

Committee Guidelines

Committee Name: Decorations Committee

Committee Scope: Responsible for decorating the neighborhood to make our community feel welcoming and festive throughout various times of the year. Committee members are required to work collaboratively on all projects, brainstorming/planning meetings, and decorating. This committee may work in tandem with other community committees (i.e. Events Committee) given the scope/nature of the project/event. This is an open committee to anyone wishing to join and requires no specific skills or training.

Members: Up to 5 total: Chairperson + additional 2-4 members

Meeting Cadence: Quarterly

Reporting Cadence: Quarterly to the Board / Quarterly to the Community via newsletter, website and open meetings

Specific Decorating Events: Bi-Annual Community-Planned Events; St. Patrick's Day; 4th of July; December holiday season.

Standard Operating Procedures: Decorations will be agreed upon by the committee and submitted to the Board for approval, including a photo and description of the decoration, quantity, and price. Decorations shall be reused until a replacement is needed. The Committee must submit all replacement requests through the same approval process.

All decorations will need to be paid by committee or board and reimbursed through the HOA. **SAVE THE RECEIPTS.** Reimbursements cannot be submitted without actual receipts. Purchase orders or credit card statements are not approved documentation for reimbursement.

Should decorations (i.e. string lights) require electricity at the gates. There is an additional cost associated with running power to these areas which will require board consideration and approval.

Communications:

The Committee will prepare and submit a quarterly community notice to be sent out by the Community Manager for mailing and posted on the website.

Committee Chairperson will be required to provide updates to the community via the Quarterly Open Meetings. Should the Chairperson not be available, he/she must delegate this responsibility to another member sitting on the committee.