

Legends' Block Captains Information

The Legends' Communication Committee is very grateful for the work you do to help make our residents feel welcome and involved in our community. We want you to be knowledgeable and comfortable in your position. Here's some explanation of what Block Captains can do.

1. As soon as Patty Jeney gets the information for the New Resident, she will forward it to Kay Brouwer and the Block Captain. After the new resident closes on their house, we want to make the initial contact as soon as you can. If you have a phone number or email, either call or send them a note introducing yourself and ask when a good time is to get with them to go over the Welcome Packet that is on the website. Make your visit short, but friendly.
2. Take your New Resident Information sheet to give to them. This will give them enough information to get on the website and let them know the information they will need up front. We know they will be busy unpacking and getting settled.
3. First, they will need help logging into the website if they haven't already. It's very easy. All they have to do is go to: <https://gvlegendshoa.com>. This will bring them to a new page with a form. Follow the instructions on that page and fill out the form. When you have completed the form, click **Register**. As it says at the top of the form, you should receive a response within a few days. **Note:** If you are sitting with them to create the account, contact Patty 520-576-8846 to approve it while you are there. Otherwise, as soon as she sees the request, she will approve it. They will receive an email from **GV Legends HOA**. Make sure this email doesn't go in their Spam or Junk Mail. This email will ask them to activate their email by clicking on the link provided. Once they activate their email, they will see another email from **GV Legends HOA** that their new account has been created and admin will approve, and they will be notified via email.
Once they receive an email that their account has been approved, they can then login to our Legends website. Select the box for **Remember Me** so they don't have to login each time.
4. If they want and have time, sit down with them and show them how easy it is to get to the information that is on the website.
5. When you meet with them, fill in the Directory Information form with the Resident's information for the Residents Phone Directory. You can either scan it or take a picture of it and send it to Cliff DeJong and Patty Jeney.
6. If the new resident uses Facebook, have them join our Legends Homeowners Association Facebook Group Page. Once they are on Facebook, go to <https://facebook.com/groups/LegendsHOAGV> and once on that page, click **Join**. Community members can view or post to our Facebook Group page.
7. You don't need to know all the answers to the questions they may have. You just need to know who they can contact.
8. Encourage your new neighbor to get involved once they get settled. We need volunteers as soon as they are willing to join a committee.

9. If you can, visit with the new resident again in the weeks following their arrival. Make them feel a valued member of our community.
10. If for some reason you need a Welcome Packet, please get with Kay Brouwer and she will get you one. We are trying to cut back on printing and copying all the pages in the Welcome Packet. Some of the pages are updated quite frequently. So please try to get them to use the Website.
11. The annual meeting of the Legends' HOA is held in February. In 2025, this will be the first time we will be doing Annual Packets Electronically. We will hand deliver the Annual Packets to the handful of people who don't have an email or computer. **It's important when filling out the sheet for the Directory that you find out who will be voting in the household. It has to be the owner of the residence. If they are renting, you need to find out who the owner is and their email.**
12. From time to time, we may ask the Block Captain to find out information from the residents on their streets or hand out something that we need ALL residents to have.
13. If you, as a Block Captain, find it necessary to resign, please try to find someone on your street to replace you. If time allows, explain to the replacement the role of a Block Captain. That way the new person will have an idea of what their role will be until they get a copy of this information sheet. If you cannot find a replacement, ask Kay Brouwer to send an E-Blast requesting a volunteer from your street.

A big thank you for volunteering your time and energy as a Block Captain.

Kay Brouwer and Patty Jeney
Co-Chairs, Communications Committee