

## BEL-AIR HEIGHTS HOMEOWNERS ASSOCIATION ORGANIZATIONAL CHART

### Welcome and Social Committee

- Reports to the Board of Directors and consist of at least two homeowners
- Develops, assembles and delivers the “Welcome Packet” to new residents consisting of helpful information (best shopping values, restaurants, etc.), copies of governing documents, by-laws, association directory, trash pickup schedules, board and homeowner meeting dates, a list of board members and committee members with phone numbers and other information the resident should know or have readily available.
- Plan, prepare, and coordinate annual events that strengthen the neighborhood and community (Annual garage sale, block party, etc).
- The Committee meets as often as reasonable and necessary.

### Communication and Website Committee

- Reports to the Board of Directors and consists of at least two homeowners
- Develop and maintain the BAH website and Facebook group
- Develop and maintain the association directory and homeowner handbook
- Provide and update neighborhood information on the website and through annual newsletters
- In times of tragedy provide encouragement, support, and care for homeowners and their families
- The Committee meets as often as reasonable and necessary.

### Neighborhood Watch Committee

- Reports to the Board of Directors and consist of at least two homeowners
- Develop safety procedures, crime prevention and awareness programs for the benefit of the community.
- Remain in regular contact with local authorities and stay informed of potential criminal situations and relative issues in the area.
- Communicate concerns to the HOA and/or Board of Directors as appropriate.
- Coordinate with the Welcome and Social Committee to provide Neighborhood Watch information whenever possible in conjunction with social events of the association.
- The Committee meets as often as reasonable and necessary.

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### Nominations Committee

- Reports to the Board of Directors and consist of at least two homeowners
- Identifies and recruits candidates for the Board of Directors prior to the annual election and prepare a list of nominees for the vacant Board positions in the election.
- Identifies and recruits block representatives
- Arranges for publication of information about the election in the newsletter and inclusion of candidate statements in the newsletter
- The Committee meets as often as reasonable and necessary.