

Dear Shareholders,

In the next few weeks, we will be upgrading all of our intercom systems. Our current intercom system will still work and not be touched while work is in progress.

This new system will operate much differently than the old one. No more wires, no more phone jacks. All you have to do is provide our management office with **one** telephone number and your intercom calls will ring on this number only. This number can be a landline with RCN, Time Warner, Verizon (Copper or FiOS), or any cell phone provider within the continental United States of America. If you have a **working** telephone number, we can provide intercom service.

It is extremely important that you fill out the form below with your name, address, apartment number, the **one** telephone number you wish to use for your intercom calls, and your assigned intercom number that is currently in use. It would be ideal to use a working landline telephone number. Nowadays, most people only use mobile telephones. Just remember that the mobile telephone number you provide will only ring on that number. If a household only contains mobile telephone numbers, we can provide multiple intercom numbers—please call Dineen Casiano at (212) 677-5858, Ext. 305 for more information.

We will send out a letter advising every one of the start date of our new intercoms and directions on how to use it. In the meantime, the below information is needed by Friday, January 20, 2017 so we can program the number you provide us into the computer system. You can mail the below information to our management office at 530 Grand Street, New York, NY 10002, hand deliver it, fax it to (212) 979-6808, or scan and email it to [contact@coopvillage.coop](mailto:contact@coopvillage.coop).

Cooperatively Yours,

East River Housing Board of Directors

=====Detach Here=====

<b>Shareholder's name:</b>
<b>Address:</b>
<b>Apartment Number:</b>
<b>Telephone Number:</b>
<b>Current Intercom Number:</b>