

VGCA COMMUNICATIONS

5. Board Liaison

4. Communication Managers

Calendar

Angel Foote
Terri Edelman

Newsletter

Gene Friedman
Larry Zussman
Rich Cleaver

Weekly Update

Angel Foote

Website

BOARD Secretary

3. Shared Communication eMail account

Communications@Villagegreenes.com

2. BOT, Property Manager, Committee Chair

Send request to:

Communications@Villagegreenes.com

Subject line: Calendar

Subject line: Newsletter

Subject line: Update

1. Activity / Club / Event Coordinators

Requests go to appropriate Committee Chair

1. Activities, Clubs, and Event requests are sent to the proper Committee Chairperson.
2. Request is initiated and sent in writing by the Committee Chairperson to Communications@Villagegreenes.com.
3. Calendar, Newsletter, Weekly Update managers access eMail account & communicate with sender. Managers can create their own folders in the eMail account.
4. Managers access the eMail account for requests, to clarify requests, or communicate back to contributors.

- **Calendar** – updated once a week when needed. Deadline is Friday noon.
- **Weekly Update** – updated once a week. Deadline is Friday noon.
- **Newsletter** – updated once a month. Deadline is the 8th of the month prior to the next issue.

Reviewer note: information flows up from level 1 to level 4. Level 5 is only involved when a critical decision is needed.

January 9, 2025