

CEDAR RIDGE

ESTABLISHED 1990

Cedar Ridge Homeowners Association

P.O. Box 7403, Bonney Lake, WA 98391

WELCOME COMMITTEE PROCEDURES

Welcome Committee

The purpose of the Welcoming committee is to greet new homeowners who have recently joined the CRHOA, and to welcome them on behalf of the association. The committee is responsible for contacting the homeowners and to present them with a general welcome letter, the governing documents, most recent newsletter, and a gift from the CRHOA.

Qualifications for Committee Members

1. The committee will consist of 3-4 cordial volunteer members. Members must be homeowners in good standing (current with all annual dues). A member of the Board of Directors will act as chair, or board liaison to the committee.
2. There are no term limits (per the Association Bylaws) so members continue until they step down or the Board of Directors asks them to resign.
3. The committee can function with only one member, however at least 2 are recommended.

Responsibilities


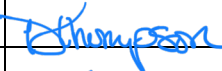

1. The Welcome Committee members can hold meetings if they feel that is necessary, but it is not required.
2. A short training session with the Committee Chair is required before their first home is visited.
3. The committee reports to the Chair for any instructions or recommendations.
4. The Committee Chair is responsible to keep the committee up to date with information from the Board of Directors.
5. The committee Chair is responsible for preparing a Welcome Package which will include a Welcome Letter, a copy of the current CC&Rs/Bylaws and the latest edition of the Cedar Reader Newsletter. A gift from the Association is to be included in the packet with a value of no less than \$10 (to be reevaluated yearly) and the cost is to be included as a line item in the annual budget.
6. The committee Chair is responsible to provide the Welcome packet and lot # and any other pertinent information to one or more of the committee members with instructions for a successful welcome.

Procedures

1. The information on homes with new Homeowners can be attained from the Treasurer or President when a Title Company has contacted the Association.
2. This information is passed on to the committee by the Chair when there is a home to welcome.
3. Upon receiving the packet(s) and lot #'s, the committee will coordinate with the new homeowners the ideal time to attempt the welcome.

- 40 4. For safety purposes, it is recommended to attempt the welcome during daylight hours
 41 and in teams of 2 if possible.
 42 5. Committee members are to be cordial and respectful of the homeowner's privacy and
 43 time. They should be prepared to answer as many questions as they can about the
 44 neighborhood and surrounding areas.
 45 6. Any questions the members do not know the answer to, they can refer the homeowner
 46 to the Committee Chair to answer at a later date.
 47 7. The welcoming committee should invite the new homeowners to the next
 48 neighborhood event, including the next Board Meeting.
 49 8. Committee members are encouraged to ask for the Homeowners name and contact #
 50 or email for the Board of Directors, yet must do so in a respectful manner in an effort
 51 to protect the homeowners privacy.
 52 9. After a welcome has been completed, the committee reports back to the Chair who in
 53 turn reports to the Board of Directors.
 54 10. The Newsletter Editor should be informed also so that the new residents can be
 55 recognized in the next newsletter issue.
 56 11. If the Homeowners are not home, DO NOT leave items on the doorstep. Another
 57 attempt will be made until the Homeowners are welcomed in person.
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Board Approval Signatures – Not Valid Unless Signed

Print Name	Signature	Board Position	Date
Travis E. Welker, Jr.		President	9-OCT-2023
Carolyn M Frey		Sgt@arms	9 oct 2023
Diana Thompson		Secretary	9-Oct-2023
Erynn Marklar		VP & Treasurers	1 NOV 2023