

# Memorandum

**To:** All Residents  
Belts Landing Condominium

**From:** George J. Bereska, CMCA©, AMST™  
Property Manager

**Date:** May 5, 2011

**Re:** Bicycles in the Garage

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With the annual garage cleaning nearing completion, the Board of Directors would like to further improve the appearance of the garage by installing more and improved bicycle racks. To that end, it is necessary to conduct an inventory of the bicycles presently being stored in the garage. If you own a bike that is being stored in the garage, please ensure a current tag is on your bike with your name, unit number, date, and any other pertinent information. Additional tags may be obtained from the front desk. **Per the Board of Directors, Bicycles that are not tagged with current information by May 20, 2011, will be removed from the garage and donated to a bicycle refurbishment shop.**

If you no longer want your bicycle and wish to donate it, please put "Give Away" on the tag in addition to the other information. You will be contacted for verification prior to the bike's removal.

Thank you for your cooperation.