



# Quail Ridge Residents' - ASSOCIATION -

## **Quail Ridge Residents Association Communications Guide**

There are two formal communication support mechanism for the membership of the Quail Ridge Residents Association:

### **1) Physical Bulletin Boards in the community:**

These boards are managed and maintained by the board of the association. The intended function is for personal items by the members of the community. Examples include lost and found or looking for or selling personal items.

### **2) Membership Email system:**

This system is managed and maintained by the membership/communication director, in conjunction with the treasurer of the association.

The function of the email system is to inform the membership about association activities, annual garage sale or annual meetings are examples.

The email system is also a tool to provide the membership with community interest items, examples include proposals from the city of Kelowna. Safety and security issues like wildlife activities or security items like fire prevention or break in activities.

From time to time the email system can also be used to inform the general membership of special events or proposals from area business, discounts from area businesses for the community is one example.

The email system is not intended to be used for individual items, examples are items for sale or seeking items or services. The association will at the best of our ability direct inquiries of a personal nature to an appropriate service provider. Examples are Castanet for services or the University for accommodations.

There will be times that an individual item may be addressed by the email system a lost pet is an example.

There will be from time to time enquiries that are not clear, these will be circulated to the board for their approval/denial.