

Position Description

Block Captain

(Approved: March 3, 2012)

The Block Captain for The Springs Homeowners Association reports to the Neighborhood Watch Chair and is requested to do the following:

- Maintain a list of all residents in their area. (The original list, and any subsequently requested lists, will be provided by the HOA office in either a printed or electronic format.)
- Make every effort to obtain current emergency contact information with the residents in their area.
- Distribute information as requested by the Neighborhood Watch Chair (including, but not limited to “Welcome” packets, community directories, handbooks, and neighborhood notices).
- Provide update information to the Neighborhood Watch Chair regarding residents in their area.