

Colonnade Newsletter

Board of Directors:

President: Timothy Leong **Vice President:** Jean Bryant

Treasurer: David Haut **Secretary:** Mary Shumack

Directors: Daniel Choy, Harry Johnson, James Kirkpatrick, John Miller and Jeffrey Rapoza

Property Manager: Cheryl Franklin

Site Manager: Randy Kowalkowski

August 2017 Edition

Monthly Reminders

Monday, August 21st

Sandwich Isle Pest Control will be on the complex. To sign up for General Pest \$25 or Flea Treatment \$65 please call the office at 487-5252 to add your name to the list. You must be available to allow access to your unit and payment to be made directly to Sandwich Isle on the day of service.

Tuesday, August 22nd

Attention All Owners: Monthly Board meeting will be held in the Game room located in Building 3 at 7 pm.

Monday, August 28th

City and County will be picking up bulky items. You may place your items out on Sunday 8/27/17 ONLY!

Moves or Deliveries

Lately there have been a lot of unscheduled moves and deliveries. We are kindly reminding everyone to please schedule your move or delivery with the Management office at least 24 hours in advance so the elevator can be padded accordingly. If it is unscheduled you will be charged a \$10.00 fine. Keep in mind all elevators are padded before 8 am so we must receive a call prior to padding or a charge will be imposed.

Mail Issues

Suggestions are as follows:

- 1. Received wrong mail (flat or parcel letter). Please indicate on the envelope and place it into the outgoing mail.**
- 2. Wrong package, you can choose to either leave a note on the package or the box and either leave it in the box, deliver it to the unit or return to the post office.**
- 3. Please ensure that your sender has the correct mailing address.**

Hurricane Info

As you may know it is the season for Tropical Storms and Hurricane. So plan ahead and prepare accordingly. Copies of a supply list are still available in the Management office to help in preparation for a Hurricane because it is truly better to proact then react. Be safe everyone and plan ahead.



Fire Safety

We've recently had all of our Fire Extinguishers and Hoses inspected and the inspection of all Fire Alarms will take place the beginning of next year. Always good to know where they are located. Fire Alarm pull stations, Fire Hose and Extinguishers are located on every floor near stairwells. Also on parking levels A, E, F & G. Pull stations may be pulled only during an emergency.

**Every unit must have smoke detectors (inspect and change the batteries periodically).

**Good idea to have a Class ABC Home Portable Fire Extinguisher.

**Drop gently to the floor and keep low. Smoke rises; clean air is nearest to the floor.

**If clothing catches on fire STOP, DROP and ROLL. .

**Cover your face with your hands.

**Colonnade Speed Limit is 5 MPH
Slow Down Everyone
Please adhere to signs**