

# **The Dominion Homeowners Association**

## **Neighborhood Outreach Committee Charter**

The Board of Directors (Board) of The Dominion Homeowners Association (HOA) has established a Neighborhood Outreach Committee (NOC) to work with HOA management to enhance communication with residents and provide opportunities for community engagement.

The responsibilities of the committee include:

- Communicating effectively with the residents via email, the HOA website, and The Dominion Magazine.
- Encouraging open lines of communication and soliciting resident input.
- Being the primary body through which the concerns of the neighborhoods are communicated to the HOA, Board of Directors, and any committees.
- Overseeing HOA website operation to ensure effective communication and involvement with residents.
- Providing for neighborhood-level social activities resulting in a more vibrant and healthy community.
- Coordinating the activities of the New Neighbor Welcome Program by personally calling or visiting new members of the community and presenting a housewarming gift.
- Organizing periodic Meet & Greet Events.
- Promoting and encouraging interaction with The Dominion “Apron Society” and utilizing this established organization to further reach out to residents in need of support.
- Recruiting, as needed, nominees for vacancies on the various committees.
- Networking with The Dominion Country Club by co-hosting events for the common benefit of the HOA and Club membership.
- Addressing other matters as requested by the HOA Board or as set forth in the HOA’s Strategic Plan.

The committee shall be composed of at least one representative from each designated neighborhood with a maximum of two representatives per neighborhood unless authorized by the NOC Chair.

Representatives are expected to actively participate in monthly meetings. Two unexcused absences per calendar year will lead to dismissal of representative. An unexcused absence is an absence that is not communicated to the NOC Chair prior to the meeting.

Each NOC member has the responsibility of acting as their neighborhood representative and being proactive in carrying on with the responsibilities of this committee. Each Head Representative in each neighborhood is responsible for coordinating an event for National Night Out each year.

The Sub-Committees of the NOC include, but are not limited to, Welcoming Committee, Events Committee, Dominion Country Club Committee, and Communication Committee. Each Sub-Committee will have a Chair from the NOC and that Chair will schedule meetings as needed. The Sub-committee Chairs will communicate all final Sub-Committee decisions to the NOC Chair for approval.

Representatives of HOA management shall actively participate in committee meetings and as needed, lead discussion of the agenda items.

The committee shall meet monthly at the call of the NOC Chair and committee meetings shall be open to attendance by the HOA members.

The HOA Board shall appoint the NOC committee chair.