

ASSOCIATION OF EDGEWATER LANDING OWNERS, INC.

Welcome Committee

Policies and Procedures

POLICY: The purpose of the Welcome Committee is to greet new owners, present them with welcoming packet, acquaint them with its contents, and offer assistance to them in getting settled in their new environment and becoming part of the Edgewater Landing Community.

COMMITTEE STRUCTURE: The President of the Board shall select the Chairperson of this committee on an annual basis. Other members of the committee will be selected by the Committee Chairperson.

REPORTING: The Chairperson will report the names and addresses of all new residents via email to a representative of the Board of Directors, Pelican's Pouch, Human Resources, Community/Phone Directory, and others committee persons who may request same. A Board member will introduce the new residents to the Edgewater Landing membership in attendance at the monthly meeting.

PROCEDURES:

1. Personally greet new residents as soon as practicable.
2. Insure that they have been provided copies of the Covenants, By-Laws, Amendments, and Rules and Regulations; if the owners requires copies, inform them that they may be obtained, for a nominal fee, from the Corresponding Secretary. Stress the importance of compliance.
3. Insure that copies of owner(s) driver's licenses or birth certificates have been made at the office.
4. Provide new owners with the welcoming packet which includes a phone directory, guest tags (at no cost; second tag is \$2), vanity plate (at no cost; second plate is \$8). Refer them to the directory and explain its contents (e.g. Board of Directors, Committee Chairperson, City Information, etc.) A form is provided for the purchase of name badges and they are encouraged to obtain and wear them. The Welcome Committee follows a guideline and checks off each item or form on a list as each one is explained and given the resident or signed by the resident and retained by committee member.
5. Explain rules for Woodworking shop and Architectural Control Committee. Waivers will need to be signed.

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6. Discuss the internal TV information channels, website, entry codes, and Pelican's Pouch Newsletter.
7. Encourage new residents to volunteer and to attend the monthly Board of Directors meeting and to read the posted meeting minutes. Allow time to answer any questions they may have.
8. Submit all monies to the treasurer.