

COLONNADE NEWSLETTER

Site Manager Update

We say goodbye and thank you to Jon Eveland, we wish him much happiness and success in his new endeavor and we warmly welcome on board as our new Site Manager Randy Kowalkowski. Mr. Kowalkowski will begin on May 16th so stop by the office and welcome him to Colonnade.

PROPERTY UPDATES

Both the Jacuzzi and the Treadmills have been repaired and both are in good working order.

We apologize for the inconvenience this has caused and thank you so much for your continued patience.

MAIL DELIVERY PROBLEMS

Suggestions are as follows;

1. Received wrong mail (flat/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 pkg/box and leave it in the box, deliver it to the unit or return to post office.
3. Please ensure that your sender's have the correct mailing address.

ELEVATOR SHUTDOWN SCHEDULE MAY 2016 EDITION

- BLDG. 1 - April 11, 2016 to June 1, 2016
BLDG. 2 - June 13, 2016 - August 3, 2016
BLDG. 3 - August 15, 2016 to October 5, 2016
BLDG. 4 - October 17, 2016 to December 14, 2016
BLDG. 5 - January 3, 2017 to February 23, 2017

TWO SHIFTS WITH A CREW ON EACH SHIFT

1ST SHIFT FROM 6:30 AM - 3:00 PM

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 at colonnadeonthegreens.org.

ELEVATOR SAFETY TIPS

Due to the large amount of problems with our elevators listed below are some safety and emergency tips. For safety consider the following;

1. Do not attempt to enter or exit elevator while the doors are closing.
2. Stand aside for exiting passengers
3. Watch your step while entering or exiting elevators. Look down to make sure the elevator Cab is even with the floor.

Trapped in the elevator? Consider the following;

1. Keep calm and press the call button, it will ring up at the Guard Shack and inform Security you are trapped. If you know Security's phone number and have a cell phone with you, you may contact them directly.
2. Remain inside the elevator because an elevator technician will be notified immediately. He is well qualified and properly trained to remove a person who is trapped. Wait patiently and **DO NOT** attempt to leave or inquire of someone else to remove you.



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MONTHLY REMINDERS

Monday, 16th of May

Sandwich Isle Pest Control will be on the complex.

To sign up to have your unit treated please call the office to add your name to the list. Payment to be made directly to Sandwich Isle.

Monday, 23rd of May

City & County will be picking up bulky items. You may place your goods out on Sunday 5/22/16 ONLY. Please call the office for elevator padding.

Tuesday, 24th of May - Attention Owners

Monthly Board Meeting @ 7 pm in the Game room located in Building 3.

Monday, 30th of May

Office will be closed in observance of Memorial Day. No moves or deliveries will be allowed Holidays. The office will reopen on Tuesday May 31st at 8 am.