



M E M O R A N D U M

TO: All Residents – The Martello
1550 Dresden Row

FROM: Board of Directors & CitiGroup Properties Limited

DATE: October 19, 2006

RE: **BUILDING SECURITY**

Security is of the utmost importance at The Martello. Protection of the residents and their personal belongings requires heightened vigilance. **It has recently come to our attention that residents have been witnessed allowing strangers access to the building.**

When you grant access, it is imperative that you properly identify the person(s) or direct them to the Concierge desk. Once access is gained by the wrong person, your personal safety and possessions could be at risk. Creditable identification is required before service technicians (and others) are granted access to the building.

We urge all residents to make sure that security doors close completely behind them when they leave or enter the building. It only takes a few seconds to pause when leaving or entering to ensure that the door has closed. The same precaution should be taken when entering or exiting the parking garage with your vehicle—stop and wait for the overhead door to close completely prior to proceeding to your parking space or leaving the parking lot.

Your Board and Management respectfully request your cooperation in assuring vandals are denied any opportunities of criminal activity by taking the following precautions:

- **Do not leave security cards/keys or valuables in your vehicle**
- **Do not allow anyone to follow you through the security door unless you are certain they are a resident of the building**
- **Do not prop any exterior security door**
- **When entering or exiting the underground parking garage, please stop your vehicle long enough for the overhead door to close behind you**
- **Notify the Concierge staff immediately of any suspicious activity in the building.**

By working together we can preserve the safety of the residents and protect your property.

Thank you for your anticipated cooperation on this important matter.