

### **Committee Guidelines**

**Committee Name:** Events Committee

**Committee Scope:** Responsible for planning neighborhood events to encourage community engagement and inclusion. Committee members are required to work collaboratively on all events, brainstorming/planning meetings. This committee may work in tandem with other community committees (i.e. Decorating Committee) given the scope/nature of the project/event. This is an open committee to anyone wishing to join and requires no specific skills or training.

**Members:** Up to 5 total: Chairperson + additional 2-4 members

**Meeting Cadence:** Quarterly

**Reporting Cadence:** Quarterly to the Board / Quarterly to the community via newsletter, website and open meetings.

**Specific Events:** Not limited to Bi-Annual Community-Planned Events (Dates: Tentative April/October, but TBD).

**Standard Operating Procedures:** Event ideas and dates will be agreed upon by the Committee and submitted to the Board for approval, including bids for food, entertainment, provisions, etc.. All bids must be submitted at the same time. The Committee will also prepare and submit a community notice of the Event to be sent out by the Community Manager for mailing and posted on the website.

Once reviewed and approved, the Board will send signed bid to manager for deposit/payment.

**Check Payment:** If a mailed check is required for a vendor, you must submit for approval at least 45-days in advance to ensure the Community Manager is made aware and vendors are paid 30 days prior to the event.

**Credit Card Payment:** Should a credit card be used by Committee member or Board member, it is required to be reimbursed through the HOA. **SAVE THE INVOICES/RECEIPTS.** Reimbursements cannot be submitted without actual paid invoices/receipts. Purchase orders or credit card statements are not approved documentation for reimbursement.

**Communications:**

The Committee will prepare and submit a quarterly community notice to be sent out by the Community Manager for mailing and posted on the website.

Committee Chairperson will be required to provide updates to the community via the Quarterly Open Meetings. Should the Chairperson not be available, he/she must delegate this responsibility to another member sitting on the committee.

## **Committee Guidelines**

**Committee Name:** Decorations Committee

**Committee Scope:** Responsible for decorating the neighborhood to make our community feel welcoming and festive throughout various times of the year. Committee members are required to work collaboratively on all projects, brainstorming/planning meetings, and decorating. This committee may work in tandem with other community committees (i.e. Events Committee) given the scope/nature of the project/event. This is an open committee to anyone wishing to join and requires no specific skills or training.

**Members:** Up to 5 total: Chairperson + additional 2-4 members

**Meeting Cadence:** Quarterly

**Reporting Cadence:** Quarterly to the Board / Quarterly to the Community via newsletter, website and open meetings

**Specific Decorating Events:** Bi-Annual Community-Planned Events; St. Patrick's Day; 4<sup>th</sup> of July; December holiday season.

**Standard Operating Procedures:** Decorations will be agreed upon by the committee and submitted to the Board for approval, including a photo and description of the decoration, quantity, and price. Decorations shall be reused until a replacement is needed. The Committee must submit all replacement requests through the same approval process.

All decorations will need to be paid by committee or board and reimbursed through the HOA. **SAVE THE RECEIPTS.** Reimbursements cannot be submitted without actual receipts. Purchase orders or credit card statements are not approved documentation for reimbursement.

Should decorations (i.e. string lights) require electricity at the gates. There is an additional cost associated with running power to these areas which will require board consideration and approval.

**Communications:**

The Committee will prepare and submit a quarterly community notice to be sent out by the Community Manager for mailing and posted on the website.

Committee Chairperson will be required to provide updates to the community via the Quarterly Open Meetings. Should the Chairperson not be available, he/she must delegate this responsibility to another member sitting on the committee.