

Actions that you must take **BY Saturday 10/6*:**

- 1. Pick up your new keys from your current mailbox and try them in the corresponding mailbox in the new units. **Mail will start going to the new mailboxes on Wednesday, 10/3.****
- 2. Put your old keys on the tag that will be in your mailbox, and place in the outgoing mail of the OLD mailboxes**
- 3. Fill out the white 5x7 card from the Post Office – these will be used for generating the information that the post office uses to deliver your mail.**

Background:

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

Detailed information:

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
---	---	--------------------------------

Note: *You retain the same unit and number.*

10/2 (Tue)	Postmaster will meet GHOA representatives to install secure post office arrow keys and locks that allow the postal carrier to access the boxes. There are temporary address labels for the postal carrier's use (that you can't see) in your new units. They will be replaced by the post office using computer-generated labels using the information that you provide on the white card that should have been in your post office box, recently. 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 by Saturday 10/6/2018. 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.
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 (Saturday) you will have to go the Forest Grove post office, yourself, to get the keys to your new mail box.**

Sometime after the deactivation of the Old mailboxes, they will be removed, and the bollards protecting the boxes will be constructed.

Leora Gregory
Secretary/Treasurer of Glenwood Road Maintenance Association
GHOA