

CedarCrest II Welcome Wagon

Purpose: Warmly welcome new residents, capture accurate contact details, and plug them into HOA communications and events.

Leads

- **Shirley Harlan & Pam Berry** — program leads, report to the Board.

Outreach Flow (48–72 hrs after learning of move-in)

1. **Initial contact**
2. **Five-minute doorstep visit** (or schedule a time): welcome, quick orientation, collect info.
3. **Log details** the same day (email, handwritten handoff, or website form).
4. **Libby (Secretary)** adds to HOA database and confirms subscription to emails.

What to Ask/Confirm

- **Resident names** (adults) + preferred contact (email + mobile)
- **Address** and **move-in date**
- **Owner or renter?**
 - If **owner**: request closing date; add to owner roster
 - If **renter**: request landlord/owner name & contact (if known)
- **Preferred communication**: email, Facebook group, text (emergency alerts only)

Tip: Use the **website form** (recommended) so the full Board sees the submission and Libby can import directly. If you collect by paper/text, email it to **cedarcrest2hoa@gmail.com** with subject “Welcome Wagon – New Resident – [Address]”.

Welcome Gift (Owners)

- Small plant or seasonal candle + “Welcome to CedarCrest II” card
- Fridge magnet with **Cedarcrest2.com** and **cedarcrest2hoa@gmail.com**
- Optional: \$10 local café card (budget-permitting)

Welcome Packet (print or link)

- “About CedarCrest II” one-pager (meet the Board/committees)
- **How to pay dues** (note: volunteer community; dues currently \$175/yr)
- **Key links**: Cedarcrest2.com (bylaws, minutes, finances, events), private FB group, Contact-the-Board form

Sample Door Script (60 seconds)

“Hi! We’re Shirley and Pam with the CedarCrest II Welcome Wagon—just stopping by to say welcome! We have a quick info card and a small gift. Are you the owners or renting? If you’ll share an email and phone, we’ll add you to neighborhood updates. You can also scan this QR to our ‘Contact the Board’ form. We’re glad you’re here!”

Email/Website Form Fields (copy/paste)

- Address:
- Owners/Renters:
- Names (adults):
- Emails:
- Mobile numbers:
- Preferred contact method:
- Move-in date:
- Volunteer interests (optional):
- Notes (gate/parcel delivery, pets, etc.):

Data & Privacy

- Use contact info **only** for HOA communications.
- Store in the HOA's shared list maintained by **Libby**; do not share externally.

Budget & Approvals

- **Per-welcome budget:** up to **\$15** (gift + print)
- Anything above **\$25** requires **two-officer** email/text approval and receipt to Cameron within 7 days.