Reminder Best Practices to Report Breach in Security

February 18, 2022

Dear Residents,

Management would like to remind residents of best procedures to submit a security incident report, breach in security staff performance or other general security concerns.

Residents should provide all incidents or complaints in writing, by email or letter, to Frank Orleck, the daytime concierge, and not to the after-hours staff. This will ensure the details of the message are clearly conveyed to the appropriate party. Staff is in contact with many residents and contractors throughout the work day, and a verbal message may be lost, misconceived or may not be addressed in an appropriate time frame.

Your cooperation and understanding are appreciated.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact the undersigned.

Warm Regards,
Melody Brown
Property Manager
Condominium Management Group
"As agent only" for OCSCC No. 815