

OFFICE, REALTY & SECURITY COMMITTEES IMPORTANT INFORMATION

Within the last three years, there have been 71 new homeowners who have moved into our community. Our new neighbors, amongst others, may not be aware that our Office, Realty and Security Committees require information for our files and the security of the community. Listed are a few very important issues which need your attention:

- a) If you are thinking of selling your house, please notify the office or Realty Chairman as there are letters with important information that will be sent to you.*
- b) As a neighbor or friend, if you notice that someone has not been seen in the vicinity for some time, or you know that they are not well and staying with family and have vacated their house, please mention it to the office or a Trustee. A vacancy list is kept for security purposes.*
- c) Also, the office needs to know when someone has passed. The family doesn't always think about the office, but lately we have been having a problem with the information reaching the right people. A Memorial List is kept for the office as well as a Vacancy List, again, for security purposes.*
- d) An Emergency Contact Form is also required to be updated if and when you have a change in your phone numbers or if a change has been made regarding additional person(s) staying in your home (permanently or temporarily). Besides for security purposes, this information needs to be updated for our revised Community Phonebook as well as our Robo Call System.*

Thank you for your attention to this matter.

Holly Surdez, Realty Chairman