

**Sea Breeze CMS, Inc. Mailing Procedure**

Community: Joggers Run Date: 7/19/16  
# of Homes: 160  
Purpose of Mail out: Newsletter

Describe each item included in mailout: Newsletter

- 1. Paperwork reviewed by:
  - a. Cy 7/19/16 (Printed Name & Date)
  - b. MJ 20 2016 (Printed Name & Date)
  - c. MW 7-20-16 (Printed Name & Date)
- 2. Provide sample of how items will be inserted into envelope. Review by:
  - a. Beverley Jamason: Approved on by 7/29/16 (Date)
- 3. Print paperwork.
  - a. Write information in postage log. Reference how to fill in postage log page in postage log. Each item should be listed on a separate line. Be descriptive as possible.
  - b. Who wrote information in postage log? \_\_\_\_\_ (Printed Name & Date)

**Additional questions to ask before sealing any and all envelopes:**

- Yes or No 1. Will newsletter be included?
- Yes or  No 2. Do owners need to be advised to request for year-end financials?
- Yes or  No 3. Does a copy of the current budget need to be sent to the owners?
- Yes or  No 4. Are there any additional items that can be mailed with this mail out?
- Yes or No 5. If owner account is flagged from Tops should any of the information in the mail out be sent to those who are flagged?

**Procedure for Non-window Envelopes (Labels)**

- 1. Print labels. How many printed? \_\_\_\_\_
- 2. Place out of country labels on envelopes aside from other labels. Place additional postage on envelope. # of out of country \_\_\_\_\_ & \_\_\_\_\_ (Print Name & Date)
- 3. Weigh envelope to determine postage needed. How much does the envelope weight? \_\_\_\_\_ (Print Name & Date)
- 4. If using folding machine make sure folding machine is set to the items you are folding.
- 5. Place items in envelope. Follow order as per cover sheet listed below signature.
- 6. Seal envelopes. Name of person who sealed? \_\_\_\_\_ (Print Name & Date)
- 7. Place additional postage on envelope if needed.
- 8. Date of items placed in the mail? \_\_\_\_\_ (Print Name & Date)
- 9. How many envelopes are accounted for? \_\_\_\_\_ (Print Name & Date)
- 10. Is an affidavit of mailing needed? Yes or No  
Who prepared affidavit of mailing? \_\_\_\_\_ (Print Name)

**Procedure for Window Envelopes**

- 1. Print letters.
- 2. Place out of country labels on envelopes aside from other labels. Place additional postage on envelope. # of out of country \_\_\_\_\_ & \_\_\_\_\_ (Print Name & Date)
- 3. Weigh envelope to determine postage needed. How much does the envelope weight? \_\_\_\_\_ (Print Name & Date)
- 4. If using folding machine make sure folding machine is set to the items you are folding and address is visible from envelope.
- 5. Place items in envelope. Follow order as per cover sheet listed below signature.
- 6. Seal envelopes. Name of person who sealed? \_\_\_\_\_ (Print Name & Date)
- 7. Place additional postage on envelope if needed.
- 8. Date of items placed in the mail? \_\_\_\_\_ (Print Name & Date)
- 9. How many envelopes are accounted for? \_\_\_\_\_ (Print Name & Date)
- 10. Is an affidavit of mailing needed? Yes or No  
Who prepared affidavit of mailing? \_\_\_\_\_ (Print Name)

**Board of  
Directors**

**Craig Younce  
President**

**Janis Labruzzo  
Secretary**

**Sara Watts  
Treasurer**

**Directors:  
Christine  
Hooker  
Elizabeth Keim  
Charles  
Stenberg**

**Millipedes**



You may have noticed large numbers of millipedes invading your homes this year.

They periodically undertake what is sometimes referred to as "migration" during our southern Florida rainy season.

During the day they mostly take refuge in moist areas like mulch, yard waste, leaf piles, shady yard corners, under boards, in potted plants, etc. Millipedes do not cause damage to plants or homes.

Heavy migrations that some times occur during wet conditions are nearly impossible to stop.

The best long term solution is to clean up as much organic litter and other debris in your yard as possible.

**Speeding**



Please be mindful of residents, children and pets in the Community. We have been seeing an increase in vehicles speeding. Please slow down and inform your guests and vendors to drive slowly thru the Community.

**Safety Tips  
to Remember**

**Please lock your vehicle and make certain nothing of value is visible, including purses, laptops, cameras, wallets, etc.**

**Visible valuables when stolen are considered a victim assisted crime. Make sure you keep your garage doors closed and keep your doors and windows locked and secured. Please report any suspicious activity.**

**Pet Reminders**

**Please make sure pets are leashed at all times when outside your home and pet waste is removed.**