

MEMORANDUM

TO: Residents of the Gayle Condominium

FROM: The Board

SUBJECT: Misc. Items

DATE: December 31, 1990

1. NEW OFFICERS: The owners have selected the 1991 Board. The 1991 members, and their unit numbers, are as follows: Clay (unit # 301), Matt (unit # 303), and Inga (unit # 304).
2. DUMPSTERS: There are two dumpsters located on the west side of the building. One is for the Gayle, the other is for the tenants of the apartment building on the other side of the alley. These dumpsters should be used only for dumping garbage generated from within the building. They should not be used to dump garbage brought from other locations.
3. LAUNDRY ROOM DOOR: During a recent inspection by the Fire Department, we were given a verbal warning because someone had left the laundry room door open while the washer and/or dryer was running. Per the Fire Department, keeping this door open when the washer or dryer is running is a violation of the fire code.

We have written memos in the past about keeping this door locked for security reasons. Now we have another reason for keeping this door closed and locked.

Please make an extra effort to keep this door locked. It will make the building safer and keep the Fire Department happy.

4. BUILDING ACCESS: Don't let people into the building unless they are coming to visit you. Apparently, some people have been getting into the building by waiting around the front of the building and then "piggybacking" their way in when someone comes along and opens the front door. Not all of these people have been "welcome guests".