

Silverlakes at Gateway Social /Club House Committee Basic Objectives

Adopted August 21, 2000; Revised 1/16/08, 8/17/11, 5/15/13, 01/20/14

Committee Basic Objectives and Goals:

I. Basic Objectives:

- A. The Social Committee is to operate in compliance with the “Silverlakes at Gateway HOA Committee General Rules” issued originally on August 21, 2000 and subsequently revised.
- B. The main objective of this Committee is to plan, promote and implement community wide social activities whereby all Homeowners and their families can enjoy and participate.

II. Committee Organization:

- A. The Silverlakes at Gateway HOA Committee General Rules defines how the Social Committee should generally work.
- B. The Committee may also elect a Committee Treasurer to oversee the Committee’s finances.
- C. At no time shall a Committee bank account be opened or used by the Social Committee.

III. Activity Types:

- A. Business or profit related activities should not be part of the Social Committees effort. If there are questions on type of activities suitable for our Community, please direct them to the HOA Board for answers and approval before planning or scheduling such activities. The entire community should potentially benefit from any community Social Event. Every Homeowner in the Community should be invited to all social events designed and/or hosted by the HOA Social Committee.
- B. Examples of suitable typical activities
 - 1. Pancake breakfast
 - 2. Potluck dinners
 - 3. Games and/or card nights
 - 4. Bingo
 - 5. Holiday celebrations
 - 6. Children’s dance classes
 - 7. Garage/rummage sales
 - 8. Other instructional classes
 - 9. Etc.

Note: Garage (or rummage) sales, in our community, or conducted at the Clubhouse are limited to two occurrences per year unless the HOA Board grants approval in advance.

- C. Consider the scheduling of an annual Volunteer Day celebration to recognize all the HOA committee members and their work.
- D. At no time shall a “outside the community third party” sponsor a partial or complete HOA Social Committee event.

III. Event Calendar:

- A. The Social Committee shall recommend, to the Board at their October BOD Meeting, the coming year’s Social Event Calendar of planned community events. The Board may approve it at the Annual Budget Meeting in November. The HOA Web-Site may be used for this purpose as well as other means of community notification.
- B. The Social Committee shall draft the coming year’s social calendar and give to the Property Manager, on Sept. 1, so those event dates can be blocked from Clubhouse Rentals for the coming year.

IV. Financial Aspects:

- A. All Social Committee community events should be self-supported by those attending. Those attending the event are to pay their share of all expenses for each event equally.
- B. It is the Social Committee's responsibility to collect sufficient funds from the event attendees to pay the entire expenses of the event.
- C. Large expense items, such as expenses associated with a paid musician to be paid in advance, may be paid directly by our HOA's Accounting Services Organization. All such monies paid by the HOA however must be later reimbursed to the HOA from the specific event income proceeds.
- D. The Social Committee may obtain an on-going Petty Cash Advance from the HOA's Accounting Services Organization in an amount not to exceed \$300. If obtained, this on-going Petty Cash Advance can be used by the Social Committee to pay small petty type expenses for specific events without using any private monies from members of the Committee.
- E. **Within 15 days** following each event, a detailed "Event Summary", showing all income and expenses, is to be completed jointly by the HOA's Treasurer and the Committee Chair. This summary shall be provided to the HOA's Accounting Services Company. All income, along with all receipts for all expenses paid using monies from the Petty Cash Fund is to be included with this Event Summary. If the HOA's Accounting Services Organization paid a specific invoice for the event, this also must be delineated within the Event Summary and the Petty Cash form.
- F. Reimbursement of expenses, based on receipts received, will be provided to the Social Committee's Petty Cash Fund by the HOA's Accounting Services Organization. This money will be paid by check to the Chairman of the Committee. It is the Committee Chairman's responsibility to see that monies are properly tracked and reported.
- G. It is permissible to have an "outside the community third party" pay for some event expenses, such as printing costs, mailing costs, etc. This third party can be given credit in the publicity for their contribution. This credit should not be in the form of an advertisement however.

V. General Items:

- A. Monthly inspect the clubhouse kitchen and dispose of old products or items in the cabinets, storage room and refrigerator.
- B. Arrange for the hanging and removal of all holiday decorations, asking for Maintenance Committee assistance as needed.

VI. Recommendations:

- A. Provide recommendations to the HOA Board on any aspect of the objectives defined herein.
- B. Recommend to the HOA Board the replacement (partial or complete) of clubhouse furniture and appliances. Recommend the vendor, cost and the actual furniture to be purchased.