



**Villages of Westcreek**  
Owners' Association

**Administrative Resolution No. 15**  
**WELCOME COMMITTEE**

**TERMS OF REFERENCE**

- WHEREAS, Article IV, Section 4.01 of the BYLAWS grants the BOARD the power to designate one or more committees; and
- WHEREAS, the BOARD recognizes that new residents cannot be expected to be familiar with mandatory owners' associations; and
- WHEREAS, the BOARD recognizes that new residents may not be familiar with this associations governing documents; and
- WHEREAS, the BOARD recognizes that new residents may not be familiar with San Antonio or this area of San Antonio; and
- WHEREAS, the BOARD wishes to receive each new resident into this community as a partner and member of this association with as smooth a transition as possible; and
- WHEREAS, the BOARD wishes to develop a program which encourages early communication between new residents and the ASSOCIATION; and
- WHEREAS, the BOARD wishes to establish a Welcome Committee to advise and assist the BOARD in greeting new residents and distributing governing documents and other valuable information;
- NOW THEREFORE, BE IT RESOLVED THAT a WELCOME Committee be established, having the following terms of reference.

**RESPONSIBILITY**

The responsibilities of the WELCOME Committee are to advise and assist the BOARD in developing and carrying out a program to carry to new residents a package which includes copies of our governing documents and other informational documents as the Board or the Committee shall deem appropriate.

In fulfilling its responsibilities, the Committee shall:

1. Build and deliver Welcome Packages which shall include the Association's governing documents. Names and addresses of new residents shall be provided to the committee by the Association Community Manager staff.
2. Complete and return receipts for the packages to the Association management staff as part of the property records.
3. Report any feedback to the Board of Directors.
4. Survey residents as to suggested Welcome Package improvements.

**MANNER OF ORGANIZATION**

1. Membership: Any MEMBER may join the Committee by attending two out of three successive Committee meetings and maintaining regular attendance thereafter. The secretary of the Committee is responsible for maintaining a roster of Committee members and attendance records.
2. Term: The normal length of service shall be two years. Members may serve additional years with the annual approval of the chair.
3. Chair: At the first regular meeting of the COMMITTEE following its creation, the President of the Board of Directors will appoint a Chair. The Committee may then elect a vice Chair from among its members. The Chair will perform the duties of liaison to the Board of Directors, conduct the regular meetings of the committee, and ensure the duties of the committee are being carried out in a timely manner. The normal length of service shall be two years. The Chair may serve additional years with the annual approval of the Board of Directors.
4. Vice Chair: The First Vice Chair will ensure the accomplishment of the duties of the Chair in his/her absence and shall otherwise have the primary duty of recruiting new members into the committee.
5. Secretary-Treasurer: The Chair will appoint a secretary-treasurer from among the members of the Committee. The secretary-treasurer shall be responsible for keeping the Committee membership roster, recording minutes of all Committee meetings and in general maintaining written documentation on Committee decisions and activities. Further, the secretary-treasurer shall keep a record of funds expended under the Committee's allocation from the BOARD.
6. Vacancies: The BOARD may remove a Chair with or without cause. The Committee may vote to remove its Chair upon show of good cause. Vacancies created by either of the above or by death or by resignation of the Chair, shall be filled by the vice Chair, and the Committee will elect a new vice.
7. Subcommittees: From time to time the Committee may create from among its membership such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the Committee. The Committee Chair may form a subcommittee by appointing volunteers from the standing committee. The subcommittee will elect its own Chair. If the subcommittee Chair is absent from two successive meetings, the subcommittee may elect a new Chair and promptly notify the standing Committee Chair of the change.

## **MANNER OF OPERATION**

1. Functions of the standing Committee include the following:
  - (a) electing the vice Chair;
  - (b) assessing conditions and needs in the area of its responsibility;
  - (c) adopting goals and objectives and establishing priorities for Committee and subcommittee activities;
  - (d) proposing guidelines to the BOARD relative to its area of responsibility
  - (e) reviewing Committee terms of reference;
  - (f) developing annual Committee budget requests;
  - (g) taking such actions as directed by the BOARD.
2. Functions of the Chair include the following:
  - (a) coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met;
  - (b) preparing Committee reports for submission to the BOARD;
  - (c) reviewing the budget with Committee secretary-treasurer to assure that funds are spent as allocated and to determine adjustments;
  - (d) establishing such subcommittees necessary, determining their purpose and appointing members
  - (e) reviewing and evaluating subcommittee activities to determine if need exists for their services.
3. Meeting

- (a) Regular meetings of the full standing Committee shall be held at least once each quarter or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full Committee meeting is to hear and review the Committee's budget and policy recommendations and to integrate them into one Committee proposal to be submitted through the Chair to the Finance Committee;
  - (b) Subcommittees will meet at least monthly for as long as it takes them to complete their task.
4. Reporting and Channels of Communication.
- (a) Each committee shall, through its Chair, submit to the BOARD, written reports on a regular basis. Such reports shall include at least the following:
    - (1) summary of activities during past period;
    - (2) problems encountered and assistance requested;
    - (3) number of members at last meeting;
    - (4) plans for coming month;
    - (5) itemized listing of income and expenditures;
    - (6) recommendations and proposals with rationale.
  - (b) The Committee Secretary shall prepare and submit minutes of all committee meetings.
  - (c) Verbal requests for information or assistance may be transmitted from the subcommittee Chair to the Committee Chair and from there to the appropriate party and back, unless other channels have been directed by the BOARD.

IN WITNESS HEREOF, THE UNDERSIGNED HAVE EXECUTED THIS CONSENT AS OF

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(Date)

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John E. Shanks  
Secretary, Villages of Westcreek Owners' Association

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Roy Theetge  
President, Villages of Westcreek Owners' Association