

August 30, 2018

To: All Members of Village

From: Management

### HONEYWELL Instant Alert System

Keeping involved as a Cooperative Member helps to assure a stronger, connected community. With today's on-the-go lifestyles, it has become more difficult to reach Members quickly and effectively. With that being said, the Village Board of Directors has decided to implement a new system, which combines two communications systems to reach all the members. These two systems are Honeywell Instant Alert Systems and Better NOI Communications. Only the Honeywell system provides member contact who elect land line communication. Depending on your communication needs will determine which of these systems will be used in distributing notifications, fliers, and newsletters to the Members. **There is no cost to the member for this communication.**

The Honeywell Instant Alert System and Better NOI Communications are both essential tools for notification and communications. Within minutes of an emergency, Cooperative staff can use either service to deliver a single, clear message to the Members by land-line telephone, cell phone, text or e-mail. You may select one or all four methods of communication. It's an equally effective way to keep you informed of everyday activities, such as event times and locations, Neighborhood Watch alerts, snow plowing updates, as well as schedule changes or office closings. **ANY INFORMATION GIVEN WILL BE KEPT CONFIDENTIAL AND WILL ONLY BE USED BY VILLAGE TOWNHOUSES.**

Honeywell Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. This Instant Alert system is the same system used by school districts to notify parents of emergencies or school closings. Because of this, the on-line system is called "Instant Alert for Schools", so don't let that confuse you.

Included with this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the Village Board and staff to keep you informed.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of information you would like to receive on each of your contact devices
- Set the days and time of day you would like your phone devices to receive alerts
- View the alerts that have been sent to you in the past

**Please fill out the attached sign up form and return it to the Village Townhouses Office by September 7, 2018.**

This communication system will be ready for you to use at <https://instantalert.honeywell.com> on or before October 1, 2018. We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for much of our Cooperative communication. **Beginning October 1, 2018, going forward, Village Townhouses Newsletters and General Notifications will no longer be mailed or hand delivered to Members, but will be available for pick up at the office for Members who do not sign up for the communication system.**

The Cooperative staff will do the initial setup in the system for your household after you have returned the enclosed sign-up sheet. This will enable all alerts to be sent to the phone number(s) you provide. If you want to have control over what kind of alerts you receive as well as when and how to receive them, you can go online and create a profile.

If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the **Help Request** link on the lower right-hand side of the page, or contact the office at 517-882-3461. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com. You do not need a computer or a smart phone to use this service, you can use it with just a home phone (land line) if you prefer. We hope you enjoy this new service!

## Sign up Information for Instant Communication

\*Name(s): \_\_\_\_\_

\_\_\_\_\_

\*Address: \_\_\_\_\_

\*Landline Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

\*Cell Phone: \_\_\_\_\_

\_\_\_\_\_

Email Address(s): \_\_\_\_\_

\_\_\_\_\_

Primary Language: \_\_\_\_\_

### \*Mandatory

Honeywell International Inc. is sensitive to privacy issues on the Internet and is committed to protecting your privacy on our Honeywell Instant Alert® for Schools Web site. Honeywell International Inc. takes reasonable precautions to keep all information obtained from our online Members secure against unauthorized access and use and we periodically review our security measures. Our policy is that all personal information will be collected only to the extent necessary to provide the services, alerts, and contact information desired by the Members. We respect the privacy rights of our Members and the children for whom they are responsible. Any information gathered in connection with Honeywell Instant® Alert for Schools will be kept strictly confidential, and be used or shared only in ways that have been consented to in connection with the operation of Honeywell Instant Alert® for Schools. Honeywell Instant Alert® for Schools will not sell, rent, loan, trade, or lease any personal information of our Members, the children for whom they have responsibility, or others listed as contacts in the system. We will use the utmost care in protecting the privacy and security of your information.