

# MEMORANDUM

**To:** All Shareholders  
**From:** Howard Goldberg  
**Date:** January 22, 2019  
**Re:** Wi-Fi Installation

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As you are aware, the Board of Director recently entered into an agreement with Time Warner/Spectrum to provide faster Wi-Fi service to our residents. We are pleased to inform you installers from Time Warner/Spectrum are here to install new Wi-Fi equipment in your apartment. Please complete the form below and return to the Management Office or leave at the Concierge Desk.

<u>Date</u>	<u>Floors</u>
Thursday, January 24 <sup>th</sup>	5, 6
Friday, January 25 <sup>th</sup>	7, 8
Monday, January 28 <sup>th</sup>	9, 10
Tuesday, January 29 <sup>th</sup>	11, 12
Wednesday, January 30 <sup>th</sup>	14, 15
Thursday, January 31 <sup>st</sup>	16, 17
Friday, February 1 <sup>st</sup>	18, 19
Monday, February 4 <sup>th</sup>	20, 21
Tuesday, February 5 <sup>th</sup>	22, 23
Wednesday, February 6 <sup>th</sup>	24, 25
Thursday, February 7 <sup>th</sup>	26, 27
Friday, February 8 <sup>th</sup>	28, 29
Monday, February 11 <sup>th</sup>	30, 31

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## Wi-Fi Installaion

Name: \_\_\_\_\_ Apartment: \_\_\_\_\_

\_\_\_\_\_ I will be home on my scheduled day.

\_\_\_\_\_ I will leave my key at the front desk.

\_\_\_\_\_ Please use the key in the Management Office.

\_\_\_\_\_ I will reschedule for another time.