

## **Kingstream Community Council Outreach Committee Charter**

**Whereas**, Article V of the Kingstream Community Council Declaration of Covenants, Conditions, and Restrictions provides the Board of Directors (the “**Board**”) with the authority to adopt rules and regulations on a variety of matters, the Board of Directors hereby adopts the following committee charter to outline the roles and responsibilities of the Outreach Committee (the “**Committee**”):

### **Purpose:**

The purpose of the Committee is to (1) welcome new homeowners to the neighborhood and (2) organize social events and activities for the neighborhood to promote a strong sense of community within the Kingstream Community.

### **Members:**

Any member in good standing with the HOA may volunteer to serve on the committee. Committee members shall be appointed annually by the Board of Directors. Committee members may be removed or replaced at any time at the discretion of the Board of Directors. The committee chairperson shall typically be a voting member of the Board of Directors who shall act as a liaison with the Board of Directors and property manager.

Committee members shall receive no compensation for services rendered other than reimbursement for any expenses incurred by them in performing their duties. Committee members shall keep in mind they have volunteered to serve in the best interest of the entire community. The committee’s primary role is not to establish policies, but rather to provide information and options to enable the Board to make fully informed decisions for the Association and to be a support to the Board in assisting with the duties outlined below. Though Committee members do have special duties to perform, their position does not afford them special consideration, privileges, or voting rights. Every volunteer on the committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.

### **Meetings:**

The committee shall meet as often as necessary to complete its assigned responsibilities. Committee meeting dates shall be published at least one week in advance, and open for any KCC homeowner to attend. Minutes shall be taken at the meeting, provided to the Board and property manager within 60 days and saved in the association’s books and records. Any Committee vote that results in a tie will be determined to have failed. The Committee is expected to have representation at all Board meetings and the Annual HOA meeting.

### **Duties and Responsibilities:**

#### **(1) New Homeowners:**

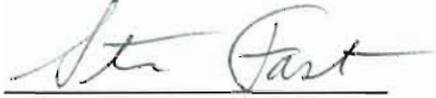
- a. Welcome new homeowners to the neighborhood and provide them with information about the community.
- b. Maintain the welcome material to ensure that information being provided is up to date.

**(2) Social Events and Activities:**

- a. Develop a community activities calendar to be presented to the board by no later than February of the calendar year, and a develop budget for each event for Board approval.
- b. The Board will approve a discretionary amount within the budget for activities.
- c. Organize, promote, and manage Board approved community social events.
- d. Prepare an annual report on activities funds spent by event, including community participation for each event.

Adopted by the KCC Board of Directors 9/22/2023

Date



**KCC President, Steve Fast**