



# Colonnade Newsletter

December 2016 Edition

## Office Closure

The Management office will be closed on Monday, December 26th in observance of Christmas Day and will re-open on Tuesday, December 27, 2016 at 8 am.

### Board of Directors:

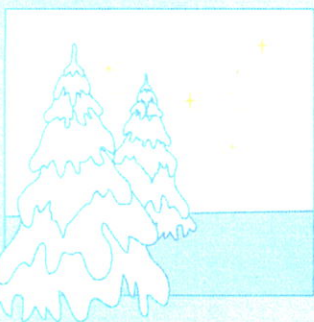
President: Timothy Leong  
Vice President: Mary Shumack  
Secretary: Harry Johnson Treasurer: David Haut  
Directors: Joy Brown, Jean Bryant Daniel Choy, James Kirkpatrick and Jeffrey Rapoza  
Property Manager: Jon McKenna

## Happy Holidays

The Board of Directors and Colonnade Management would like to wish all residents a very Merry Christmas and a Safe and Happy New Year

## Year End Reminders

In next month's Newsletter keep on the watch for friendly year end reminders to help with the maintenance, upkeep and safety of your unit.



## Colonnade Christmas Party

You are Invited!!!! All Colonnade Residents

To attend the Annual Colonnade Christmas Party Potluck

When: **Saturday, December 17th**

Where: **Game Room/Bldg 3**

Time: **6 pm - 10 pm**



Please join us in the festivities, share your favorite recipe and spend some time getting to know your neighbors. A personal invitation will be sent to all shortly with more information.

## Holiday Reminders & Christmas Tree Disposal

1. Feel free to decorate this Holiday Season and if you are unsure of what is allowed please check with the Management Office. All decorations must be taken down by **January 6th, 2016**.
2. In order for us to protect our new elevators this year, the Management office will have available bags to properly dispose of your Christmas Tree before taking it into the elevators. **Bags are limited so it will be issued on a first come first serve basis.** Please BAG your tree properly and take it down to the Lobby floor of each building around the mailbox area but please do not lean it up against the mailboxes and Maintenance will be checking each day and disposing of it accordingly. **Removal will take place only up until January 6th, 2016 no later.** PLEASE DO NOT dispose of your tree in the trash room.
3. Please check your mailbox and parcel boxes DAILY with the influx of packages being sent this holiday season let's help to keep those boxes clear each day.

## Elevator Shutdown Schedule

BLDG. 4 - OCT. 17, 2016 - DEC. 14, 2016

BLDG. 5 - JAN. 3, 2017 TO FEB. 23, 2017 Two Shifts with a Crew on each shift.

1ST SHIFT FROM - 6:30 AM - 3:00 PM and 2ND SHIFT FROM - 3:00 PM - 10:30 PM

Construction noise will occur during these shifts.

Also we ask all drivers to please use extra caution when driving on spiral ramps and parking decks due to the increase in foot traffic. The schedule and more information can be found on our website @ [colonnadeonthegreens.org](http://colonnadeonthegreens.org). Building 4 is near completion and we thank all in Building 4 in advance for their patience and cooperation during the shutdown. Building 5 residents please make your plans now for the shutdown. One suggestions is to purchase heavier or bulky items now and stock up before the shutdown. A letter with a few more suggestions will be sent prior to the shutdown.