Special/Ad Hoc Committees *(appointed annually or as necessary by the Board; populated by volunteer members)*

Welcome Committee

Duties and Responsibilities

- Holds committee meetings as needed
- Prepares welcome packet to be presented to new homeowners
- Visits new homeowners and presents welcome packet, including a copy of current Association Covenants, Conditions, & restrictions and welcome letter from BOD
- Attempts to visit/meet current homeowners ASAP following move-in to establish community relations

Membership

- Members-at-large (3)

Board Liaison: Treasurer

Social Events Committee

Duties and Responsibilities

- Brings recommendations to Board for holding community social events, including:
  - date & time
  - location (venue)
  - budget
- Following Board approval, organizes all event details, including:
  - Secure venue
  - Recruit volunteers to assist
  - Order/purchase food & beverages
  - Order/purchase supplies
  - Arrange for decorations (as needed)
  - Arranging for setup and cleanup
- Provide event details to Board Secretary for website posting and communication
- Forwards all invoices and requests for reimbursement to Treasurer for processing as soon as possible following event
- Presents reports as necessary, including an annual report

Membership

- Members-at-large (3)

Board Liaison: Director-at-Large

Environmental Oversight Committee

Duties and Responsibilities

- Holds committee meetings as needed.
- Monitors activities of outside environmental service contractors while onsite (maintenance of wetlands, drainage easements and ponds)
- Notifies Board liaison when work has been completed (for proper invoice processing)
- Routinely monitors conservation easements, ponds, and drainage easements and reports issues to Board
- Maintains log recording condition of CEs, ponds, & DEs during each inspection

Membership

- Members-at-large (3-6)

Board Liaison: Director-at-Large

Election Committee (as needed)

Duties and Responsibilities

- Collects unopened Ballot envelopes from Secretary immediately prior to Annual meeting
- Establishes that the number of ballots corresponds to the number of votes allowed to Members
- Verifies signature of voting Member/proxy on ballot
- Opens and counts Ballot envelopes
- Announces results of vote
- Destroys ballots and envelopes immediately following Annual meeting, unless a review of the procedure is demanded by members at Annual meeting

Membership

- Members-at-large (3)

Board Liaison: Secretary