

Cypress Strand Community Association

NEW RESIDENT INTERVIEW COMMITTEE CHARTER

April 2, 2015

HEREAS, several members of the Cypress Strand Condominiums Association ("Association") have expressed a desire to serve on a New Resident Interview Committee for the Association, and

WHEREAS, the Board of Directors believes it is in the Association's best interest to use the efforts of these volunteer members to assist management in conducting interviews of prospective new residents (owners and tenants) and ensuring that they are aware of administrative and existing rules, regulations and procedures of Cypress Strand Condominiums Association.

IT IS THEREFORE RESOLVED, that the Board of Directors of the Association hereby establishes the Cypress Strand New Resident Interview Committee (NRIC) pursuant to this Charter as follows:

1. **Mission.** The mission of the NRIC shall be to welcome new residents and tenants to the neighborhood and ensure that they are aware of the Association structure, Board of Directors, who to contact with issues and fully understand the existing Cypress Strand Rules, Regulations and Procedures Manual. They will also verify information obtained on the application form.
2. **Number of Members.** The NRIC shall have not less than three and no more than five members.
3. **Appointment/Removal of Members.** The Board of Directors Secretary shall act as the chair of the NRIC and will select members from volunteer applicants. In the event there are more than five volunteers, the remaining volunteers shall be retained on a waiting list and serve as alternates to selected committee members. They may be selected as committee members by the chairman as vacancies occur. The chairman may also select one committee member to serve as co-chair for reporting in his/her absence.
4. **Term.** Members of the NRIC serve at the discretion of the Board of Directors and may be removed from the NRIC by a majority vote of the Board of Directors.
5. **Appointment of Chairman.** The Chairperson of the NRIC shall be appointed for a term of one (1) year.
6. **Preparations.** The NRIC will develop a check-off list of items to discuss that will include pertinent information on the community, Association, Board of Directors, Master

Association, Rules Regulations and Procedures Manual and community items of interest.

7. **Procedures.** Upon receipt of a new resident application, the Chairperson will arrange for the interview as soon as practicable. Interviews will take place at the clubhouse, private condo or any other mutually agreeable place. Interviews will be conducted with at least two interviewers when possible and will be friendly and positive in nature. After the interview, the Chairperson will notify the Board of Directors of the results and recommend acceptance/rejection of the application. The Board of Directors has final approval/disapproval authority of the application. During the interview, the new resident will be asked to join the Cypress Strand email list for secure future emails of Cypress Strand information and will sign an agreement to that effect.

8. **Authority.** The NRIC shall not have authority to commit or expend Association funds and shall not direct the Association Manager.

9. **Amendment/Revocation.** This NRIC Charter may be amended by the Board of Directors at any time.

10. **Reports.** The Chairperson shall report how many applicants were interviewed at each meeting of the Board of Directors. Changes or modifications to these procedures may be approved by the chairperson as deemed prudent to meet individual circumstances.

Dated this 21 day of August 2019

**CYPRESS STRAND CONDOMINIUM
ASSOCIATION, INC.**

Joselyn Winger
Joselyn Winger, AS SECRETARY