

SWIPE CARD UPDATE

As to not have too much change going on over the holidays, the **SWIPE CARD SYSTEM UPGRADE** will take place beginning the week of January 11th, 2021. More information to come.

IMMEDIATE CHANGES TO MAIL ROOM PROCEDURES

Beginning Monday, December 21, 2020

It is important to note that the mailboxes in our mailroom are USPS approved mailboxes. Accessing any mailbox that is not yours is considered a federal crime. Even though this is Briny Breezes, rules must be followed. We are making immediate changes in the mail room that will affect everyone so please review the following information:

- **Mail room access will be available via SWIPE CARD only. The old, coded door access will no longer be available. All residents are required to always carry their ID card so this should not cause any issues.**
- Please NEVER let a FED-EX, UPS, AMAZON, or similar driver with packages into the mailroom.
- **All mailboxes must remain LOCKED. Rubber bands can no longer be used to keep mailboxes open and ALL mailboxes that are left open will be locked at the end of each day.**
- If you are unable to open your mailbox with the combination, please fill out a work order and attach a \$40 check to have your mailbox changed to key access as the office will not retrieve mail for those of you unable to open your mailboxes.
- Please retrieve mail ONLY from your own personal mailbox. Please do not access your friend's mailbox or go through any open mailboxes, and please do not ask the office to access someone else's mailbox for you.
- If you are unable to come to the mailroom to get your mail due to illness or other matter, please contact the office and leave notice of who you are authorizing to do a 1 time pick up.
- Please be sure that all AMAZON, FED-EX, UPS packages have your UNIT NUMBER and Street name listed on them. The drivers are coming in daily asking where people live. Your packages should be delivered directly to your home, not left in the office.

We apologize for any inconvenience these changes may cause but they must be put in place for the safety and security of all Briny residents.

**Thank you for your cooperation,
Michael Gallacher, General Manager
Briny Breezes, Inc.**