




March 9, 2016

**MEMORANDUM**

TO: Riverbend Owners and Residents  
FROM: Sandra Swarr, PCAM®   
RE: Bicycle Registration

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During a recent garage inspection, I noticed that many of the bicycles stored in the bike racks are not registered and may be abandoned. Unfortunately, sometimes when individuals leave the building, their bike is forgotten and left behind.

If you have a bicycle stored in the bike racks, please complete the Bicycle Registration form (on the back of this memo) and you will be given a tag to attach to your bike.

**IMPORTANT:** If bicycles are not registered within 30 days of the date of this letter, they will be donated to the Ladies Board Rummage Sale on April 12<sup>th</sup>.

Thank in you advance for your cooperation.

## Bicycle Registration

Please complete the form below and return to the Management Office upon completion. Bicycles will be donated if not registered within thirty (30) days of placement in the bike racks.

Name: \_\_\_\_\_

Unit #: \_\_\_\_\_ Phone: \_\_\_\_\_

Bicycle Type

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Location of Bicycle (s)

Phase A – Lower level

Phase B – Lower level

Resident Signature: \_\_\_\_\_

\_\_\_\_\_  
Action Taken (To Be Completed by Management):

Bike Tag(s) Issued

Date \_\_\_\_\_