

# **ORCHIDS**

## **Ocean Ridge Community Home and Internet Directory Service**

### **Purpose**

To provide an email and directory information and communication service to the residents of Ocean Ridge Plantation.

### **Description**

ORCHIDS will offer three types of email services.

- a. Emails sent to all community members.
- b. Focused emails sent to members who sign up to receive emails in specific categories. Categories might be ORMGA, ORLGA, bridge players, meandering munchers, poker players, Chesapeake Chicks, etc.
- c. Ad-Hoc emails based on specific requests. For example an email sent to all residents on one or more streets for a block party.

ORCHIDS will not, in general, create emails but will forward emails generated by other community members to the full or focused email list requested.

ORCHIDS will also offer directory services in the form of published directories available by email to include:

- a. A name and address directory of community residents. This is similar to the current PPOA directory but limited to residents while including all residents regardless of PPOA membership.
- b. A name/phone/email directory. This is a short version of the full directory currently taking only 5 pages. This directory includes entries for both spouses when they have separate email addresses as well as both names when the spouse/co-owner has a different last name.
- c. A directory of names by Community/Street. This could be useful for locating your immediate neighbors.

Further directory services are planned, such as a directory which includes previous home city and state sorted by state, or a directory of birthdays sorted by month assuming this information is available.

## **Background**

As the Ocean Ridge community has grown so has the need for communication. In addition to posted flyers the use of email has been steadily growing as a means of communicating with community members.

First there was the PPOA which has a directory and an email distribution list. But the directory is only available to dues paying PPOA members and the emails only get sent to PPOA members.

Next there is ORMA which has its own email distribution list, different from PPOA. But ORMA email is limited to items approved by ORMA management and is also limited by people who sign up to be included in the directory. The directory is currently not organized in a printable form though that is planned. ORMA email is still controlled by the developer.

There are also email distribution lists maintained by the ORMGA, ORLGA and Centurians. In addition, there are distribution lists maintained by the poker and bridge players, the Meandering Munchers, Dominion Dames, as well as many other 'focused' groups.

Lastly there are individuals in the community who have attempted to maintain their own email distribution lists to assist in passing on valuable information within the community such as notes of deaths, illnesses and thank you notes. All of these email communications are candidates for using ORCHIDS.

## **WHY**

This service is being initiated to provide information and assistance to the Ocean Ridge resident community. The most difficult problem in keeping email distribution lists is how to maintain the lists as email address change and new members become part of the community. The value of ORCHIDS will be in providing a single database of community resident information where each individual or family piece of information is maintained in only one place. All available resources will be used to maintain accurate information for community members.

## **HOW**

The establishment of ORCHIDS will include the creation of a committee of community members each of whom will participate in the management and execution of ORCHIDS. Specifically committee members will have responsibilities for:

1. Determining the acceptability of emails to be forwarded to community members. Guidelines for determining the acceptability of an email will be addressed separately.

2. Forwarding emails to specific distribution lists as requested by community members.
3. Gathering new and updated resident information to maintain a complete database of resident information.
4. Resolving conflicts in member information determined from different sources.

A community email address will be established as a single place for community members to send their requests. Requests may be for emails to be forwarded or for current copies of the available directories. This email address will also be available and members will be encouraged to use it to provide their new and updated email addresses. This single email address will be used for all communication with the ORCHIDS committee and residents can be assured that the committee will respond and take action on any legitimate request.

### **The Service**

A commercial bulk email distribution service will be used for the actual delivery of emails. The ORCHIDS committee will maintain and provide the full, focused and ad-hoc email distribution lists to this service.

ORCHIDS will also maintain and publish a list of Categories for focused email distribution. These Categories will be added to the commercial email distribution service. New Categories may be requested by community members at any time.

Members will also have the capability to add or remove themselves from any of the focused distribution lists or from the master list. This is known as Opt-in and Opt-out. Opt-in will be limited to verified residents of Ocean Ridge Plantation.