

CHARTER

RESIDENT & ORIENTATION COMMITTEE

8-20-08

PURPOSE

- A.** To welcome and acquaint new residents with the amenities of condominium life, advise new residents of their responsibility for compliance with the rules and regulations that govern New Horizons, maintain an on going program to provide guidance and resolution on intra-community relationships.

- B.** To maintain and direct volunteers as Area Directors for our areas and Building Coordinators for each building to supply residents' emergency contact information for personal and general emergencies. To maintain an efficient method of communication with residents.

ORGANIZATION

The Committee is comprised of representatives from all six areas. The Chair is an elected member of the Board of Governors and chairs this committee assisted by:

- a. Vice-Chair
- b. Secretary
- c. Newsletter Correspondent

RESPONSIBILITIES

1. COMMITTEE CHAIR

- a) Reviews the current official committee charter and proceeds accordingly.
- b) Presides at all committee meetings and represents the committee at the Board of Governors meetings.
- c) Meets with prospective buyers or lessees prior to the completion of a sale or rental agreement of a New Horizons residence in order to verify that the minimum age restriction, as mandated by the California Civil Codes and our Governing Documents, is met and to give the prospective residents copies of all of the Association's Governing Documents. (CC&'R's Art. VII, Sec. 9)
- d) Obtains volunteers as Area Directors and Building Coordinators to represent each building for the purpose of welcoming new residents, obtaining emergency contact information for New Horizons Emergency Contact Information program and to have an effective communication system through the Area Directors. Assures that this information is recorded in the Emergency Contact binder that is kept in the boardroom.

NEW HORIZONS – SOUTH BAY ASSOCIATION

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RESPONSIBILITIES – COMMITTEE CHAIR (Contd)

- e) Reports on the committee's activities at the Board of Governors' monthly meeting.
2. **VICE-CHAIR**
 - a. Acts for the Chair in his or her absence.
 - b. Performs all functions for the chair except to make a motion or vote on matters being considered by the Board of Governors.
3. **SECRETARY**
 - a. Takes and transcribes the minutes of all committee meetings.
 - b. Submits the minutes to the committee chair for review.
 - c. Submits a copy of the committee minutes to the New Horizons' office for the permanent file.
4. **NEWSLETTER CORRESPONDENT**
 - a) Prepares newsletter articles for the New Horizons Newsletter.
5. **COMMITTEE MEMBERS**
 - a) Attend all committee meetings.
 - b) Assist the Chair in accomplishing the goals and responsibilities of this committee.

PRINCIPAL FUNCTIONS

1. Arrange appointments for an official interview with prospective new residents. This meeting should be arranged as soon as possible after notification by the condominium office. The main purpose of this interview is to verify that the prospective new residents meet the minimum age restriction as mandated by California Civil Codes and the New Horizons' CC&R's.
2. In accordance with the By-laws dated 3rd day of August 1965, Article VII, Section 9, (Pg 34) this interview shall be conducted by two or more Board members, one shall be the chairman of either the Resident & Orientation or the Condo Code Enforcement Committee.
3. Interviews shall include the following:
 - a. A review of the CC&R's and Resident & Guest Regulations with all new residents with emphasis on the following:
 - Architectural Committee requirements and Gardening rules
 - Use of the golf course, tennis court, swimming pools,
 - Jacuzzi, Woodworking Shop, Gym and Ceramics Room
 - Parking rules, garage use, garage storage, garage door operation
 - Patio and deck regulations

NEW HORIZONS –SOUTH BAY ASSOCIATION

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PRINCIPAL FUNCTIONS, (Contd)

- b. Insurance information
 - b. Work request procedure
 - c. Any other information important for successful condominium living
 - d. Provide information on various activities, available facilities, club, groups, etc.
NEW HORIZONS -SOUTH BAY ASSOCIATION
 - e. Renter Information: Renters may hold office and serve on committees but are not allowed to serve on the Board of Governors.
 - f. Procedure regarding key cards and name badges.
4. A Newcomers' Party may be held depending on number of new residents and their anticipated interest.
5. Mediate problems between neighbors
- a. Two members of this committee will attempt to mediate problems between residents by personal contact with each party.
 - b. Evaluate written complaints from residents to determine the proper method of response from this committee.

It is mandatory that all Funded Committees clear with the Treasurer and the Board of Governors any transfer of budgeted funds to non-budgeted use as well as the disposal or transfer of Association funds or equipment