

As agreed to at the Glenwood Road Maintenance Association's meeting, we'll be moving from old to new mail boxes.

The new mailboxes have already been delivered and installed (thank you, Gary Miller and Jim Johansen!)

The new units will be known as (from left to right as you are facing the boxes)

A: 16-unit box with 2 parcel lockers	B: 16-unit box with 2 parcel lockers	C: 4 big parcel lockers
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Note: *You retain the same unit and number. There are temporary address labels in your new units. They will be replaced by the post office using computer-generated labels.*

10/2 (Tue)	Postmaster is meeting GHOA representatives to install secure post office arrow keys and locks that allow the postal carrier to access the boxes. Your new keys will be put into your old mailbox for your retrieval. Please try out your new keys and make sure they work in your new mailbox. There will be a tag in your old mailbox. Please attach your old keys to the tag, and deposit old keys into the OUTGOING MAILBOX of <u>old</u> mailbox unit. Remember to remove all mail from your old mailbox. (By 10/6 Sat, this must be done.*)
10/3 (Wed)	All mail will be delivered to new units from this day on.
10/6 (Sat)	The old units will be de-activated. The post office will remove the arrow keys and locks. Any residual mail discovered in the old mail boxes will be transferred to the appropriate new mail boxes.

***Should you not get this done by 10/6 SAT, you will have to go the Forest Grove post office, yourself to get the keys to your new mail box.**