



## BEAUCATCHER HOUSE HAPPENINGS

[www.beaucatcherhouse.com](http://www.beaucatcherhouse.com)

Phone: 828-333-4404

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### **It is time to assign the keyless entry FOBS and the 2019 Parking Stickers!**

In order to be issued a FOB, **AND** the 2019 Parking Sticker, the Contact Information Sheet **must be filled out and submitted first.**\* Stephanie Holmes will be in the lobby Friday from 3:30pm to 5:30pm and Saturday from 10am to 12pm if you would like to get your sheet from her. There are also extra sheets in the bin outside the manager's office. Once you have obtained the sheet fill it out in its entirety and submit it to the manager in person, or put it in the manager's box at the office if the manager is not in. Sandra will assign the fobs from the Contact Information sheets on the days that she is here which are Tuesday, Wednesday and Thursday from 9-2. If you are unable to come to the office during Sandra's hours to pick up the FOB and parking sticker(s), the FOB will be put in an envelope and delivered to you by a board member. Just email Sandra at [scollins@mycmg.com](mailto:scollins@mycmg.com) and let her know if you are unable to pick it up.

**YOU WILL NOT RECEIVE A FOB OR THE 2019 PARKING STICKERS WITHOUT TURNING IN THE CONTACT INFORMATION SHEET.**

Here is some helpful information regarding the FOB keyless entry system:

1. There are 'FOB readers' on the Front entry, and the North and South entries.
2. Please keep your building key with you always in case power is out, or there is a problem with the system. You will also need the key to get back into the building from the Courtyard to the Lobby, and from the Courtyard to the basement Entry and fitness center.
3. The FOB reader and the door opening on the Front Entry are on the left. The building key will work in all entry doors.

***\*\*A friendly reminder that when you are absent from your Condo for an extended period, please be sure to shut off the water into your unit. If you have any questions as to how to do this, please contact the office or a Board member.***



Please remember to break down boxes before placing in the recycling dumpster!



The Beaucatcher House Holiday party will be held this year on Saturday December 15th at 5:30pm. We ask that everyone bring 'finger foods' and their own beverages. The paper products will be provided by Beaucatcher House. \*Musical Entertainment provided by Alexa! The sign-up sheet will be on the front table this weekend. Guests are welcome but be sure they know to park in the Visitors Spaces to avoid being towed. \*

**There will not be a Board Meeting in December. The Annual Meeting and Budget Ratification will be Thursday January 24<sup>th</sup>. The notice will be sent out soon with instructions regarding how electronic proxy and ballot submittal is done.**

**WISHING YOU ALL A VERY  
HAPPY HOLIDAYS!**

