

BIG SIX TOWERS, INC.

A HOUSING COOPERATIVE SPONSORED BY
NEW YORK TYPOGRAPHICAL UNION NO. 6

60-10 Queens Boulevard, Woodside, NY 11377 | (718) 898-7022 | Management@bigsixtowers.nyc

MEMORANDUM

To: Big Six Towers Shareholders
From: Management Office
Date: November 14, 2024
Re: 2024 Employee Holiday Fund

Approved by Big Six Towers, Inc.

Signature: 

As in previous years, the Board of Directors is encouraging that the Shareholders contribute to the **Holiday Fund**, which is designed to let your staff know the job they do throughout the year is appreciated. The total amount collected will be divided equally between all Big Six employees consisting of: Maintenance, Power Plant and Public Safety.

The **recommended** contribution amount is \$50 per apartment. While contributions of any amount are welcome, we encourage everyone to consider how well maintained Big Six Towers is and to show your appreciation with a contribution at a level that feels right to you.

Your contribution can be made by check or money order **ONLY (no cash will be accepted)** payable to **BIG SIX TOWERS HOLIDAY FUND** and brought into the Management Office before **Monday, December 16, 2024**. You can also make payment by **Zelle** using your online banking app, please use the email Management@bigsixtowers.nyc when you are adding the recipient you are sending money too. Enter the desired amount and select your funding account, review, and send.

Please **DO NOT** include this with your monthly maintenance payment. Staff Holiday Contributions should be **put in a separate envelope, clearly marked ATTN: Holiday Fund**.

Recognition & Appreciation go a long way.

Please remember your Big Six Staff during the Holiday Season.

**If you are unable to get to the Management Office, please call 718-898-7022 and we will arrange for Public Safety to pick it up at your apartment. **

Management personnel **does not share in this contribution. It is strictly for Big Six Towers employees.