

Cloverleaf Crossing Homeowners Association, Inc.

Social Committee

Purpose:

- The purpose of the Social Committee is to plan, budget, and create social events for the Homeowners Association, Inc., fostering community engagement and neighborly interactions.

Responsibilities:

- This Charter operates in compliance with the Homeowners Association, Inc. Declaration, Bylaws, and applicable Texas state laws. In the event of a discrepancy, the Declaration, Bylaws, and Texas laws shall take precedence.

Organization:

- Membership is voluntary and open to Association members who are selected to join.
 - Membership Guidelines
 - The Committee will consist of up to three members.
 - A waiting list will be maintained to fill any vacancies.
 - Chairperson
 - Membership may be terminated at any time.
 - Removal requires a majority vote by the Committee and approval by the Board of Directors.
 - The Committee may be dissolved upon task completion or by majority vote of the Board of Directors to revoke its Charter.
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Operations:

- **Advisory Role**
 - Recommendations must be submitted to the Board and/or the Community Association Manager.
- **Event Planning**
 - The Committee presents an annual calendar of events and budget during the budgeting process.
 - The Community Association Manager advises on available funding and assists with vendor coordination, payments, and event notifications.
- **Community Association Manager Role**
 - Provides administrative support but is not required to attend events.

Responsibilities of the Committee:

- **Event Calendar**
 - Submit an annual calendar to the Board and/or Community Manager. Additional events may be proposed throughout the year.
- **Board Approval**
 - All Association-funded or promoted events must be approved by the Board outside of approved budget.
- **Budget Compliance**
 - Plan events within the approved budget.
 - Requests for additional funding must be made prior to events.
- **Inclusivity**
 - All events must be open to all members. Targeted group events (e.g., Ladies Night, Poker Night) must include all eligible members.
- **Alcohol Policy**
 - Events may not include alcohol.



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- **Financial Reimbursement**
 - **Submit check requests and original receipts to the Community Association Manager for reimbursement.**
 - **Vendor contracts must be prepaid by the Association.**
- **Budget Adjustments**
 - **Understand that the annual event budget is subject to adjustment by the Board each year.**



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Candidate Questionnaire Social Committee

Name: _____

Address: _____

Phone: _____

Email: _____

Please tell us about yourself:

(Include details about your profession, family, hobbies, and the number of years you've lived in Cloverleaf Crossing HOA.)

Please share your past experiences or skills that qualify you to serve on the Social Committee:

What areas do you feel could be improved within the Cloverleaf Crossing HOA?

By submitting this form and signing below, I acknowledge that if appointed, I accept the responsibilities as outlined in the Governing Documents of the Association.

Signature: _____

Date: _____

Submission Instructions:

Please complete this form online at www.cloverleafcrossinghoa.com or email the completed form to Sondra@legacysouthwestpm.com by December 30, 2024.

