



## Sunshine Outreach Guidelines

Adopted October 12, 2020

### Intent

The intent of the Sunshine Committee is to provide a small token of thoughtfulness when a homeowner or immediate family are celebrating a happy occasion or facing a challenging time in their lives.

### Process

Anyone can report to the Sunshine Committee a viable event for Brookhaven HOA to recognize. Please provide the full name, event, relationship, telephone number and address as well as the submitter's name, address and phone number. Please see attached form.

### Who

Any homeowner/immediate family living in Brookhaven Community; spouse, domestic partner, child(ren), parent, brother/sister (including in-laws)

### Chair

The Community Service Chairman shall preside over the Sunshine program

### Gift

- Fruit Basket            \$50.00 maximum
- Gift Card                \$25.00 maximum
- Greeting Card
- Flowers/Plant         \$50.00 maximum

<b>Birth/Adoption</b>	Greeting Card	<b>Bridal/Wedding</b>	Greeting Card
<b>Death/Tragic Loss</b>	Fruit Basket/Flower/Plant	<b>Graduation</b>	Gift Card
<b>Hospitalization</b>	Flowers/Plant	<b>Illness</b>	Greeting Card
<b>Joyous Occasion</b>	Greeting Card	<b>New Resident</b>	Greeting Card

2021

over

Together we can keep our neighborhood a great place to call home

[hoabrookhaven@yahoo.com](mailto:hoabrookhaven@yahoo.com)

[www.ourbrookhavenhoa.com](http://www.ourbrookhavenhoa.com)



[ourbrookhavenhoa](https://www.facebook.com/ourbrookhavenhoa)

<https://cedarmanagementgroup.com/support/>



**Retirement**

Greeting Card

**Wedding**

Greeting Card



**Sunshine Submittal**



Please Print

**Submitted By:**

Resident Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Occasion** Please check one of the following. Please give any detail we may need to know that will help with the acknowledgement.

Birth/Adoption

Bridal/Wedding

Death/Tragic Loss

Graduation

Hospitalization

Illness

Joyous Occasion

New Resident

Retirement

Wedding

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acknowledgment's Person's Name: \_\_\_\_\_

Address/Location for delivery: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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[hoabrookhaven@yahoo.com](mailto:hoabrookhaven@yahoo.com)

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ourbrookhavenhoa

<https://cedarmanagementgroup.com/support/>



Email: \_\_\_\_\_

