

AR 3.0 NEW MEMBER WELCOME PROCESS

- 3.1 The Association Communications Officer is responsible to conduct this process. If not available, another designated HOA Officer will conduct the process.
- 3.2 When a "For Sale" or "For Rent/Lease" sign or notice is posted, the Office will contact the Real Estate agent or the Property Management contact and offer to email HOA documents, specifically:
BYLAWS, and
DECLARATION, PROTECTIVE COVENANTS, CONDITIONS, AND RESTRICTIONS, and
ARCHITECTURAL DESIGN AND REVIEW MANUAL.
- 3.3 Once the residence is occupied, the Officer will personally deliver a Welcome Bag that includes a Welcome Letter along with gifts and other HOA and community information. If the resident is a tenant, it will be explained that although the Owner is the actual Member of the HOA, we like to welcome all new neighbors.
- 3.4 The Officer is authorized to provide a written receipt to any business or other donor who donates gift items to the Welcome Bag.
- 3.5 The resident will be informed that the HOA would like to have a Mailing Address, Email, and Phone Number for our Contact List. This is important so the HOA can contact all Members/Residents as needed, including issuance of the Annual Dues notice as well as meeting notices and other important HOA business.
- 3.6 The Officer will provide the Mailing Address, Email Address, and Phone Contact to the HOA Treasurer and Secretary.
- 3.7 The Officer will maintain a log of residents welcomed by address.

Board Adoption Date: May 11, 2022
Revised and Adopted: November 15, 2023