

(Revised 7/16/04)
TOWN HOUSE SECURITY PROCEDURES
FOR ALL RESIDENTS

The success of a good security system depends upon the cooperation and adherence to the security rules by all employees and residents. Therefore, we have prepared this outline of our procedures for you to review and follow.

A. BUILDING EMERGENCY ----- 544-7491 (Desk)

B. ENTRANCE DOORS

1. All entrance doors will remain locked at all times. The service entrance door will not be blocked open and left unattended while parcels are being taken upstairs.
2. Employees and residents will not unlock or electrically release the door locks unless they have positively identified the person wanting in, either in person or by telephone.
3. Do not open the entrance doors at any time for a non-resident person who is not your guest (even if you know them).
4. The garage doors will remain closed and locked at all times.
5. The North Service Entrance will be locked from 10:00 p.m. to 6:00 a.m.

C. KEYS

1. All keys must be issued and recorded by the Building Engineer.
2. Residents must not loan or give outside keys to housekeepers, caregivers, or service people, friends or guests.
3. Outside keys can not be duplicated, and will be registered by number.
4. One additional building key may be purchased for a non-resident family member at a cost of \$10.00 each. All persons receiving such keys must be given a copy of the Town House Rules and Regulations and must sign the accompanying form that states they will abide by such rules and regulations.
5. All Town House keys must be immediately returned to the Town House Office by all residents at the termination of their occupancy, including those keys purchased for family. Money will be refunded for keys purchased.
6. If you lose your apartment or outside door key, notify the Building Engineer immediately since the building may need to be rekeyed to protect homeowners. There will be a \$50 fee for replacement of a lost building key, \$10 for a unit (apartment key).
7. Do not attach address information or other identification to your building key in case it is lost.

D. PARCELS, MAIL AND OTHER DELIVERIES

1. Any parcel, laundry, dry cleaning, etc. left at the office desk for a service company to pick up must be labeled with your name, apartment number and the company who will pick it up.
2. Parcels will be delivered to you, and placed in your apartment in your absence, if you so desire. However, should you not want parcels delivered, it will not be done if you let us know. You may pick them up at the desk instead.
3. The desk should be notified when you have service persons arriving to do any type of work in your apartment. The desk should also be notified of all scheduled deliveries of furniture or other large items which have to be put in apartments by the delivery company (this also applies to carpet laying) so that we do not have two large trucks each trying to unload at the same time.

E. SOLICITATION AND SALES

1. No solicitation is permitted in the Town House.
2. Residents will not provide their "directory" or a list of apartment residents or phone numbers to any organization, no matter how worthy.
3. No "garage" or moving sales will be permitted, except privately among the residents, and their invited friends who must be accompanied by a resident.

F. PARKING

1. All cars in the parking area should be locked at all times.
2. Residents and guests may not park in the west driveway or east alley. These are unloading areas only and must remain clear for emergency vehicles (5 minute limit with driver inside).
3. Twenty (20) minute parking in the north service drive will be permitted while unloading.
groceries or other items, however, please do not block the door. Be sure to close the locking inside door while taking parcels upstairs.
4. Report any unusual activity in the parking area immediately.
5. Guests using the Town House guest parking for more than one day shall notify the desk with a description of their car and the license number.
6. Report any auto thefts or vandalism to the office immediately so the incident can be investigated, the police notified, and security measures adjusted.
7. Only residents may park in the numbered lots. Guests must park in the section of unnumbered lots marked "Guest Parking".
8. All vehicles in the parking lots must be currently licensed. Unlicensed vehicles will be towed by the police.
9. Non-resident owners may not store vehicles in the above-ground parking lot.
10. Garage parking is available to owners for a fee on a space available basis and is covered by a separate lease agreement.
11. Parking tag must be displayed on the rear view mirror.

G. GENERAL SECURITY PROCEDURES

1. Fire, theft, vandalism and other suspicious activities should be immediately reported to the office or the man on security.
2. Although we endeavor to protect you and your possessions, we cannot be held responsible in the event of a fire, theft, or vandalism. You should contact your insurance agent to make sure that your possessions are adequately insured.
3. All service persons will be required to fill out a contractors form at the desk prior to beginning any work in an apartment. Also, all service persons should be personally met, either by you or staff, to accompany them to your apartment. When the person is finished with his or her work, he or she should be accompanied to the service entrance to leave the building. If you cannot do this, ask one of the staff to meet the serviceperson. Be sure you let the desk know when you have scheduled workers, cleaners, etc. so they will be allowed to bring equipment into the freight area.
4. Residents must not store items in the corridor, basement aisles or any common areas.
5. If you are going out of town for 2 days or longer, please notify the office, and leave a number where you may be reached in an emergency.

Please review these procedures periodically. We are available to assist you with any Town House security problem on a CONFIDENTIAL basis at anytime.

7/16/04