

New Homeowner Committee Charter

Wellington Park Homeowners Association

Purpose:

To ensure new residents moving into the community are welcomed and alerted to community resources.

Membership:

The committee shall consist of two or more members representing the community and a chair, all being approved by the Board of Directors. The committee is encouraged to make recommendations to the Board for members. The Board has the right to remove any member of the committee by a majority vote.

Responsibilities:

- Welcome new homeowners to community in person with welcome letter
- Provide them with information about getting into the Communication Channels
- Provide them assistance with getting into their homeowner portals and social media channels
- Be a point of contact for questions or concerns
- Develop a welcome package with coupons, information, and other relevant items

Reports:

- An monthly verbal report will be prepared and submitted to the Board at each meeting

Adopted by the WP HOA Board of Directors: October 2022