Fairway Village Homeowners Association

**Welcome Committee Job Description**

*Robert's Rules of Order shall be the parliamentary authority on questions of procedure.*
*See Article VII – Committees of the 2016 Amended and Restated Bylaws of Fairway Village.*

***Rescissions of past Job Descriptions:***
***This update rescinds and supersedes all job descriptions approved on this subject prior to 5/13/2026***

***Purpose:*** *The Welcome committee shall welcome new residents to the community and serve as goodwill ambassadors for the Association. They will provide information on amenities, activities, volunteer opportunities and local services. The committee shall consist of 7 to 9 members; other volunteers are encouraged to attend meetings and give input but will not vote.*

**Duties & Responsibilities:**

- Chair to interface with HOA Office to obtain list of new owners and communicate information to Greeters
- Create a calendar for Greeter sign-ups
- Develop Greeter Talking Points
- Welcome new residents to Fairway Village
- Develop and maintain a "sponsor" relationship with new residents to give them a point of contact in the community (at the discretion of each Greeter)
- Keep a log of new owners welcomed including name, date, and greeter(s)
- Work with Inventory / Shoppers when gifts need replenishing
- Purchase small gifts to give out to new residents
- Print Village Coffee Corner gift punch cards
- Track gifts and submit receipts to HOA
- Work with FVHOA to obtain free rounds of golf for new residents

**Future Tasks**:

- Villager Updates as needed (by the 12th of the month)
- Plan and facilitate Welcome Gatherings

**Approval and Review:**

- This job description is approved by the BOD on 5/13/2026 with a quorum present.

X

John Castino
President, FVHOA Board of Directors

X

Julie Jordan
Secretary, FVHOA Board of Directors

**Signature:** John C Castino
John C Castino (May 21, 2026 16:02:55 PDT)

**Email:** fvhoajcastino@gmail.com

**Signature:** Julie Jordan
Julie Jordan (May 21, 2026 19:45:44 PDT)

**Email:** fvhoajjordan@gmail.com

# #602.26.K Welcome Committee Job Description

Final Audit Report 2026-05-22

| | |
|---|---|
| Created: | 2026-05-21 |
| By: | Judy Hooper (judy.hooper@ourfairwayvillage.org) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAIYWLfPaSAOfF67CcCUbmyVpuoqpNV0Us |

## "#602.26.K Welcome Committee Job Description" History

Document created by Judy Hooper (judy.hooper@ourfairwayvillage.org)
2026-05-21 - 10:58:44 PM GMT

Document emailed to fvhoajcastino@gmail.com for signature
2026-05-21 - 10:58:48 PM GMT

Document emailed to fvhoajjordan@gmail.com for signature
2026-05-21 - 10:58:48 PM GMT

Email viewed by fvhoajcastino@gmail.com
2026-05-21 - 11:02:31 PM GMT

Signer fvhoajcastino@gmail.com entered name at signing as John C Castino
2026-05-21 - 11:02:53 PM GMT

Document e-signed by John C Castino (fvhoajcastino@gmail.com)
Signature Date: 2026-05-21 - 11:02:55 PM GMT - Time Source: server - Signature Appearance Selected: TYPE

Email viewed by fvhoajjordan@gmail.com
2026-05-22 - 2:43:17 AM GMT

Signer fvhoajjordan@gmail.com entered name at signing as Julie Jordan
2026-05-22 - 2:45:42 AM GMT

Document e-signed by Julie Jordan (fvhoajjordan@gmail.com)
Signature Date: 2026-05-22 - 2:45:44 AM GMT - Time Source: server - Signature Appearance Selected: TYPE

Agreement completed.
2026-05-22 - 2:45:44 AM GMT

Adobe Acrobat Sign