

INTERVIEW/WELCOME COMMITTEE CHARTER

Purpose: To conduct interviews of prospective new owners or renters per Association requirements

Structure: The committee shall be comprised of at least three unit owners one of which will be named as chairman of the committee. The Association Manager shall be assigned to the committee to assist the committee on procedural questions and represent the committee at Board meetings should the committee chair not be available. The Manager shall not be considered as a committee member, but may substitute as an interviewer should it be necessary.*

Meeting Requirements: The posting of meeting notices is not required.

Authority / Duties:

1. Conduct interviews of proposed new unit owners or renters as empowered by Association documents. Two committee members must be present for all interviews.*
2. Submit recommendation of approval or non-approval to the Board for authorization.
3. Assist Manager in verifying that all application and interview paperwork has been completed and signed by the applicant and interview committee.
4. Prepare and present reports to the Board at its regularly scheduled meetings if warranted.
5. Inform interviewee of The Royal St Andrew social activities and community volunteerism.

Board Approved: 4-18-19