

Hospitality Committee
of Pinewood Lake Homeowners' Association
Committee Charter

Basis of authority:

a. Article IX of the Bylaws, which authorizes "other committees as deemed appropriate in carrying out its purposes."

b. Article III of the Articles of the Incorporation, which states that a primary purpose of the Association is to "promote the health, safety, and welfare of the residents."

The Pinewood Lake Homeowners' Association has established a Hospitality Committee with all powers stated and implied as per policy resolution 2002-02.

Purpose:

It is the endeavor of volunteers from the Pinewood Lake community to form a committee to sponsor various social events for the neighbors of our community. The committee will meet at least five times a year to formulate activities.

Members will attend Board of Directors meetings as needed.

Membership and Meetings:

A minimum of three members with voting privileges is required to constitute a quorum.

To have the privilege of voting on Hospitality Committee items, a member must have attended two of the previous five committee meetings.

Duties and Responsibilities:

Representatives from each street in our community shall organize themselves under a chairperson to sponsor various social events throughout the year. These include but are not limited to events such as an Easter Egg Hunt, a Memorial Day weekend pool opening party, a Labor Day weekend pool closing party and Breakfast with Santa.

In addition, the committee will assist with other social functions as needed/required by other committees and/or the Board of Directors, e.g. Welcome coffees, assist the Maintenance Committee with lunch on Clean-Up day and others as needed.

Each street representative to the committee will also try to welcome every new homeowner/resident to the community in conjunction with information received from the office. Additionally, each representative should make the neighbors on their street aware of who they are.

To maintain a sense of community, street representatives should apprise the Committee Chairperson of events in our community family that could be newsworthy and need to be recognized, either in person or in the Needle. Flowers, fruit baskets, cards, and certainly personal contact are but a few ways to bring awareness to the fact that we are neighbors and that we care.

Delivering an up-to-date Welcome Packet to New Homeowners/Residents is a priority project for the committee.

The committee shall select volunteers who should receive an award at the annual meeting for number of years of service (e.g. 1, 5, 10, etc.).

The committee should maintain close liaison with other committee Chairpersons in order to stand ready to assist in any hospitality functions that may be required by that committee, e.g. assist the ACC with awards night, the Security Committee with Family Night Out, and any other assistance.

The committee shall prepare an article for the Needle on a periodic basis detailing its activities.

This shall be effective this 12th day of October, 2006.

Position Description

Hospitality Chairperson: The duties of the chairperson are as follows:

- Meet with committee members at least five times a year.
- Attend Board Meetings monthly as needed, or ask an alternate to attend.
- Serve as a member of the Nominating Committee.
- Collect neighborhood news from committee members and distribute as needed.
- Prepare a monthly article for the Needle, to include committee news and news of the neighborhood.
- Plan and present Welcome Coffees on an as needed basis.
- Plan, advertise, and present community social events.
- Maintain Welcome Packets for new residents
- Prepare an annual budget and present it to the Board of Directors.
- Ask committee members to assist with functions as needed.

Committee Members: Each member (street representative) will perform the following duties and assist the Chairperson as needed:

- Make themselves known to their neighbors as a member of the Hospitality Committee.
- Introduce themselves to new homeowners on their street and distribute a Welcome Package.
- Assist Chairperson in the planning and execution of all functions.
- Encourage neighbors to get together for block parties and other social events.

Mike Shigley, President, Board of Directors

Date

Susan Hosek, Chair

Date