

The Refuge at Whitehall
Community Interface Advisory Committee (CIAC)
Charter

I. Purpose

The primary function of the Community Interface Advisory Committee (CIAC) is to assist the board of directors in fulfilling its responsibilities of ensuring owner and or occupants are systematically oriented, welcomed, socially integrated, and establishing a bi-directional communications process.

The role of the CIAC is advisory.

II. Organization

The CIAC shall be chaired by a serving director and be comprised of three or more members of the Refuge with desired membership reflecting the diversity of the community as directed by the Board of Directors. CIAC may establish a Welcome and Social subcommittee as it deem necessary

III. Term of Office

CIAC members shall serve for one year subject to renewal by mutual agreement of the member and the board.

IV. Meetings

The CIAC shall meet at least quarterly, or more frequently as circumstances require.

V. Responsibilities and Duties

To fulfill its responsibilities and duties, the CIAC shall:

1. Ensure new owner and or occupant have an updated copy of “The Covenants and Restrictions” at closure or within 14 days of occupancy.
2. Contact new resident and provide a welcome packet and solicit family information to update the Refuge Directory within 7 days of confirmation of occupancy.
3. Publish an annual Refuge Directory in July and updates as they occur through email and or website.
4. Conduct, plan and execute social functions at least three times a year and provide a quarterly activity report to the board (Mar, June, Sept, and Dec)
5. Create a feedback form to be completed by a random sampling of attendees at each social function.
6. Establish and maintain a HOA’s website.
7. Publish a quarterly News Letter (Jan 1, Apr 1, July 1, and Oct 1).
8. Formulate an annual social calendar and present it to the board for consideration with forecasted expenses for inclusion in the annual budget (Nov).

VI. Authority

Covenants and Restrictions (Article 1, Definitions), By-Laws (Article III Section 3.22)

Reviewed June 6, 2012

