

STONEBROOK VILLAGE OWNERS ASSOCIATION RESPONSIBILITIES OF THE WELCOME COMMITTEE

I. Within Stoneybrook Village

- serve as an information resource about Stoneybrook Village for owners and/or residents

II. Chair (or designee)

- give a monthly Welcome Committee report to the Board
- hold Welcome Committee meetings quarterly

III. Directory

- publish and distribute annual Single-Family Home Residents' Directory
- prepare year-to-date update of Directory in April, July and October and send it to WCM to be included in the next monthly mailing
- maintain updated list of directory entries for single-family residents

IV. Visits to New Residents

- visit and welcome new single family residents to Stoneybrook and provide them information about the community
- invite new residents to be listed in the Directory
- notify Preparedness Committee Chair when welcome visit has been completed and when a resident moves out of Stoneybrook.
- confirm that new resident has received the SVOA Communications Policy and SVOA Communication Authorization Form from WCM and has returned the Authorization Form to WCM. If the form has been misplaced, provide duplicate.