

SUMMERSET AT BRENTWOOD II ASSOCIATION

Rule 1.12 WELCOME COMMITTEE

PURPOSE

The purpose of the Welcome Committee is to ensure that new members feel welcomed, supported, informed, and to make the transition for new residents easier. The Committee will also reach out to new residents who are still working, so they have an opportunity to meet more people in our community. A Welcome Neighbors! gathering is a way to welcome new residents and provide a way for current residents to meet new ones.

TYPE

The Welcome Committee shall be a Standing Committee appointed by the Board of Directors.

STRUCTURE

1. The Board shall appoint as members a minimum of three (3) and no more than five (5) residents. A Director will serve as liaison.
2. If at any time there shall not be a duly constituted Welcome Committee, the remaining members will function as a Committee until a replacement member can be appointed.
3. A Chair shall be selected by the Committee members. If no decision can be made, the Board will appoint the Chair.
4. Evaluation of the program would be ongoing using new resident surveys regarding the current program and ask for suggestions for new and innovative ways to improve.

DUTIES AND RESPONSIBILITIES

1. Welcome new residents by sending a letter stating, "If you are a new neighbor and would like to hear from the Welcome Committee, please contact XXX."
2. Personally greet the residents on behalf of the Board.
3. Hold meetings as necessary as determined by the number of new residents or as called by the Chair.
4. Regularly provide updates to the Board and make occasional presentations at Board meetings.
5. Propose a budget to the Board for approval.

6. Organize social Welcome Neighbors! gatherings with light refreshments and beverages.
7. Introduce new residents at a Board meeting.

BUDGET

1. Funds for light refreshments and beverages.
2. Provide new residents with a New Resident Handbook (in collaboration with the Office Admin./AD)

WELCOME GATHERING—WELCOME NEIGHBORS!

1. Gatherings are scheduled at 7 PM on the fourth Wednesday in Jan., May, and Sept. (or more often depending on the number of new residents.)
2. Shortly after new residents move in, a committee member invites them to a Board meeting and the next Welcome gathering.
3. Summerset II Authorized Clubs will be invited to have a representative from their group attend.
4. Social Clubs will be asked to provide a coupon for one free drink at one of their events to give to new residents.

This Rule 1.12 shall be effective on the date of adoption, shall supersede any previous Rule 1.12 and shall remain in effect until modified by the Board of Directors.

I, *Sheldon W. Helms*, the Secretary of the Summerset at Brentwood II Association, certify that this Rule was duly adopted by the Board of Directors of the Association and came into effect on November 8, 2024.