

BLOCK CAPTAIN DUTIES

- Notify SVHA Board or BC Chairperson when
 - residents are selling their home and moving out
 - residents are buying home and moving in
 - develop and deliver individual Welcome Packets
 - \$25 will be provided from the Association (save your receipt and the board will reimburse you a check)
 - Ie. Flowers, snack food, making a meal, etc.
 - Present Welcome Packet to new resident
 - complaints/issues are expressed by residents
 - to resolve conflicts recommend that they contact the City, Link and email address on www.shannonvalley.org
 - you obtain contact information from residents
 - email, phone number, alternate address, owner or renter
 - you schedule a Block Party (annually if possible)
 - \$50 will be provided from the Association for one annual Block Party
- Attend the annual meeting (usually second Thursday in November)
- Board Meetings are the first Tuesday of the month. Time and location is on the website www.shannonvalley.org
- Assist with occasional communication to residents
 - Directory, flyers, etc

LAST BUT NOT LEAST HAVE FUN AND USE YOUR CREATIVITY.

BLOCK CAPTAIN CHAIRPERSON

Lori Kueker