

CAUGHLIN RANCH HOMEOWNERS ASSOCIATION
COMMUNITY EVENT COMMITTEE

May 13, 2011

PURPOSE: THIS VOLUNTEER COMMITTEE WILL PLAN AND ORGANIZE SPECIAL EVENTS AND PROJECTS TO BENEFIT THE COMMUNITY AND PROMOTE COMMUNITY PRIDE. POSSIBLE PROJECTS MIGHT INCLUDE A MEMBERSHIP BARBEQUE, ICE CREAM SOCIAL, PET PARADE, HOLIDAY PARTY AND VOLUNTEER CLEAN-UP. A MINIMUM OF ONE EVENT WILL BE PLANNED ANNUALLY.

MEMBERSHIP: OPEN TO ALL CRHOA MEMBERS IN GOOD-STANDING WHO ARE INTERESTED IN PLANNING AND ORGANIZING SOCIAL EVENTS AND PROMOTING COMMUNITY PRIDE FOR THE BENEFIT OF THE CAUGHLIN RANCH MEMBERSHIP. COMMITTEE MEMBERS SHALL BE APPOINTED BY THE BOARD OF DIRECTORS. A BOARD MEMBER SHALL SERVE AS THE BOARD LIASION TO THE COMMITTEE.

MEETINGS: Meetings of the Committee shall take place as necessary. The Committee's meetings will be communicated to membership via the CRHOA website and by e-mail notice. The Committee Chairperson will provide CRHOA staff with three business days (72 hours) notice of all meetings for noticing purposes. Special meetings to address urgent issues may be called by the Chairperson or a majority of committee members.

EVENT AND ACTIVITY APPROVAL: The Committee Chairperson shall submit an event proposal including date, time, location and scope of the event, benefit to the community, staff and volunteer requirements and an event budget to the CRHOA staff no less then 10 days prior to a regularly scheduled CRHOA Board of Directors Meeting for placement on the Board Meeting Agenda. The Board of Directors must approve the event and/or project before the Committee can proceed with the event and/or project.

COMMITTEE GUIDELINES:

The Committee's Chairperson and Vice -Chairperson will be elected by the Committee and will be the contact persons for the staff and Board of Directors. Individual committee members are encouraged to make all requests for information through the chairperson and the vice-chairperson to limit potential burden on staff. Staff will need a minimum of 3 business days to process request for photo copies, reports, association records and check requests.

The Committee shall not attempt in any way to enforce the CC and R's. They cannot speak for the CRHOA Board of Directors or Staff. The Committee has no authority to act without consent of the board.

A written summary of all Committee Meetings will be submitted to CRHOA staff for distribution to the CRHOA Board of Directors within 10 days of a Committee Meeting.

Revisions and changes to the Committee Guidelines must be approved by the CRHOA Board of Directors.