



## CANYON RIVER HOMEOWNERS ASSOCIATION HOSPITALITY COMMITTEE CHARTER

**Purpose:** The purpose of the Hospitality Committee (HC) is to plan, organize, and execute various social events and activities for resident members of the Canyon River Homeowners Association. These events will aim to build community spirit, foster relationships among members, and provide a sense of pride and belonging to the community.

**Composition:** The HC shall consist of a minimum of three (3) homeowners, appointed by the Board of Directors. Members will be appointed to serve a three (3) year term with the ability to be reappointed for a second consecutive term. When possible, the committee will consist of homeowners from each neighborhood area (Estates, Anglers Bend, Cahill, Townhomes and future developed neighborhoods). A member of the Board of Directors will serve as a liaison and will be a non-voting member of the Committee. The Chairperson, selected by the committee members, will be the primary point of contact and lead the Committee in its responsibilities. New terms for HC members will begin at the committee's spring meeting.

### **Responsibilities:**

- I. Plan, organize, and execute social events and activities that are in line with the purpose of the committee.
- II. Connect with all new homeowners and present them with the HC's Welcome Packet which contains information covering activities and opportunities at Canyon River.
- III. Review HC's Welcome Packet at least annually and provide an updated copy to Latitude Management.
- IV. Consider the costs associated with all events and activities to determine an appropriate charge to homeowners for participation.
- V. The committee is tasked with the above responsibilities but receives no HOA funding so they will need to seek annual support from entities such as developers, realtors, and builders at Canyon River. Funds raised must be deposited in the HC bank account and spent in a judicious and appropriate manner deemed fit by the committee to further the purpose set out above.

**Meetings:** The HC will meet when necessary to plan and execute events. These will be informal meetings where members gather to discuss projects and events. Appropriate notes and information will be kept to document event details and to reference for planning future events. A meeting agenda and notes template is available upon request from Latitude Management.

### **Reporting:**

- The Committee will provide information (an attachment or information details) to Latitude Management when announcements need to be sent via email to all homeowners. Latitude Management will also post event details to the HOA website if advanced notice is given.
- The Committee Liaison will provide Committee updates to the Board of Directors, including but not limited to activities and finances at the Board's working meeting.

**Termination:** The HC shall continue until dissolved by the Board of Directors. The Committee may be dissolved by the Board of Directors if it is deemed to be inactive or not fulfilling its purpose.

**Amendment:** This charter may be amended by a majority vote of the Board of Directors and will be reviewed annually.