

July 25, 2017

Memorandum

To: All Riverbend Residents and Owners
From: Sandra J. Swarr, PCAM
Association Manager
Re: Email Addresses

We are excited to advise you that in a few weeks we will be introducing a new online service into our building. The service is called "BuildingLink", and it will allow you to communicate with your building management online, through the web and through email. Some of the features it will offer you are:

- Submitting and tracking of any repair request
- Reading important notices and or building information
- Responding to surveys building management may post from time to time
- Reading and Posting to a shared bulletin board

In order for BuildingLink to work best for you, we need to input your email address. This will not be used for any solicitations, spam, etc. and will be accessed only by building staff and the BuildingLink program as needed. You will also have the option to suspend receiving notifications from the BuildingLink system if you so choose, although we think you will want to be kept up to date on building events that affect you.

In addition, this is a good time to update your contact and emergency contact information, which will also be stored in the BuildingLink database and accessed only by your building's staff and manager as needed.

Please fill in your name, unit# and email address, as well as the other information requested below. If you do not have an email address either at home or at work, write "None".

Thank you for your cooperation.

Unit#: _____

Occupant 1

Occupant 2

Occupant Name:	_____	_____
Email Address:	_____	_____
Home Phone#:	_____	_____
Work Phone#:	_____	_____
Cell Phone#:	_____	_____
Fax#:	_____	_____
Emergency Contact Name:	_____	_____
Emergency Contact Phone#:	_____	_____

****Please use separate columns for each occupant, since everyone will be provided with their own individual username and password when the system is active. You may use a second sheet if needed.****