

# *Eastern Gardens*

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August 15, 2011

To: All Members of Eastern Gardens Cooperative, Inc.

Subject: Non-Building Emergencies, (Vandalism/Burglary/Theft)

## **SECURITY AWARENESS**



Members are advised of the following:

- ❖ Don't leave your front doors open and unlocked. Just because you have a security door doesn't mean it can't be broken into, it's always better to lock and secure both doors.
- ❖ Always lock all doors and windows to your apartment and vehicles. Even if you're only running to the laundry room or the car to grab something. Never leave valuables inside your vehicle or your remote to the gates, always, LOCK UP!
- ❖ Don't leave keys hidden anywhere outside your apartment. Such as under doormat, instead, let a friend, trusted neighbor or family member hold a spare key for you.
- ❖ Never allow strangers to use your phone. Even if they claim to have an emergency. Talk to them from behind a locked door, and offer to make the call for them.
- ❖ Never advertise that you're not at home. Whether it's on the answering machine or with a note posted on your door. When vacationing out of town, inform management.
- ❖ Draw your shades at night. Keep a few lights on; inform management if you notice burned-out lights on the outside grounds so they can be replaced.
- ❖ Report Emergencies, such as, suspicious behavior, theft or burglary to the Sheriff's Department by dialing 911 for emergencies and for non-emergencies dial 874-5115. Later you can inform management so we can alert other members.
- ❖ **Do not contact management for this type of an emergency, Dial 911.**

Sincerely,  
Eastern Gardens Cooperative

*Theresa Williams*

Community Director