

Welcome Committee Procedures

Welcome Committee This document describes the process and actions of the Welcome Committee. It is subject to review, scrutiny and rewritten with new Committee Members and evolving ideas and procedures. But changes will be approved by the Board of Directors.

Objective: To welcome new Homeowners to the neighborhood and the Association that the new owners have automatically joined by their home investment into Cedar Ridge.

Composition and Qualifications: The Committee consists of a maximum of four cordial volunteer members. Members must be in good standing. A member of the Board of Directors will act as chair or Board Liaison to the committee. Term limits per Association Bylaws are nonexistent for committees, so members continue until they step down or the Board of Directors asks them to resign.

Responsibilities and Procedures: The Welcome Committee members can hold meetings if they see a need arise, but are not required. Yet they are required to have one short training session with the Committee Chair before their first home welcomed. Also the committee reports to the Chair and the Chair keeps the committee up to date with the information from the Board.

The Committee Chair is responsible for printing up a Welcome Packet which will include a Welcome Letter, Bylaws/CC&Rs, and the latest Cedar Reader Newsletter(s). The Committee Chair is responsible to provide the Welcome Packet and the lot # and any other pertinent information to one or more Welcomers with instructions for a successful welcome.

The information on homes with new Homeowners can be determined from the Treasurer or President when a Title Company has contacted the Association. This information is passed on by the Committee chair who informs the Committee there is a home to welcome. Also when movement is observed and reported by another Homeowner to the Committee or Chair that new Owners have moved in a home is determined to be welcomed.

The Welcomers should go to homes in a team of at least two for safety issues. The Welcomers upon receiving a packet and basket with lot # will coordinate amongst themselves the ideal time to attempt a Welcome.

When the Welcomers go to the new Homeowners home to present the Welcome Packet they are to be cordial and respectful to the Homeowners privacy and time. They should be prepared to answer as many questions as they can about the neighborhood and area. Any questions they do not know they can refer to the Committee Chair to answer at a later date. The Welcomers should invite the new Homeowners to the next neighborhood event, including the next Board Meeting. The Welcomers are encouraged to ask for the Homeowners name and contact # or email for the Board of Directors yet must do so in a respectful manner as to the Homeowners privacy.

After a home is welcomed the Welcomers should report to the Committee Chair so the Chair can report this information back to the Board of Directors. The Newsletter Editor should be informed also so that the new residents can be welcomed and introduced to the community in the next newsletter issue.

If the Homeowners are not home the Welcomers are NOT to leave items on the doorstep. Another or more attempts are made until the new Homeowners are Welcomed in person.

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