



Community Management, Inc.

Memo

To: Elizabeth Lofts Owners and Residents

From: Tom La Voie, CMCA, CAMP, PCAM Community Manager

Date: March 21, 2018

Re: Safety and Security

Our Ref: CMI24/ELIZ176

Elizabeth residents-

Due to several recent security breaches, please review the following House Rules and tips to prevent further issues:

- When entering and leaving the garage, wait until the garage doors fully close before proceeding to ensure unauthorized individuals do not enter the garage.
- When entering and leaving the garage, if another resident is passing through the gate, the next resident should wait until the garage doors are fully closed before using their garage remote. "Piggybacking" is against the House Rules Section A, Security, 1.6.
- When entering the building via the front lobby doors or back doors, residents should be vigilant and not allow strangers inside the building. If they are supposed to be in our building, they should have a legitimate means of entry by using the callbox or a fob key of their own.

Thank you for your understanding of these necessary security measures, as this will help ensure a more peaceful and safe environment for all who reside within the Elizabeth Lofts.

If you should have any questions or concerns, please do not hesitate to contact our office at **503-233-0300**.

