

**CEDAR RUN ASSOCIATION, INC.**  
**WELCOME COMMITTEE CHARTER**  
**ADMINISTRATIVE RESOLUTION NO. 2017-03**

**Administrative Resolution Number 2017-03**

**WHEREAS**, the Bylaws of the Association Article 5, Section 1 authorize the Board of Directors to establish such committees as necessary; and

**WHEREAS**, the Board of Directors has determined that the best interest of the membership would be served by the establishment of charters for all Committees for the purpose of providing direction and functioning roles to volunteers; and

**WHEREAS**, the Bylaws of the Association Article 5, Section 2 authorize the Board of Directors to create and abolish from time to time such committees as the Board may deem appropriate to aid in the administration of the affairs of the Association. Such committees shall have the powers and duties fixed by resolution of the Board from time to time; and

**WHEREAS**, the Board of Directors deems it desirable for Cedar Run Homeowners Association to establish a committee to welcome new homeowners; promote community spirit; foster a cohesive neighborhood environment and

**NOW, THEREFORE, LET IT BE RESOLVED**, by the Board of Directors that the Welcome Committee shall be established, and that the following procedures for this committee are adopted and implemented herewith:

**I. PURPOSE**

The purpose of the Welcome Committee is to greet new owners, present them with welcoming packet, acquaint them with its contents, and offer assistance to them in getting settled in their new environment and becoming part of the Cedar Run Community.

The Welcoming Committee is committed to providing a unique and memorable experience by being the first to personally welcome homebuyers to their new home in Cedar Run and introducing them to their new community in a warm, generous, and informative manner. The committee will ensure from the start that their residency is properly utilized for the enjoyment of their families in compliance with the Declaration of Covenants, Conditions and Restrictions. The committee will advise and perform their duties strictly in compliance with the CC&R's, Rules and Standards and this Charter.

**II. TYPE**

The Welcome Committee will be a standing committee.

### **III. COMMITTEE STRUCTURE**

#### **1. Eligibility:**

- Any Cedar Run HOA member in good standing may join this committee. Good standing shall be defined as the absence of any liens, privilege suspension, assessment delinquency, Architectural Review Board or covenants violation, or pending legal action with Cedar Run Association.
- A member may serve on more than one committee at a time. There shall not be more than one member of a household serving as an officer on this committee at the same time.
- A Cedar Run Board member is allowed to be an active member of this committee, including holding chair positions.

#### **2. Appointment and Terms**

- The Association shall invite interested committee candidates to express their desire to serve on the Committee. Recruitment of candidates may be done through the newsletter, word of mouth, announcement at the quarterly and annual meeting, or by any other means deemed appropriate by the Board.
- The Board of Directors may appoint the Committee Chair and may either appoint the members thereof or leave such appointments to the committee chair.
- The Board may appoint one of its members to be a Liaison to each committee
- Committee members are appointed for two-year terms; however, members appointed to fill vacancies that occur during the year shall serve out the remainder of the term of the committee member they are replacing. Committee terms will be staggered so that approximately one half of the committee positions will become available each year.
- Committee members in good standing are eligible for reappointment.
- Committee Members will be provided a copy of the Charter within a reasonable period of time following their appointment.

#### **3. Removal**

- The Board of Directors may remove any committee member at any time without notice or explanation on three (3) day written notice.
- The committee may make recommendations to the Board of Directors regarding the removal of committee members.
- A committee member may be removed, upon written notice from the committee chairperson, for failure to attend three consecutive meetings without notice or explanation.

#### **4. Election of Officers**

- Election of committee officers shall be held annually from April-May with no person being elected for more than two consecutive terms unless no other individual expresses a desire to fill the vacancy. Board of Directors or Committee Chair may make additional appointments throughout the year if vacancies occur.
- Officers of the committee may be elected by the committee membership. At a minimum, the committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee's meetings and submitting them to the Community Manager, within one (1) week following the meeting, for inclusion in the Board meeting package.

#### **5. Officers:**

- Committee officers do have special duties to perform, however their position does not afford them special consideration, privileges, or voting rights above and beyond non-officer members. Every volunteer on the committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.
- Committees are advisors to the Board of Directors. Their primary role is not to establish policies, but rather to provide information and options to enable the BOD to make fully informed decisions for the Association.
- The role of each Committee member-is to work together in a cooperative and open manner to complete the objectives of the Committee.

#### **6. Committee Chair Duties**

- The Chairperson, or his or her designee, shall be responsible for chairing meetings of the committee.
- The role of the Chairperson is to draft the agenda, schedule the meetings, and ensure the meetings are professional and efficient.
- Ensure all committee members are informed of current events in regards to the committee.
- Notify the members of the committee regarding rescheduled or canceled meetings.
- Ensure the Committee website is current at all times by sending updates to the Communications Committee.
- Prepare a roster showing names, addresses, and phone numbers of committee members. A copy of the roster shall be emailed to the Board of Directors and Community Manager, if change in officers the committee shall promptly update both parties.

## **7. Communication**

- In the interest of ensuring strong communications between the Board of Directors and the Welcome Committee, it is expected that the committee Chairperson, or his or her designee, will provide a written report for each regularly scheduled business meeting of the Board of Directors.
- Upon request from the Board or Management, the Chairperson will attend any business meeting to present committee recommendations, update the Board on the status of pending committee task, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.
- The Chairperson is expected to maintain regular communications with the designated Board Liaison.
- It is expected that the committee will communicate its meeting schedule and activities to the membership through the community website, newsletter and other communication vehicles of the association.

## **IV. Funding:**

- All committee expenditures shall not exceed or deviate from the approved budget without the approval of the Board of Directors. All receipts for expenditures must be submitted within 30 days of the expense.
- For budget submissions or requests, all requests for funding in the following year must be submitted to the Community Manager by September to ensure funds are allocated in the budget.

## **V. MEETINGS**

### **1. Committee Meetings**

- Committees will meet once per quarter or when appropriate to their assignment. The meeting should take place at the time, place and discretion of the Committee. A Secretary or designated person on the Committee will take notes or minutes, which will be given to the Board and management for appropriate recordation and/or filing.
- All committee minutes should be forwarded to the Board and Community Manager no later than 10 days following the meeting.
- Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of committee members in attendance and all votes of the committee.

- All committee meetings shall be placed on the calendar maintained on the community website, newsletter and through any other means of posting that the Board deems appropriate. All meetings are open to the general body! This includes notification of the rescheduling and cancellation of meetings.
- If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the members of the committee regarding rescheduled or canceled meetings.
- The Chairperson shall designate a time period on each meeting agenda for resident input.
- A majority of the Members shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Members present at a duly held meeting at which quorum is present shall be regarded as an act of the Committee. For example, if the total number of committee members is five (5) a majority of the members shall be (3) for the purposes of establishing a quorum.

## **2. Board Meetings**

- It is expected that the committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors.
- Board meeting agenda will have a place for receipt of committee reports. If a committee has an issue or request which requires Board action, the committee Board Liaison shall appear before the Board under the committee report agenda item to make the request.
- To present a committee report during the quarterly meeting the Community Manager shall receive the report 10 days prior to the board meeting to be included in the packet. A copy of all minutes and or reports shall be retained on file for any homeowner who may want to review them.

## **3. Annual Meeting**

- Attendance is required, but no report shall be given at this time.

## **VI. POWER AND RESPONSIBILITIES**

1. No Committee or Sub-Committee nor any of its members are authorized to obligate the Association in any financial or legal matter (including, but not limited to, contracting for services, borrowing money, purchasing equipment and supplies, or approving owner or third party requests) on behalf of the Association.
2. No member of the Committee shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Committee.
3. Ensure new homeowner's are visited by a committee as soon as practicable

4. Insure that they have been provided copies of the Covenants, By-Laws, Amendments, and Rules and Regulations; if the owners requires copies, inform them that they may be obtained, from the community website. Stress the importance of compliance.
5. The committee shall provide and maintain an aesthetically appealing Welcome Basket in order to make it more enjoyable and physically attractive
6. Welcome new homeowners on behalf of the Association and distribute community information, including, but not limited to:
  - Welcome Basket (Expenses NOT to exceed \$25.00)
  - Welcome Letter from Cedar Run Board of Directors
  - Website References to Cedar Run Governing Documents
  - Current list of Board Members, Committee Chairs
  - Homeowner's Contact Info form in the event of an Emergency
  - Assessment Payment Information
  - Information on Local Amenities
  - Vendor donations, gift certificates, coupons, etc.
7. Contact families that have a death in the family or a family member with an illness to see how the neighbors can help
8. Ensure families with newborn babies receive a small gift and card
9. Develop and implement strategies for improving and expanding Cedar Run welcoming committee, welcome basket and amenities therein.
10. Develop, distribute and maintain a listings of new neighbors
11. When applicable; work in cooperation with the Events Committee, Board of Directors, or other Committees and or residents to organize, promote, coordinate and conduct community events so neighbors can meet and socialize with each other such as: Holiday events, Cook-outs, etc.
12. All event dates for the following year should be forwarded to the Community Manager no later than November 1st to be included in the Annual Plan for the following year.
13. All reimbursements should be submitted to the board and must be approved by the Board President prior to submission to the Community Manager.
14. The Committee shall provide regular updates; meeting schedule, minutes and articles to the Communications Committee for publication in the newsletter, website and online community calendar.

15. Encourage new residents to volunteer and to attend the quarterly Board of Directors meeting. Allow time to answer any questions they may have.

The Board of Directors of the Association, at its discretion, may from time to time modify, reduce, expand or supplement the duties of the Welcome Committee as set forth in the above Charter.

The effective date of this Resolution shall be July 20, 2017.

  
CEDAR RUN ASSOCIATION, INC.  
Ricky Taylor, President

**CEDAR RUN ASSOCIATION, INC.**  
**Resolution Action Record**

**ADMINISTRATIVE RESOLUTION NO. 2017-03**

**CREATION OF PROCEDURES TO PROVIDE  
DIRECTION AND FUNCTIONING ROLES TO VOLUNTEERS**

Resolution Type: Administrative Resolution No. 2017-03

Pertaining to: Welcome Committee Charter

Duly adopted at a meeting of the Board of Directors held: July 20, 2017

Motion by: Ricky Taylor

Seconded by: James Stallworth

**VOTE**

	YES	NO	ABTAIN	ABSENT
Ricky Taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Stallworth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Dantzer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Harshim Forrester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nelson Morgan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resolution Effective Date: July 20, 2017

ATTEST: I hereby certify that a vote was duly taken and the Board of Directors adopted the above Resolution on the 20<sup>th</sup> day of July 2017.

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Harshim Forrester, Recording Secretary

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Date: