

255 Washington Avenue Ext.  
Albany, New York 12205  
Telephone 518-862-6600  
Fax 518-862-6614  
www.tricityrentals.com



• APARTMENT COMMUNITIES •

# Memo

**To:** All Tri City Rental Team Members  
**From:** Tim Owens  
**CC:** Norman Massry  
**Date:** 12/4/2023  
**Re:** EMPLOYEE APPRECIATION – EXTENDED PAID HOLIDAY TIME AWAY

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You ALL play an essential role in our Tri City Rentals Team and Company success. We are continually impressed by the 2023 occupancy results, the property curb appeal, and the welcoming apartment homes you provide to our residents throughout the three regions - Buffalo, Rochester, and the Capital District. We are so grateful to have each one of you on our Tri City Rentals Team knowing you are willing to go above and beyond to achieve such great success. The way each of you represent Tri City Rentals value of Unexpected Customer Service is apparent to our residents and is stated clearly in our outstanding on-line reviews. Thank you for being great at what it means to work for Tri City Rentals.

As additional recognition, gratitude, and THANKS for your wonderful efforts we are pleased to reward you for your loyalty, hard work, and dedication with an **Extended Christmas Holiday of a Day of Paid Holiday Time Off on Tuesday December 26<sup>th</sup>, 2023**. We hope you enjoy this festive holiday time away to relax and enjoy precious time with loved ones, family, and friends.

Consequently, all operations will be closed (except emergency services, snow removal & exercise facilities) on Saturday, December 23<sup>rd</sup>, Sunday, December 24<sup>th</sup>, Monday, December 25<sup>th</sup>, and Tuesday December 26<sup>th</sup>. The normal work schedule will resume on Wednesday, December 27<sup>th</sup>.

Thank you and Happy Holidays!