

October 2017

Dear Owner / Resident,

RE: CRIME PREVENTION TIPS

Over the past few weeks, there have been reports of break-ins and theft within Burgundy Estate.

Herewith we would kindly like to provide all owners and residents living in Burgundy Estate some helpful tips to assist in the prevention of any future crimes:

- Consider the installation of an alarm system in the residence. Advise your security company if you are going away and ensure that you supply all the necessary information regarding nearby key holders, in case of an emergency. Clear signage indicating that you have security also helps to discourage burglars.
- Double check that you have locked and secured all windows and doors before leaving home.
- **Never leave any valuables inside vehicles at any time such as cell phones, camera's, tablets, laptops, GPS, tools, jewelry etc.**
- Do not leave any valuable items such as bicycles/toys or Weber braais outside.
- Discourage all forms of tailgating, whether entering or exiting the complex.
- Ensure that the complex security gate is closed behind you before driving off to avoid any unauthorised entry. Further to this, be more careful as to who you let inside the complex.
- Ensure that any person you entrust with a remote (domestic worker, gardener or contractor) are above reproach.
- We encourage all residents to become more familiar with other people staying within the complex. This will assist in identifying a stranger found to be within the complex.
- Should a stranger be sighted in the complex, take note of what they are wearing and what vehicle they are driving, as well as the registration number of their vehicle.
- All residents are responsible to insure their personal belongings.

Management would like to take this opportunity to highlight the importance of all residents of Burgundy Estate following the correct procedure in the unfortunate event that a crime occurs where a police presence is required or when a resident notices any suspicious activity, no matter how small, inside and/or outside of their complex/home or the Estate.

First and foremost, we ask that all residents contact District Watch **immediately**. Not only will this save time and possibly lead to an arrest, but it is important to remember that District Watch has access to all complexes within Burgundy Estate which SAPS do not. In the past it has occurred that SAPS have been unable to access a complex to attend to a call and have subsequently not been able to assist. If required, the District Watch control room will contact any Law Enforcement/Emergency Service on a residents' behalf.

We further request that all residents contact Peter Allen, Burgundy Estate Home Owners' Association Security Manager, **during office hours**, via cell phone or email should they have any security related incidents/questions/concerns before contacting their letting agent/managing agent/owner/security guard. Should these other contacts be informed first, this could result in the relevant security services only receiving the information hours or days after the fact.

Burgundy Estate Clubhouse | Viridian Street | Burgundy Estate | Suite 53 | Private Bag X6 | Panorama | 7506

PHONE: (021) 558 2320 | EMERG: 076 894 3559 | EMAIL: burgundy@marite.co.za

Important emergency numbers:

District Watch Control Room	021 559 3024
Parow SAPS	021 929 7037 OR 10111
Peter Allen - Burgundy Estate HOA Security Manager	083 272 5058; peterallen711@gmail.com

Should any owner/resident have further queries or require further assistance in this regard, please do not hesitate to contact us.

We would like to thank all residents in advance for their co-operation in making Burgundy Estate enjoyable, safe and secure.

Kind Regards,

Melissa van Wyk

OBO - Burgundy Estate Master Home Owners Association