**The Common at Sinnott Farm**

**Welcome Committee**

**Responsibilities**

Goals:

1. Greet new neighbors personally as a representative of the Association,
2. Welcome them to the community,
3. Describe the structure and governance of the Association, and
4. Answer any questions.

Process:

1. Initiate contact via phone call and describe the reason for the contact
2. Suggest a personal meeting in the new resident’s home, if resident agrees
3. Set a date and make the visit!
4. Consider bringing a small housewarming gift from the Association (e.g., plant or flowers)

Points to make during a personal visit:

1. Sinnott Farm is a friendly place and welcoming of all new residents!
2. The community is a PUD established in 1988 and governed by legal documents
3. Rules exist for the benefit of all residents
4. Info should have been provided to homeowner at the time of sale – do they have the docs? Have they reviewed them?
5. The Association employs a professional manager – Vision Management
6. Maintenance fees are required for maintenance, expenses, management
7. Info is contained on the Association’s website
8. Governance of the Association’s business is by a board of directors composed of community volunteers
9. Board meetings are open to all residents and homeowners (with advance notice, please)
10. An annual meeting for all homeowners is held in November each year and is a great way to meet neighbors and learn about the Association’s business

Miscellaneous:

1. Any expenses incurred for gifts can be reimbursed by the Treasurer
2. Be sure to hand out a copy of the Homeowners Guide
3. Encourage eMail Consent for receipt of invoices, notices and other communications from the Association to help hold down mailing costs