

To: All Unit Owners--Villas of Arden Mills
From: The Board at the Villas of Arden Mills

The attached emergency contact/special assistance document reflects a need we have as a community. This document is required to be completed by each unit owner and kept on file. Please complete the form in its entirety because this information is vital if you are not available in case of an emergency such as fire, vandalism, or flooding. If you do not want your telephone and/or your email addresses to be shared, please indicate so in the spaces provided. We plan to share your telephone numbers and email addresses (if so indicated) with all unit owners in the Resident Directory. Your phone number and emergency contact is required in case of an emergency and will be made available to the management company, Board Members, Emergency Committee, and Chartiers Township Police and Fire Departments *only*. Emergency contact and special assistance information is confidential and will not be shared with the community as a whole.

What does special assistance mean? If you give your permission on the form, the Chartiers Township Police and Fire Departments will be made aware of your special physical needs and would personally assist you in the event of an emergency.

It is strongly suggested by the Board and the Emergency Committee that all unit owners have a cell phone for use during an emergency. During a power outage, such as the one we experienced during the winter of 2010, your landline phone (cordless) will not work. A corded phone may only work for a brief amount of time. While we realize that a cell phone is an added expense that cannot be required, there are plans available such as pre-paid phones that will give you peace of mind during an emergency but not add a large expense to your monthly bills. With a little research, there are many viable options or plans available.

Please complete the attached form and return it within 5 days to Marcy Munnell, 159 Glen Arden Circle. If any of the information you are providing changes at a later date, send any updates to Marcy Munnell, Chair Emergency Committee. We appreciate your cooperation in handling this important matter.

**Villas of Arden Mills Condominium
Association Emergency Contact/Special
Assistance Information**

Name. _____

Address. _____ Building# _____

Phone Number (required for resident emergency list) _____

Include in resident directory: Yes ___ No ___

Cell Phone _____

Include in resident directory: Yes ___ No ___

Email Address _____

Include in resident directory: Yes ___ No ___

Emergency Contact (required for resident emergency list):

Name _____

Phone Number _____ Cell Phone _____

Relationship to resident _____

Special Assistance Information:

____ Yes, I would like to have special assistance in an emergency and I give my permission for my name, address, phone number, and special needs information to be given to the Chartiers Township Police and Fire Departments. ***we have the following special needs*** _____ use oxygen _____ use a mobility device _____ vital medications _____ other medical devices _____

____ No, no one in this unit wants special assistance at this time.

Additional Comments: _____

Signature(s). _____ Date _____