

E-BLAST PROCESS FLOW

The Communications Committee has updated the process for all committees and the Board to follow regarding E-Blast. We have had some neighbors indicate that far too many emails are being sent, we concur. Therefore, we will send a weekly E-Blast each Friday to share any information that we have for our Legends homeowners. Please Note the E-Blast will not be from an individual, it will be from the HOA/Stratford Management.

All committee chairs and members will need to plan ahead. The intent of the process is to establish a communications flow so all committees are on the same page and communication to Legends homeowners is improved.

We are always looking for ways to improve our communication to our homeowners.

E-BLAST PROCEDURE

- Committee members will submit information to their committee chair.
- Chair/Board will then submit the information to legendseblast@yahoo.com by Thursday 4 pm.
- Communications member will compile the information and submit to Stratford management and the E-Blast will be sent out Friday morning.
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Only Emergency E-Blast will be sent on an as needed basis.

If you do not receive the E-Blasts every Friday morning, please notify Patty Jeney at jeneyfamily@yahoo.com and she will make sure you are added to the E-Blast system or find out why you are not receiving them.