

# Heritage Hills HOA Community Event Guide

## HOA BOARD

Annual Event Plan and Budget - The Board will work with the Heritage Hills Events Team to facilitate the development of an overall Community Event Plan each year. This Plan will initially include a basic budget for each event and will be included in the proposed HOA Budget which is approved by the HOA Board no later than the October HOA Board meeting each year. The HOA Board retains the right to not approve a proposal when presented even if it was approved in the overall plan during the budgeting process. When an Event proposal is presented, the Board will look at the history of that event and the current climate before approving the specific proposal.

Administrative Support - The Board will provide administrative support for approved events including:

- Funding – partial or full
- Work with the Metro Board, when necessary (Board rep responsibility)
- Email marketing to owners/residents who are on the email distribution list
- Registration and/or event fee collection (if any)
- Payment of deposits and reimbursement of documented event costs
- Sign contracts, when contracts are required. Contracts must be signed by a HOA Board member.
- Review Insurance requirements based on event type and provide Event planner with details
- Facilitate attendee evaluation and feedback

### Board rep

- works with the Event team
- presents event proposals to the HOA Board
- shares pertinent event information with the HOA Board during the planning and execution of the event and after the event.
- works with the Metro District regarding events, when necessary

### HOA Treasurer

- approves event distributions including reimbursement as provided for in the approved Event proposal
- shares Event financial information with the HOA Board on an ongoing basis
- presents event financials in the Treasurer's report at the HOA Annual meeting

## HERITAGE HILLS EVENTS TEAM

The Heritage Hills Events team will work to enhance the neighborhood by creating well thought out and meaningful community events. The team will develop an annual Community Event Plan and be responsible for providing Event planners for the approved events. The Board rep will present all event proposals to the HOA Board for approval. The Plan will be approved by the HOA Board before execution.

The Event team will also

- keep the HOA storage room in the Clubhouse organized
- maintain an accurate inventory of supplies/decorations/signs, etc.
- maintain a list of approved vendors that is based upon past vendor performance.
- remove and replace the 4 banners on Heritage Hills Parkway based on the time of year, upcoming event, etc.

The team will include a HOA Board member (Community Event Rep "Board rep") and Heritage Hills owners and residents who volunteer to be part of the team.

## EVENTS

Objective – Hold events that will build community and put residents in a position to meet and get to know each other.

The overall event portfolio will be prioritized as follows:

### *Top priorities for planning*

- Adults- Event Example-Comedy Night which may appeal to all adults
- Family - Event Examples-4<sup>th</sup> of July event, Free Ice Cream at Pool on Opening Day
- Shred Event
- National Night Out

### *Secondary priorities when funding allows (not in priority order)*

- Families with kids-various ages - Event Example-Santa and Sleigh
- Families with young kids - Event Example-Spring Fling-petting zoo/Mr & Mrs Bunny
- High School kids
- Middle School kids

## EVENT CHARACTERISTICS

Resident Participation – Community events will be open to all residents. The Board desires to support events that provide the greatest opportunity for resident participation. Events that limit the number of participants or are “First come, first served” are discouraged.

Event Registration –Residents will normally register for events so that those who are responsible for conducting the event can plan accordingly. A nominal fee may be charged for registration so that the risk of ‘no shows’ is minimized.

Limited Capacity Venues - When an event is planned for a venue that has limited capacity, the plan must include how the overflow will be handled. (i.e. scheduling multiple dates for the same venue.)

Event Cost – The cost of the event may be borne entirely by the HOA or a portion of the cost may be passed along to residents who register/participate.

Resident Offset Fee – The total cost of an event may be shared with the resident/participant through offset costs that are collected at registration and that offset will be used to keep the HOA portion of the overall cost reasonable.

Cost per Participant – The Board wants to be equitable in the investment it makes in community events. The HOA may decline to fund an event where the HOA cost per participant is excessive and/or may jeopardize the investment it might make in other events.

## EVENT PLANNER RESPONSIBILITIES

Prepares event proposal and executes approved plan - Event Planner should present proposal to Board rep and work with the Board rep throughout the planning and execution of the event.

### After Event:

- Forwards updated vendor list to Board rep within 2 weeks of event.
- Forwards updated HOA supply inventory list to Board rep within 2 weeks of event.
- Submits Reimbursement requests - Submit copies of receipts (photo or pdf) along with the Heritage Hills HOA Expense Reimb Request form (Form may be in xcel format, photo or pdf) to HOA management
- Prepares and forwards After Event Evaluation to Board rep for distribution to the HOA Board. Evaluation should include attendance numbers, lesson learned, overview of how the event went and any changes to consider for future events, etc.