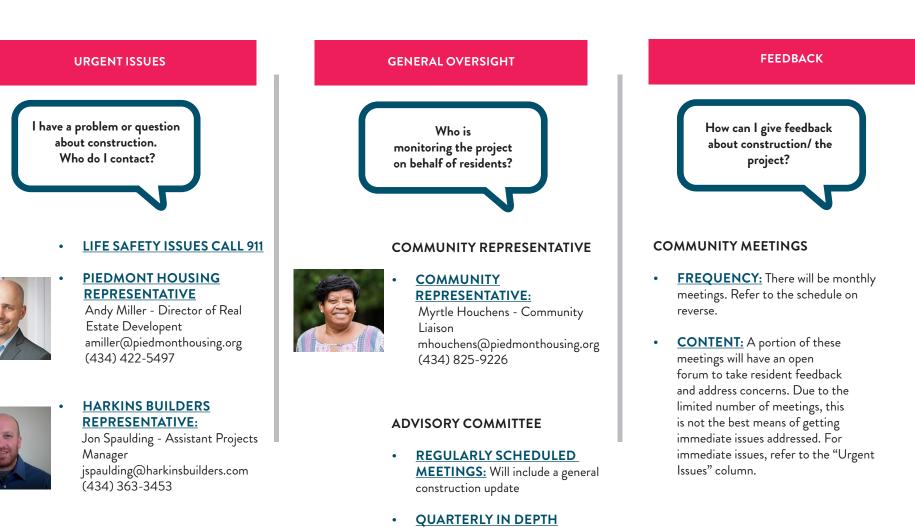
# **CONSTRUCTION COMMUNICATION GUIDE** HOW TO COMMUNICATE/ GET SUPPORT AROUND CONSTRUCTION ISSUES

We want to make it easy for residents to give feedback and receive information during construction. Refer to this sheet for project contacts and a schedule of communications about construction.



**MEETING:** Every three months, one meeting will include a detailed update with revised delivery projections and review

# **CONSTRUCTION COMMUNICATION GUIDE** SCHEDULE OF COMMUNICATIONS

The goal for communication during construction is to have frequent opportunities to provide updates and hear concerns from Friendship Court residents and the Advisory Committee.



#### WEEKLY UPDATES

- WHEN: Monday mornings
- WHERE: ZOOM
- <u>WHO:</u> PHA, construction contractor, Advisory Committee members
- <u>WHAT:</u> Issues from previous week, workplan for coming week, meeting takeaways to be sent via email afterwards to all AC members, not just those who participated

# MONTHLY

## **COMMUNITY MEETINGS**

- <u>WHEN:</u> At construction kickoff and then monthly. Meeting details will be posted at *piedmonthousingalliance.org/friendship court* and shared in the monthly Friendship Court newsletter
- WHERE: Hybrid ZOOM + In person
- <u>WHO:</u> PHA, construction contractor, property management, and residents
- **WHAT:** Construction update; expectations for coming weeks, resident questions/concerns

## MONTHLY NEWSLETTER

- **WHEN:** First week of the month
- WHERE: Delivered to residences & available online
- <u>WHAT:</u> Construction update; expectations for coming months, resident questions/concerns

