Silverlakes at Gateway

Community Engagement Committee

Basic Objectives

Adopted 1/29/2026

Committee Basic Objectives and Goals

1. **Basic Objectives**
    a. Committee to operate in compliance with the "Silver Lakes at Gateway HOA Committee General Rules" issued originally on August 21, 2000 and subsequently revised.
    b. Plan, promote and implement community wide social activities and events to engage all residents of the community to participate.
    c. Broadcast communications to all residents of HOA via all means of communications currently utilized by HOA for both Community Engagement Committee functions as well as all other pertinent HOA communications from the HOA Board of Directors to be broadcast to residents.
2. **Committee Organization**
    a. The Silverlakes at Gateway HOA Committee General Rules defines how committee should operate.
    b. The committee may also elect a Committee Treasurer to oversee the Committees finances.

c. A separate Community Engagement Committee bank account shall be established for the cash deposit of event funds. Deposits and withdrawals from this account will be made by the HOA Board of Directors as required.

3. **Activity types**

a. Business or profit related activities and events should not be part of the Community Engagement Committees effort. The Board of Directors retains full discretion in determining whether or not activities and events are suitable for the Community. All activities and events must be open to all residents of the community (except when prohibited by law, ie. minors prohibited from gambling), and should aim to engage all residents of the community when planning activities and events for the calendar year.

b. ~~At no time shall an "outside the community third party" sponsor a partial or complete Community Engagement Committee event or activity~~. HOA vendors may donate proceeds to help fund community events and resident engagement intiatives.

4. **Event Calendar**

a. The Community Engagement Committee shall recommend to the HOA Board of Directors at their 4th quarter meeting the coming years proposed Event Calendar for the HOA Board of Directors approval, and if approved shall be posted to the HOA website events calendar.

b. The Committee shall provide the coming years draft events calendar to the CAM on September 1st, so a hold can be placed on the dates while pending approval from HOA Board of Directors.

5. **Financial Aspects**

    a. All community events and activities should ideally be self supported by attendees. Events that result in a surplus of funds can be used to offset events which operate at a loss.

    b. It is the committees responsibility to collect sufficient funds from event attendees to cover the cost of the event. Funds may come from the cost of attendance, contributions or withdrawals from the Community Engagement Committee bank account.

    c. Large expense items such as expenses associated with a paid musician to be paid in advance may be paid directly by withdrawal from the bank account. All such monies paid must be supported by receipts.

    d. The Community Engagement Committee may obtain an on going Petty Cash Advance from the HOA's Accounting Services Organization in an amount not to exceed $300. If obtained, this on going Petty Cash Advance can be used by the committee to pay small petty type expenses for specific events without using any private monies from members of the committee.

    e. Within 15 days following each event, a detailed "Event Summary", showing all income and expenses is to be completed jointly by the HOA's Treasurer and the Committee Chair. This summary shall be provided to the HOA Property Management Company. All income, along with all receipts for all expenses paid using monies from Petty Cash Fund is to be

included with this Event Summary. If the event nets a profit, where revenue exceeds expenses, then the cash will be deposited into the bank account by the Treasurer. Each month, the HOA Treasurer will provide a copy of the bank statement, showing all withdrawals and deposits to the committee chair(s). This bank statement will also be included in the property manager's financial package.

f. It is the committee chairs responsibility to see that monies are properly tracked and reported.

g. It is permissible to have an "outside the community third party" pay for some event expenses such as printing costs, mailing costs etc. This third party can be given credit in the publicity for their contribution. This credit should not be in the form of an advertisement however.

6. General Items

a. Monthly inspections of the clubhouse kitchen and disposal of old items and products in the cabinets, storage room and refrigerator.

b. Arrange for the display and removal of all holiday decorations (may request assistance from Maintenance Committee)

c. Post rental clubhouse inspections

7. Recommendations

a. Provide recommendations to the HOA Board of Directors on aspects of the objectives defined herein.

b. Determine and recommend purchases that support committee events and present proposal of vendors and costs to the HOA Board of Directors.

8. Communications

a. Transmit communications relating to community events as well as all other communications directed by HOA Board of Directors via all forms of communications currently utilized by HOA.

I. Website and website calendar

II. Email (May be in coordination with CAM)

III. Electronic Sign Boards

IV. Clubhouse sign board

V. Community smartphone/web based app

b. In coordination with the Board Secretary, review and update Board of Directors Manual, including printing and distribution.