

Royal Arms Condominium Association

c/o Community Association Partners, LLC

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TO: ALL RESIDENTS

DATE: Sent via Email on 6/7/18

RE: Package Delivery/ Recent Theft

We have received reports of packages being stolen from the mailroom and want to make everyone aware of this issue, as well as offer some suggestions on how to help prevent this going forward:

- * The most important thing to mention, is guest access. Many package thefts occur during daylight hours. Always be aware of suspicious behavior in the building, and please never buzz someone into the building that is not your guest. This keeps the building secure by preventing unauthorized persons from gaining access to the common areas.
- * In addition to monitoring your package's tracking information, also consider choosing a shipping option that requires you to sign for delivery.
- * Arrange to have packages shipped to an alternative location, such as your workplace or the vendor's local shipping facility for pick up.
- * Arrange for a neighbor to collect your packages for you to ensure the packages are not being left in the mailroom unattended.

Please use the contact information on the header of this page if you have any questions.