

**TO: ALL EL PARQUE RESIDENTS**  
**FROM: THE EL PARQUE BOARD OF DIRECTORS**  
**REGARDING: RENTALS**

The new season is about to begin, and we are very happy most of the people are coming back this year. This is a good time to brush up on security protocols. During the summer we had several incidents where people rented their units either on their own or through a representative or a realtor but failed to let the office know their renters were arriving. In other cases, the renters invited addition guests that the owners may or may not have been aware of. This caused some concern as we did not know who belonged here and who did not. The Welcome Committee was never informed and things fell through the cracks or the burden was put on Martha to explain everything. The guards were not sure how to proceed when someone showed up unannounced. Therefore, we will make some simple changes.

1. Each owner will receive a copy of the Welcome Pack and it will be their responsibility to e-mail it to the renters and/or have it available in their Casa. We will include a copy of the Registration Form and Guest Registration Form.
2. The office must be notified in advance of any renters who are coming and the date they will arrive. If the office is not notified, the renters will not be allowed in.
3. The day of arrival, the renters must register in the office and receive a pass. They must carry this pass with them for the first two weeks they are here so that all the guards know who they are. If they are arriving on a Saturday or Sunday, please pre-register them.
4. As always, if you or your renters have guests, they must notify the office that they are coming and then they must register them when they arrive.

Thanks in advance for helping us keep El Parque secure.