

TANTERRA HOMEOWNER'S ASSOCIATION, INC.  
Welcoming Committee Charter

The purpose of the Welcoming Committee is to assist the Board of Directors of the Tanterra Homeowners Association, Inc. (the "Board") with welcoming new homeowners to the HOA. Pursuant to its authority under the Maryland Code and the Association's Governing Documents, the Board hereby establishes the following procedures, rights and responsibilities for the Pool Committee.

**A. RESPONSIBILITIES.**

1. Upon notice from the Tanterra HOA Clerk of a settlement on a home purchase in Tanterra, the Welcoming Committee shall meet (either in person or virtually) with the new homeowner(s) to welcome them to the neighborhood. Each new homeowner shall receive a welcoming gift containing Post-It Note Pads, a Sharpie, and a package of information regarding the Community, to include:
  - a. Info on Tanterra.com website, Tanterra Online and Social Media\*
  - b. Info on Tanterra Today\* and most recent copy of Tanterra Today
  - c. Info on the Tanterra Architectural Committee\*
  - d. Info on Trash and Recycling Pick-Up\*
  - e. Pool information (provided during the summer months only)
  - f. Local restaurant menus and coupons when offered
  - g. Business cards for local businesses and coupons when offered
  - h. Occasional merchandising items from local businesses, such as water bottles, pens, etc.

**B. AUTHORITY.**

1. The committee shall serve at the discretion and pleasure of the Board.
2. The Committee is authorized to purchase supplies for the welcoming gifts within the Welcoming Committee budget. All such expenditures shall be reported to the Tanterra Treasurer.

**C. APPOINTMENT**

The Welcoming Committee shall be comprised of 1 or more members, as determined by the Board. Committee members will be appointed by the Board. Members in good standing may be reappointed annually. Appointment will be made at the 1<sup>st</sup> Board of Director's meeting of the new year.

Upon the resignation of a Committee member the board will advertise for a new member at least fifteen days prior to appointment.

Recruitment of candidates may be done through the website, posting in the newsletter, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. Interested homeowners must submit a written request for appointment to the Committee.

The Board of Directors may remove any Committee member, including the chairperson, at any time.

**D. COMMITTEE CHAIRPERSON**

The Board shall appoint the Chairperson of the Committee. The chairperson is hereby authorized and empowered to handle the day-to-day operations of the Welcoming Committee in accordance with this Charter. The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee, when held. Chairperson shall be responsible for keeping minutes of the Committee's meetings and submitting them to the Board, in a timely manner, for inclusion in the Board Minutes. Committee Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of all votes of the Committee Members.

**E. MEETINGS.**

There will be at least one meeting a year of the committee. Meeting may be held by Zoom (or other similar platform), at the pool pavilion or meeting room. Meeting must be announced with at least 6-day notice. Meeting must be announced on at least the Tanterra.com website and Tanterra Facebook page (or other similar platform). Notice may also be announced in Tanterra Today.

**F. COMMUNICATIONS.**

In the interest of ensuring strong communications between the Board of Directors and the Committee, it is expected that the Committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board or provide a written report to the Board President as least one day before the monthly scheduled meeting. The Committee representative will present Committee recommendations, update the Board on the status of pending Committee tasks, report expenses, report the number of new homeowners welcomed, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee business. If a committee member cannot be present at the BOD meeting, a written report will be sent to the Board President.