

SEPTEMBER 2009 NEWSLETTER

Linwood Park Management / Security Staff and the Fort Lee Police Department are providing you with this important information on

How to Protect Yourself

(an issue that is always on our minds.)

What the Security Staff Can Do for Us



If you are uneasy about coming home late at night, call the Office during normal business hours (201-944-7135). The Security Supervisor will arrange for a guard to meet you while you park your car (if that is part of what you are doing) and see that you arrive at your building safely.

(If office is closed call 201-944-7135, press 3.)

This service is primarily for those who work very late, and come home in the early morning.



When you plan to be away for a period of time, notify the office. The guards will check your apartment on all shifts.

Tell a neighbor of your plans and leave a telephone number either where you can be reached or of a close friend or relative.



Always have a key on file in the Management Office or with a neighbor.

If you are uncomfortable leaving the key in the Management Office, you can leave it with a neighbor and advise the office as to who has it.

What We Can Do For Ourselves



Do not admit anybody you do not know into the building.

Do not press your buzzer unless you know for sure whom you are admitting.



You should **always** call the police any time you see someone you do not recognize who is obviously loitering in or outside your building.

More Tips on What You Can Do To Protect Yourself



Install a **Dead Bolt** and use it.

New residents should install a new cylinder and provide a key to the office.



A **Door Alarm** is an excellent precautionary device.

There are many different types on the market, ranging from very simple, inexpensive do-it-yourself models to sophisticated versions that connect to a monitoring company.



Invest in a **Timer** or two.

You can set your radio and lamps to go on and off according to your normal routine.

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Always keep your door locked.



Always lock your fire-escape window when you leave, or when you are going to be in another room for an extended period of time.



Be wary of the message you leave on your answering machine.
Do not broadcast how long you are going to be away or where.

Parking Permits

Should you obtain a new vehicle, contact this Management Office to obtain a new shareholder parking sticker. A sticker can be issued for vehicles displaying a “temporary” registration. You may advise the office when you obtain the permanent license plate number.

Do not park in the lots without a Linwood Park issued parking sticker, which must be displayed on the driver’s side rear window or your vehicle will be subject to being towed and stored at the vehicle owner’s expense.

How We can Make Our Buildings Safe

Always keep the lobby doors closed.



Be a good neighbor, day and night. **Call 911** when you see a stranger acting suspicious in your building. *Let the police check it out.*



... and that goes for the fire escapes, too.
No one is permitted to use the fire escapes for any reason. Report the stranger to 911.



A special note: Fire escapes and roofs are for emergencies only- such as fire-
NOT for getting back into apartment.

*When you lose or forget your keys, please call Maintenance for assistance- it is safer and easier. Another special Note: **lockouts are handled by Maintenance only- Do not call Security.***



If the **Roof Alarm** sounds or the **Roof Door** is open call **Security**.

How Linwood Security Works for Us-



The guards patrol Linwood’s grounds and buildings 24/7.



The aim of our security force is not only to deter crime in the community and ensure our safety, but also to keep our environment quiet and peaceful.



The guards are instructed to avoid involvement in disputes amongst residents and to avoid entering into debates, either with residents or outsiders and are ordered to **avoid entanglements in family disputes. These are police matters.**

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cut and save

A Very Important Phone Directory

911 Fort Lee Police, Ambulance- For Emergencies only
201-592-3500 Fort Lee Police- For non-emergencies
201-944-2038 Linwood Park Management Office-
Monday thru Friday, 9:00 A.M. to 5:00 P.M. ONLY
201-944-7135 Linwood Park Security-
Monday thru Friday, 8:30 A.M. to 5:00 P.M. ONLY (after office hours & weekends,
Press #3.)
201-944-7135 Linwood Park Maintenance Office- Security Office
In Service 24 hours a day, 7 days a week
Office Hours are: Monday thru Friday, 8:30 A.M. to 4:30 P.M.
After normal business hours call for Maintenance Emergencies or to reach the Security
Guards.

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