



Advisory Board Committee Social Committee

"Kickoff" Plan **April 2021**

The two major residents' Committees of the HOA, (the Advisory board Committee and the Social Committee) were terminated early in 2020 while new Rules and Procedures were developed but were then further delayed by COVID-19. Now New Committees will be started and will operate according to the provisions of its New Charter.

Every resident owner wishing to be a member of either committee, including all prior committee members, must submit a New 2021 Application for Membership. To be considered for membership in the initial formation of either committee the Application should be submitted by May1. The Application includes an affirmation, to be signed by the applicant, that they commit to follow both the spirit and rules of the committee for which they are applying. Later Applications will continue to be received at any time with acceptance determined by the committee and its membership status at that time.

What you'll need to know about each committee is set forth in its Charter. The Charter for each committee and its Application for membership will be found on the HOA website (and possibly also on *Travis Ranch Neighbors* if it can be worked out.) The applicant should read the Charter carefully, then complete and sign the Application and mail it to Essex electronically or by postal mail. You may print them yourself or if you enter a request to Essex; the Charters and Applications of both committees will be mailed to you.

Advisory Board Committee: Initial Membership

The Advisory Board Committee is the primary Committee of the residents. It functions to promote fellowship within the community by two-way communication with the residents, by resolving community issues and in an advisory role to Essex and the Board of Directors. It also provides assistance and oversight for all other committees. If more than eleven qualified applications are

Essex Association Management
1512 Crescent DR., Suite 112
Carrollton, TX 75006

<https://www.travisranchhoa.com/contact-us/committees.aspx>

received, the Board of Directors will initially choose eleven applicants to fill out the initial Committee and the balance will be listed as pending members from which the committee will use to fill any subsequent vacancies in order to maintain a full and active membership.

Social Committee: Initial Membership

The Social Committee, responsible for planning and managing the various social events in the community, has a flexible membership including "regular" Members and "Volunteers". (See Application Form). There is no specified number of Members or Volunteers, as the need will likely vary from event to event. It is hoped that many will volunteer to serve including especially those with previous experience with community events.

Each Committee: Initial "Start-Up" Meeting

The date of the initial meeting of each committee will be determined after the applications are received. This initial "virtual" meeting will be online (Zoom.) The residents' current Representative on the Board of Directors will chair the first meetings. The sole function and purpose of this first meeting will be (1) for applicants to become acquainted with their neighbors, (2) to provide them more information about the history, purpose, scope, functions and operation of that committee, and (3) to aid us in selecting the initial members from all the applicants. Some applicants may want to know more about the committee before confirming their intent to join, this meeting will provide that information.

Candidates for each office (President, Vice-President and Secretary) will be sought using the Applications and any additional candidates that come forth at the meeting. The officers will be selected by the initial Committee members. If there are insufficient candidates or there is insufficient time to become familiar with the candidates, the election of officers may be deferred to a subsequent meeting.

Once regular Committee meetings are underway, the Committee will determine its regular meeting day. It may also change its mode of meeting but switching to an in-person group meeting (even using full COVID procedures) by an HOA- sponsored committee will require both approval and supervision by Essex.

Advisory Board Committee: Outlook

The Advisory Board Committee was authorized by Essex in early 2016 and was very active, becoming involved in a wide range of community problems and working through Essex to alleviate them. It continued the community newsletter (The "Beacon") providing information to the residents and promoting community events.

A full and active membership with effective leadership is critical to this committee's proper functioning including being alert to problems in the community, serving as effective two-way liaison with Essex and providing advice and counsel to the Board of Directors. A vigorous, well-functioning

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committee, communicating regularly with the community and maintaining information on recurring issues will help to deal effectively with problems that the residents encounter.

An effective committee will in turn attract residents willing to step up and maintain the committee at its full membership. That will be the objective of the new Advisory Board Committee and its president.

Social Committee: Outlook

The Social Committee has served the Community for over twelve years - since the early days of Travis Ranch with a variety of events and Community Garage Sales conducted most years by various memberships. However, the committee's leadership and membership declined and during 2019 and it fell upon the Advisory Committee president to manage and conduct some events, not normally an Advisory Committee function.

Some events have been successfully conducted by ad hoc groups, usually with Essex' support in the absence at the time of the Social Committee. However, over the long term a substantial, well-organized, continuing Social Committee is needed to maintain a continuing level of successful Social events. And along the way its members will have fun and the satisfaction that comes with sharing with their neighbors. The Social Committee is especially able to utilize the particular time, effort and skills that each Member and Volunteer is able to give during the year. It will largely determine its own organization.

Going Forward:

It is hoped that residents from across the community will now step up and fill out applications for these committees. If they're "overfilled" - Great! - we'll have a resource of concerned residents to keep the committees full and to help with various needs. Every applicant will receive a response and will be kept informed.

These two committees, when fully functioning as designed, can help reduce resident problems and make Travis Ranch a better place to live! Join now!

Sean Corcoran
Director of Operations
Essex Management

sean@essexhoa.com

Kenneth Uding
Residents' Representative
TR HOA Board of Directors

kdudingx@yahoo.com

2021 Kickoff Plan-RevA

Essex Association Management
1512 Crescent DR., Suite 112
Carrollton, TX 75006

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