

# Colonnade Newsletter

## Fire Safety Instructions

- \*Every unit must have smoke detectors (inspect and change your batteries periodically).
- \*Good idea to have a Class ABC Home Portable Fire Extinguisher.
- \*Close as many doors as possible while escaping from a fire to prevent the fire from spreading but do not endanger yourself.
- \*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. Do not panic and run this will only fan the flames.
- \*Cover your face with your hands.

## Mail Delivery

Please continue to report any missing or miss-delivered mail to our office.

Suggestions are as follows:

1. If you've received the wrong mail (flat/parcel letter) please indicate on the envelope and place it into the outgoing mail slot.
2. If you've received a wrong package, you may choose to either leave a note on the box/package and leave it in the box, delivery to the unit or return it to the post office. **DO NOT** bring it to the Management office, we are not allowed to accept ANY mail.
3. Please ensure that your sender's have the correct mailing address.

## As a reminder for the 4th of July

Absolutely NO FIREWORKS are allowed on any part of the property including the Lanai. Practice safety everyone this 4th.

## Whats happening at the Colonnade?

### Friday, July 3rd

Office will be closed in observance of Independence Day. Please no moves or deliveries on Holidays. Office will re-open on Monday the 6th at 8 am.

### Monday, July 20th

Sandwich Isle Pest Control will be on the complex for monthly general pest services. To sign up or for more information call 487-5252.

### Monday, July 27th

City and County will be picking up bulky items. Place your items out on Sunday 26th of July ONLY.

### ATTENTION OWNERS: Tuesday, July 28th

Board Meeting @ 7 pm in the Game Room  
(located in Building 3).

## During a Hurricane . . .

1. Frequently listen to broadcast updates of the storm's status.
2. Follow evacuation instructions of local officials.
3. Stay away from windows and doors and take refuge in small interior room or hallway where structural support is strongest.
4. Remain indoors or go to designated shelters.
5. Do not be fooled by the eye of the hurricane. If the eye is directly overhead there will be a lull in the wind lasting several minutes to half hour or more.
6. Avoid using the phone except for serious emergencies.

Board of Directors

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Vice President: Tim Leong

Treasurer: Dave Haut

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Directors: Mary Shumack, Daniel Choy, Samuel Heard  
and James Kirkpatrick

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JULY EDITION  
2015

