

Ridgewood Neighborhood Association

Block Captain Guidelines

1. Organization

A. As authorized by the Ridgewood Neighborhood Association By-laws, the Board of Directors has established a block captain program.

B. A senior block captain is appointed by the Board of Directors to oversee the neighborhood block captain program. This person is responsible for recruiting and appointing a block captain for each of the ten (10) designated neighborhood areas as located on the Ridgewood residents' lot map.

C. A deputy block captain for each area should be recruited to assume the duties of the block captain when that person is away or otherwise unavailable.

D. The senior block captain should call a meeting with the block captains and deputy block captains at least once per year. The purpose of this meeting will be to disseminate information and to discuss neighborhood issues.

2. Functions

Duties of the neighborhood block captains include:

- * Promoting neighborhood security
- * Encouraging neighborhood communication
- * Welcoming new neighbors, giving them a new neighbor packet

- * Initiating a “telephone tree” for their blocks in the event of an emergency
- * Notifying their deputies when they are out of town

3. Security

A. Block captains should make sure that neighbors are aware of the Neighborhood Watch Program and assist with the dissemination of Neighborhood Watch Program material for newcomers.

B. Block captains should urge residents to call the local sheriff's department (911 on either cell or land line) if they see any suspicious vehicles or persons around a neighbor's property.

C. Block captains may advise neighbors that some of the things they can do before they are away for an extended period are

- * Instruct the post office to hold or forward mail
- * Instruct the newspaper to hold papers
- * Make the home look lived in by putting some lights on timers with different on and off times and letting a radio or TV play during the day and evening hours loud enough to be heard by anyone listening from the outside
- * Let one of their neighbors know how long they will be gone and give them an emergency contact/phone number
- * Call the Tuolumne County Sheriff's Department Community Service Unit (536-9828) in the Junction to arrange for vacation house checks while away

4. Communication

A. The block captain should make contact with every neighbor on his block at least once a year. While personal contact is best, contact may also be made via e-mail or phone.

B. When new neighbors move into the block, the block captain should welcome them with a personal visit and present them with a welcoming plant. In addition:

- * The new residents should be told about the Association, inviting them to join.
- * The new residents should be given a copy of the latest newsletter, made aware of which block they are in, given a list of other residents in their area, and provided a copy of the By-laws and CC&Rs.
- * They should be informed of the Neighborhood Watch program.

C. The block captain, with the newcomer's permission, should obtain and forward the new resident's name, address (physical and mailing, if different), phone number, and e-mail address to the Board secretary, webmaster, and treasurer. Any resident wishing not to participate in the Block Captain Program will not be further contacted or listed; the block captain will notify the president of the Association.

D. Block captains may be requested to pass on news and information to the residents in their areas as requested by the Ridgewood Neighborhood Association Board.

5. Disaster Preparedness

A. In the event of a fire or other emergency the procedure is for the Board president or the senior block captain to call each block captain and ask that person to inform everyone on their list of the emergency. Any resident may initiate an alert by calling their neighbors as well as the Board president or senior block captain. This "telephone tree" can also be used to rapidly inform our neighbors of other concerns or issues that should be disseminated rapidly.

B. A resident with medical problems, who may require extra help in the event of a neighborhood emergency, should notify their block captain as soon as possible.

6. Other Issues

The duties of the block captain *do not* include

- * Watching every home on their block when owners are away
- * Watering plants and lawns for neighbors
- * Taking in neighbor's mail and papers
- * Caring for pets
- * Enforcing provisions of the Ridgewood CC&Rs.

7. Appendixes

Appendix A - Sample Introduction Letter

Appendix B - Sample Block Map with list of residents

Appendix C - By-Laws and CC&Rs