

WEDGEFIELD PLANTATION ASSOCIATION POLICY MANUAL

SECTION XIV

WELCOME COMMITTEE

1. ADMINISTRATION

1.01 Purpose

The Welcome Committee is to assure new residents moving to the Wedgefield Plantation are greeted properly and provided the information necessary to become part of Wedgefield Plantation and the Georgetown community.

1.02 Scope and procedure

1. Provide a copy of the Covenants, By-laws and Resident Telephone Directory. Additionally, the Welcome Committee will provide information regarding the Women of Wedgefield, The Wedgefield Boat Club, Men's and Ladies golf and other organizations that are available through the Wedgefield Plantation Association.
2. Information relative to utility services, cable network, trash removal and information about the general area may be provided as available.

1.03 Reporting and records

1. The committee shall submit to the Board and the Office clerk any new residents to the community. The names will be added to the mailing list.
2. Property records will be maintained with the new residents.
3. New residents will be contacted for information for the annual phone directory.

1.04 Committee support

The Welcome committee will support the board and other committees as required.

1.05 Condolences

The Committee may mail sympathy or condolence cards to the families of WPA members who pass away upon receipt of notice of the member's passing.
(Rev. 9/15/15)