

River's Edge Condominium Association No. 1

Charter for Welcome Committee

Approved: November 17, 2022

This charter defines the purpose, authority, responsibilities, and membership for the River's Edge Condominium Association No. 1 ("Association") Welcome Committee. The charter also conveys the commitment and implied support by members of the Association and its Board of Directors and may be reviewed and revised as deemed necessary by the current members of the Board.

I. Purpose

The Welcome Committee shall assist the Board in fulfilling its responsibilities related to creating a welcoming community and providing introductory Association materials to all new residents consistent with the Board's goals and objectives. The Welcome Committee shall perform duties and make recommendations to the Board as noted in Section IV, Roles & Responsibilities.

II. Scope of Authority

Ultimate authority for this committee lies with the Association's current Board of Directors. The committee has no expressed or implied power or authority and cannot make expenditures or decisions without the approval of the Board.

The committee will be active for one year from the date of this charter, approved for renewal on an annual basis by the Board when services are deemed necessary and valuable to the Association.

III. Membership

The Board will appoint a current member of the Board of Directors as committee chair and one other co-chair. The committee shall strive to have 10 regular members with two representatives from each of the Association's five buildings.

Committee members commit to serving for one year and meeting a minimum of once a year and whenever changes in the Welcome Packet or coordination with NS Management must be discussed.

Members are owners in good standing, i.e., assessments current, no outstanding assessments or fines or non-compliance with current Rules and Regulations and maintain respectful interactions in the Association. Committee members must agree to abide by the attached Code of Ethics and keep personal contact information of other members private and confidential. Committee work is closed to the public.

The Board may fill vacancies or remove a member from the committee at any time.

IV. Roles & Responsibilities:

- The Committee Chair or Co-chair ensures that one of the building welcome committee members confirms his/her agreement to contact the new resident/renter.
- The designated committee representative welcomes new residents by formally greeting them on behalf of the Board.
- The designated committee representative ideally meets with new residents prior to the day of the move to review the Welcome Packet and details about the buildings.

- The Committee Chair working with the Board Secretary or designee creates and maintains, a concise informational Welcome Packet for new residents to make the transition to River's Edge smoother and to serve as reference material in the future. Relevant materials will also be posted on the Association's website and Management Company portal.
- The designated committee representative meets with the new resident to:
 - provide a brief overview of the welcome materials and encourage them to review the packet thoroughly on their own;
 - underscore the move-in rules including their responsibility for security of the building during the move, how to dispose of their boxes and packing materials, and showing them where the trash and recycling dumpsters are located;
 - guide the new resident through a tour of their building; and
 - inquire if the new resident received the River's Edge Rules and Regulations at closing, and if not, direct them to the River's Edge website where they can be downloaded and stresses the importance of being informed about the Rules and Regulations governing community living at River's Edge.
- Committee representatives may also follow up with the resident after a week or two of the move-in to see if the resident has additional questions.
- The Committee Chair or Co-chair provides an activity report/summary at each open Board meeting about recent move ins and move outs.

V. Meetings

A majority of the committee members shall constitute a quorum. The committee chair will keep a record of committee meetings and inform the Board president of any important issues. The chair may invite any director, officer, staff member, expert or other advisor who is not a member of the committee to attend, but these individuals have no voting power. The committee will meet a minimum of once yearly to fulfill its responsibilities.

VI. Welcome Packet

The Board Secretary or designee will maintain a Welcome Packet which will be updated from time to time and include at a minimum the following:

- a. Welcome letter from the Board of Directors
- b. Current Open Board meeting schedule and meeting location
- c. Current Board contact information
- d. A summary of essential information to help the new resident transition to their new home.
- e. Quick Reference Moving Regulations and elevator Key Instructions
- f. Safety and Security Tips for Residents
- g. Tips for Preventing Plumbing Problems
- h. Recycling Do's and Don't at River's Edge
- i. In Unit Construction and Remodeling Rules and Regulations
- j. Approved and Suggested Vendors
- k. Resources for Disposal (suggestions for Items that are not to be place in River's Edge trash or recycling dumpsters)