

Heritage Hills HOA Community Event Guide

HOA BOARD

Annual Event Plan and Budget - The Board will work with the Heritage Hills Events Team to facilitate the development of an overall Community Event Plan each year. This Plan will initially include a basic budget for each event and will be included in the proposed HOA Budget which is approved by the HOA Board no later than the October HOA Board meeting each year. The HOA Board retains the right to not approve a proposal when presented even if it was approved in the overall plan during the budgeting process. When an Event proposal is presented, the Board will look at the history of that event and the current climate before approving the specific proposal.

Administrative Support - The Board will provide administrative support for approved events including:

- Funding – partial or full
- Registration and/or event fee collection (if any)
- Payment of deposits and reimbursement of documented event costs
- Sign contracts, when contracts are required. Contracts must be signed by a HOA Board member.
- Review Insurance requirements based on event type and provide Event planner with details
- Facilitate attendee evaluation and feedback

Board Member with Event Oversight - will provide support for approved events including:

- Work with the Metro Board regarding events, when necessary
- Works with Community Events Coordinator to develop an annual Community Event Plan
- Works with Community Events Coordinator to provide Event Planners for the approved events.
- Works with Community Events Coordinator and Event Team Lead to draft/send event invites/reminders etc. via Constant Contact to inform HH owners/residents of the event.
- Make sure the Disclaimer Statement is on all event communications: *“Participation in Heritage Hills HOA events is voluntary and the HOA assumes no responsibility for personal property damage or personal injury.”*
- Present the [Community Event Proposal Form](#) to the HOA Board for approval prior to event execution.
- Shares pertinent event information with the HOA Board during the planning and execution of the event and after the event.
- Works with the Treasurer to stay up-to-date on event reimbursements and remaining budget throughout the year.
- Shares Event financial information with the HOA Board on an ongoing basis
- Present the [After Event Evaluation Form](#) to the board after each event.

HOA Treasurer - will provide support for approved events including:

- Approves event distributions including reimbursement as provided for in the approved Event proposal
- Presents event financials in the Treasurer’s report at the HOA Annual meeting

HERITAGE HILLS EVENTS TEAM

The Heritage Hills Events Team can include the Community Events Coordinator and an HOA Event Team Lead and/or Heritage Hills owners and residents who volunteer to be part of the team. The Events Team will work to enhance the neighborhood by creating well thought out and meaningful community events.

Community Events Coordinator and Events Committee Members - will be responsible for the following:

- Keep the HOA storage room in the Clubhouse organized
- Maintain an accurate inventory of supplies/decorations/signs, etc.
- Maintain a list of approved vendors that is based upon past vendor performance.
- Remove and replace the 4 banners on Heritage Hills Parkway based on the time of year, upcoming event, etc.
- Works with Event Team Lead to complete a [Community Event Proposal Form](#)
- Work with the Event Oversight Board Member on event marketing materials.
- Works with Event Oversight Board Member to submit reimbursement requests - Submit copies of receipts (photo or pdf) along with the [Expense Reimbursement Request Form](#) (form may be in Excel format, photo or pdf) to HOA management mdougal@keystonepacific.com
- Works with the Event Oversight Board Member to complete [After Event Evaluation Form](#)

EVENTS

Objective – Hold events that will build community and put residents in a position to meet and get to know each other.

The overall event portfolio will be prioritized as follows:

- *Top priorities for planning*
 - Adults - Event Examples: Olympic Games, Poolside Concert and BBQ
 - Family - Event Examples: Totally 80's Concert in the Park
- *Secondary priorities when funding allows (not in priority order)*
 - Families with kids, various ages - Event Example: Spring Fling, Santa & Sleigh Ride Holiday Event

EVENT CHARACTERISTICS

Resident Participation – Community events will be open to all residents. The Board desires to support events that provide the greatest opportunity for resident participation. Events that limit the number of participants or are “First come, first served” are discouraged.

Event Registration –Residents will normally register for events so that those who are responsible for conducting the event can plan accordingly. A nominal fee may be charged for registration so that the risk of ‘no shows’ is minimized.

Limited Capacity Venues - When an event is planned for a venue that has limited capacity, the plan must include how the overflow will be handled. (i.e. scheduling multiple dates for the same venue.)

Event Cost – The cost of the event may be borne entirely by the HOA or a portion of the cost may be passed along to residents who register/participate.

Resident Offset Fee – The total cost of an event may be shared with the resident/participant through offset costs that are collected at registration and that offset will be used to keep the HOA portion of the overall cost reasonable.

Cost per Participant – The Board wants to be equitable in the investment it makes in community events. The HOA may decline to fund an event where the HOA cost per participant is excessive and/or may jeopardize the investment it might make in other events.

Updated: 4/16/2024