

## HACIENDA DEL RIO HOMEOWNER'S ASSOCIATION, INC.

### SUNSHINE COMMITTEE GUIDELINES

The HOA Sunshine Committee will consist of paid HOA members to include:

- One (1) Chairperson
- Can include a Co-Chairperson
- Other committee members to assist with 50/50 drawings

Sympathy and get-well cards will be sent from the HOA Sunshine Committee

Sympathy cards will be sent to express condolences to residents for the loss of immediate family members as follows:

- Residents whose spouse has passed away
- Residents whose child has passed away
- Residents whose parent has passed away
- The family of a single resident who has passed away

Get well cards will be sent to residents upon their return from an overnight stay in a hospital

#### THE SUNSHINE COMMITTEE CHAIRPERSON WILL:

- Handle all monies
- Provide receipts to Treasurer to be reimbursed for monies spent on cards and stamps
- Contact HOA Treasurer when money is needed for supplies
- Keep records of cards and Forever Flag Stamps purchased
- Keep records of residents to whom sympathy and get-well cards were sent
- Submit quarterly record of cards sent to HOA Treasurer
- Submit monies received from 50/50 drawings at HOA meetings or other events, to HOA Treasurer shortly after each HOA meeting or event
- Submit budget for the next year to HOA Treasurer at the end of September