

## **Bayview Condominium Association**

### **A few friendly reminders for the holiday season:**

**Don't open the doors for people you don't know and don't buzz open the door on the intercom without confirming who it is.**

If someone calls you via the intercom claiming to be from a delivery company (e.g. FedEx or UPS), confirm your name and unit number before buzzing them in. **Even if wearing a delivery/postal uniform, do not let someone in unless they are bringing your delivery.**

Don't keep main doors propped open at any time. If you see them open, please be sure to close them right away.

Be on the alert for strangers to the complex, especially if they seem to be just wandering around. And if you have visitors, please don't let them just wander around the complex on their own.

Remember to always use deadbolt locks for additional security in your units.

Don't keep valuables in your vehicles, and especially not in plain sight.

If you have holiday lights in your unit, please make sure to turn them off when you are not home in order to reduce the risk of fire hazard.

If you are going to be away for an extended time, inform the post office so they can hold your mail for you. Also, consider using timers for your lighting and/or letting your neighbor know. Please be sure to take down holiday lighting before February.

**Collapse all boxes before placing in recycling bin, and please arrange for disposal of any large items on your own. If the recycling bin is full, please wait a few days for them to be emptied. Don't leave items, as the trash company will not pick them up!**

Please make sure that your unit key is in the Bayview office in case of emergency and that property management has your contact information.

***If there is an emergency that requires entry into your unit (with your permission) and we do not have the key and/or contact information, you will be responsible for any locksmith or additional expenses.***

Let's be extra alert so everyone can enjoy a safe & happy holiday season. All the best to you and your loved ones in the coming year!

**The Board**