resolution – COMING SOON!
* text

**Progress and Implementation Notes:**

* text
* text

**action OGC2**

**Action: Conduct a survey to understand interests, perspectives, and priorities of community members related to implementing sustainable practices.**

**Potential Partners**:

**Complete by:**

[date/year]

* HOA Management Company
* HOA Board
* Planning Consultants
* text

**Potential Resources:**

* CCPC Survey Template – COMING SOON!
* text

**Progress and Implementation Notes:**

* Note that older communities (pre-1990) may not have a Stormwater Management Plan
* text

**action OGC3**

**Action: Amend bylaws (if needed) to explicitly state HOA board meetings are open to all residents and advertise dates of board meetings to residents**

**Complete by:**

[date/year]

**Potential Partners**:

* text
* text

**Potential Resources:**

* text
* text

**Progress and Implementation Notes:**

* text
* text

**action OGC4**

**Action: Hold annual meetings (or more frequently) that are open to all members of the community to get ideas and feedback on efforts.**

**Potential Partners**:

**Complete by:**

[date/year]

* HOA Management Company
* HOA Board members
* text

**Potential Resources:**

* text
* text

**Progress and Implementation Notes:**

* text
* text

**action OGC5**

**Action: Produce and distribute a periodic newsletter to share information about how HOA dues are being spent, to share information, and to promote upcoming projects, volunteer opportunities, and community programming.**

**Potential Partners**:

**Complete by:**

[date/year]

* HOA Management Company
* HOA Board members
* Residents

**Potential Resources:**

* text
* text

**Progress and Implementation Notes:**

* text
* text