

The Glen of Pacific Grove



c/o Access Association Services, Inc.

16264 Church Street, Suite 102

Morgan Hill, CA 95037

(408) 782-1222 Office

(408) 782-1226 Fax

Email: access@associationservices.com

MEMORANDUM

Reference No. 82385

Date: February 8, 2017
To: All Homeowners and Residents of The Glen at Pacific Grove
From: Tanya Morgan, Association Manager
Regarding: Installation of Exterior Lighting Fixtures
cc:

THE BOARD OF DIRECTORS HAS RECENTLY PURCHASED UPGRADED REPLACEMENT EXTERIOR LIGHTING FIXTURES FOR THE ASSOCIATION. THESE FIXTURES WILL BE INSTALLED BY AM ELECTRIC.

AM ELECTRIC WILL BE INSTALLING THE FIXTURES DURING THE WEEK OF FEBRUARY 21 THROUGH FEBRUARY 25, BEGINNING WITH UNIT 110 AND MOVING TOWARDS THE LEFT OF THE ENTRY GATE.

MOST UNITS WILL NOT REQUIRE ENTRY INTO THE INTERIOR OF THE UNIT FOR INSTALLATION. HOWEVER, THE FOLLOWING UNITS, 11, 13, 15, 17, 19, 24, 25, 28, 59, 61, 63, 65, 67, 69 and 71 WILL NEED TO ALLOW ENTRY INTO THE UNIT ON EITHER FRIDAY, FEBRUARY 24 OR SATURDAY, FEBRUARY 25. I WILL BE EMAILING THE HOMEOWNER OF EACH OF THESE UNITS INDIVIDUALLY TO DETERMINE A TIME CONVENIENT FOR YOU TO ALLOW ENTRY FOR THE INSTALL.

HOMEOWNERS WHO MISS THE INSTALLATION DATE WILL BE RESPONSIBLE FOR THE COST OF AM ELECTRIC TO COME OUT ON A DIFFERENT DATE.

THANK YOU FOR YOUR COOPERATION. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ME AT tmorgan@associationservices.com.