

**Talcott Woods Owners Association**

**Rye Brook, NY 10573**

**Welcoming Committee Job Description**

**October 19, 2012**

**TWOA Welcoming Committee**

The TWOA Welcoming Committee, a new committee, was appointed by the President to consider and determine how the Board of Directors can inform new and prospective homeowners of the Talcott Lifestyle.

**Purpose and Role**

To welcome and inform the new Talcott homeowners about our community. Also to inform the outside community (i.e. Real Estate community) as to the benefits of living at Talcott Woods.

**Composition**

The committee will be composed of at least 3 members with its chair as a member of the Board of Directors.

Members of the committee should have expertise or experience with the governing of Talcott Woods, including but not limited to knowledge of the rules and regulations and maintenance. Therefore, all facets of the Talcott Lifestyle.

**Functions**

To greet and meet all new homeowners

To make an electronic folder of the By-Laws, Declaration of Protective Covenants, site plan, Homeowner Directory, Board of Directors' contact numbers, and expectations of maintenance.

To make a packet to be delivered to all local Real Estate offices.

**Financial Authority**

Reasonable costs for printing, binding and general preparation of reports not to exceed \$500. The Treasurer must approve additional costs to a limit of \$2000.