

Overland Cove HOA Social Committee Charter

The Social Committee is established by the Overland Cove HOA Board and reports to the HOA Board.

1) Committee Responsibilities

a) Welcome New Homeowners

- i) The Social Committee is chartered to provide a welcome from the HOA to new Homeowners in the community.
- ii) The Committee will provide the Homeowner a welcome, housewarming gift.
- iii) The committee will provide the Homeowner a packet of Board approved HOA materials.

b) Planning Events

1. The Social Committee is chartered to plan social events for the Association Members.
2. **Board Sponsored Events:** The Board will host one (1) or two (2) community-wide events per calendar year that are planned and implemented by the Social Committee. Because of limited space in the clubhouse the Board asks that these two events to be held in late spring-early summer and late summer-early fall so the event can utilize the pool deck.
3. **Other Events:** The Committee is free to plan other events on common premises or at other venues and invite Association Members to facilitate neighborhood camaraderie and sense of community.

2) Policy Guidance

- a) All communication from the Committee to Association Members will adhere to the Overland Cove Policy for HOA Board Communication to Homeowners.
- b) All planned events at the clubhouse will adhere to the Overland Cove Policy for Clubhouse Reservations.
- c) Any waivers to these policies must be approved by the Board.

3) Committee Composition

- a) The Board will appoint two (2) Association Members to lead the Social Committee.
- b) The Social Committee can recruit other Association Members to serve on the committee.
- c) There are no terms of service for members of the committee.
- d) In the event the appointed leaders vacate their position the Board will appoint new leaders.

4) Committee Organization

- a) The Social Committee can organize in whatever manner they deem necessary to accomplish their responsibilities.

5) Funding

- a) Each budget year the Social Committee will be given guidelines from the Board for the preparation and submission of a budget for Board approval.
- b) The Social Committee will submit expense reports with receipts and invoices to the Board for approval and payment.

6) Reporting

- a) The Social Committee will submit reports to the Board as they deem necessary or when requested by the Board.