

Eastern Gardens

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7/28/2010

To: All Members/Residents of Eastern Gardens Cooperative, Inc.

Subject: Inventory of Gate Remotes & Balcony, Breezeway, Carport Cleaning

Dear Members/Shareholders:

Management has identified two items that require immediate action, they are:

1. Member's gate remote identification – The automatic gates which can be operated by remote has limited amounts of remote numbers that can be programmed into the gate memory box; currently we have exceeded those limitations for which it was designed and are not able to program any new or additional numbers. In order to correct this situation, without having to purchase new equipment, and for security purposes to ensure that every remote is accounted for, management must take precautionary measures. **On Saturday, July 31, 2010 from the hours of 10:00am to 2:00pm**, I am asking that each member to please bring their remotes to the front entrance gate. This is so that I can enter each remote into the system to its perspective household. In addition, this will also allow Eastern Gardens to have a current and accurate account of the remotes ensuring that any unidentified remotes are removed from the system and out of the wrong hands, prohibiting unauthorized access to the property.
2. Balconies, breezeways and carport cleaning – To ensure that Health and Safety issues are addressed, management has taken note with concerns to the increased amounts of spider webs located in the common areas of Eastern Gardens. Therefore, beginning on **Monday, August 2, 2010 at 9:00am** until the process is completed, the common areas, i.e., balconies, breezeways and carports will be cleaned. There will be no water used so your personal articles will not need to be removed. The cleaning process will consist of, cleaning debris, i.e. dust and dirt from floor areas, washing of light globes, and removal of all spider webs.

I would like to thank you in advance for your cooperation and for all your contributions and efforts in making Eastern Gardens a wonderful and enjoyable place to live! Should you have any questions or concerns, please contact me at, 489-1604.

Theresa Williams

Theresa Williams
Community Director
FPI Management, Inc.