

## INTRODUCTION

The Resident Contact Program was originally designed to use the Bonnet Street Address as the anchor to contact residents regarding if and when an emergency occurred at a specific location. This permitted us to keep two or more email addresses associated with a property. Over time this program expanded to a general communications tool using email blasts to over 700 email addresses.

Logistically, this became challenging. Consequently, we have moved the program to an Email Management Platform, Mail Chimp. In doing so, we have to register each contact by their unique email address under what is termed a subscriber profile. With that profile we keep name, address, phone numbers, and any special contact instructions, as we did with the original data in the program.

However, we cannot inherently capture pertinent information for all resident situations, such as someone who owns multiple properties. In cases like this we provide guidance in how to enter your data into this program.

*NOTE: This program is NOT the keeper of official records of property owners, their phone numbers, email address, or mailing addresses. This is under the purview of the Tax Collector who can be reached at [tax.collector@bonnetshores.org](mailto:tax.collector@bonnetshores.org). The Resident Contact program is a separate, informal, adjunct entity.*

*The Resident Contact information will be never be used for postal mailing information, so perfect format is not critical. Also, when you no longer own property or reside in Bonnet, we would appreciate that you unsubscribe from this program so we can keep our subscriber list beneath a certain threshold.*

## EMAIL ADDRESS

Enter your unique email address. If you use multiple email addresses, you will need to fill out a separate form for each, repeating the common information. Also, you should be aware that your mail server (personal or business) may need to recognize the sender email address to avoid issues with spam or junk mail.

The sender address is BSFD Information (information@bonnetshores.org}

## FIRST NAME

This is straight forward unless you wish to represent multiple people. When possible, have each register their own email address and name, but still providing the same Bonnet Address below.

If need be, provide all the names information appropriate except for the last name. Examples,

Mr. & Mrs. John; Jane and John; Nick, Ron, and Pete; Frank, and Nancy Drew;

See SPECIAL CONTACT INFORMATION for other options.

**LAST NAME**

Straight forward, enter your last name, and any suffix that you desire. Spell correctly so we can search as needed.

**BONNET STREET NO.**

Most properties have a street number, the exception being small lots designated by a town plat identifier. See PLAT below. Other categories of owners do not require a street number as well.

**BONNET STREET NAME**

Our primary search for emergencies is usually for an address. Street name spelling is very critical for this process, so please ensure your street is spelled correctly. Standard abbreviations are not a problem. Ideally, we would have a drop-down list, but, unfortunately, we don't.

If you have multiple properties in Bonnet, use your residence or primary property, and include the street number and name for the other properties in OTHER PROPERTIES below.

Also, we would appreciate any Beach Club Unit contacts omit a street number, and use '**Beach Club**' for a street, and provide a UNIT (see below,) if desired. This will reduce the size of our search list for Bonnet Point Rd.

If you are passionate Bonnet soul who has moved away, but would like to continue to receive communications, use 'Keep in Touch' for a street name. It will help us avoid removing you entity.

**OTHER BONNET PROPERTIES**

As stated above, list street number and name of any other properties in Bonnet where an emergency contact would be warranted.

**SPECIAL CONTACT INSTRUCTIONS**

Use this are to list contacts such as neighbors, other family members, or specific instructions for contacting you regarding an emergency with your property that you deem appropriate. This is something that a district official would read when looking up you address.

If you only want to receive emails for emergencies, whether for your property, or storm, water issues, etc., you can declare that intent below in COMMUNICATION CHOICES.

## **PHONE | PHONE1 | PHONE2**

Provide phone numbers with area codes. You can provide Name, Cell, Home, Work, Winter, Summer, Son, Daughter, designations. Abbreviations may be a significant capital letter (H: 555-123-9876)

## **UNIT (Optional)**

You can include an apartment number, a beach club unit. Duplex units should be designated in the street number.

## **PLAT (Land Only)**

This would only be needed if you owned property without a known street number.

## **COMMUNICATIONS CHOICE**

Choose one, and only one.

- **ALL Communications:** You wish to receive all email announcement/notices from the district.
- **Emergency Only:** Receive emails only for emergencies at your property, or related to the District, such as storm emergencies, contaminated water, and the like.
- **NO Email:** Choose this if you wish not to receive emails but want to have your phone number available.  
(we also manually keep information in this category for residents who have no email account.)
- **TESTING:** Do not select. You will not receive emails that you want and may get emails that you don't want.