PROJECT MANAGEMENT

To: Shareholders of Big Six Towers, Inc.

From: Board of Directors, Big Six Towers, Inc. / Ace Project Management, LLC

CC: Metro Management

Date: November 12, 2026

Re: **Shareholder Information Meeting – Capital Improvement Project**

Dear Shareholders of Big Six Towers,

You are invited to attend a shareholder information meeting regarding the capital improvement project at Big Six Towers. The meeting will explain the work that will be performed, how it may affect residents, and what shareholders need to know.

Meeting Details

Date: Wednesday, November 18, 2026

Time: 7:00 p.m. Eastern Time

Location: Community Room, Big Six Towers

Zoom: https://us02web.zoom.us/j/85938503020

Meeting ID: 859 3850 3020

Telephone: +1 646 931 3860 or +1 929 205 6099 (US); enter the Meeting ID

If you have any questions about the meeting, please contact Ace Project Manager **Shea Badillo** at **(646) 765-4619** or **shea@acepmnyc.com**.

Thank you for your participation.

Sincerely,

Ace Project Management, LLC

BigSix TOWERS
A MITCHELL-LAMA COOPERATIVE

ACE PROJECT MANAGEMENT

Shareholder's Project Guide

7 Residential Towers • Shopping Center

Prepared by ACE Project Management, LLC | Owner's Representative

Project Manager: Shea Badillo • (646) 765-4619 • shea@acepmnyc.com

A guide to the work, apartment access, and what shareholders can expect.

Table of Contents

A clear overview of the improvements and what shareholders need to know.

01	Project phase schedule	03
02	Project overview	04
03	Planned improvements and shareholder impacts	05-16
04	Apartment access	17-19
05	Updates, questions and shareholder cooperation	20-22

Project Phase Schedule

A simplified overview of the preliminary project phases. All dates are subject to change. Building assignments for façade work within each phase are subject to change based on field conditions and excavation planning.

01	**PERMITS & APPROVALS** Site safety planning, permits and agency approvals	**Oct 2026 – Jan 2027**
02	**CON EDISON INFRASTRUCTURE** Substation, exterior transformers, underground cables and distribution	**July 2027 – Feb 2028**
03	**FACADES & ROOFS: BLDGS. 1, 2, 5 & 6** Exterior masonry, balcony and roofing improvements	**Mar 2027 – Apr 2028**
04	**FACADES & ROOFS: BLDGS. 3, 4 & 7** Exterior masonry, balcony and roofing improvements	**Apr 2028 – Mar 2029**
05	**BUILDING SYSTEM UPGRADES** Electrical, heating, plumbing, elevators and Shopping Center	**May 2027 – Oct 2029**
06	**TESTING & PROJECT CLOSEOUT** Service transfers, testing, final corrections and closeout	**Mar 2029 – Oct 2029**

PRELIMINARY ONLY • Timing may change due to approvals, Con Edison coordination, weather, access and field conditions.

Why This Work Is Being Done

MAIN IMPROVEMENTS

- Roofs, window caulking and air-conditioner sleeves
- Exterior brick walls and balconies
- Con-Edison electrical service, apartment panels and alarms
- Heating and hot water
- Plumbing and ventilation
- Elevators
- Entry security, cameras and intercom
- Sidewalks, grounds, parking and the Shopping Center structure

WHAT SHAREHOLDERS SHOULD EXPECT

- Shareholders will remain in their homes during the work.
- Some work will be performed inside apartments by appointment.
- There will be noise and dust during parts of the work.
- All work will be performed during daytime working hours, Monday through Friday.
- Work will be carried out in phases, building by building.
- Advance notice will be given whenever work affects your building.

Site Protection and How the Work May Affect Residents

WHEN: See the QR code schedule page for current timing

COMMON AREAS AND GROUNDS

SITE PROTECTION

- Existing covered walkways will remain until facade and roof work is complete.
- The sidewalk bridge will be removed only after the safe facade report is filed and accepted by the Department of Buildings.
- Barriers and fencing will separate construction areas from resident areas.
- Construction materials and equipment will be stored inside fenced areas and in designated areas inside the buildings.
- Workers will wear company-branded shirts for identification.

WHAT SHAREHOLDERS NEED TO KNOW

- Walking routes will change while walkways and barriers are in place.
- Please use designated walkways and avoid construction areas.
- All work will be performed during daytime working hours, Monday through Friday, and can be noisy. If this changes, you will receive notice.
- Dust, vibration and temporary smells will occur near active work areas.
- Please report any damage or loss to the Ace Project Manager immediately.

Facade Repairs - Brick, Masonry and Balconies

WHEN: See the QR code schedule page for current timing

WORK DONE FROM OUTSIDE - NO ENTRY NEEDED

PLANNED IMPROVEMENTS

- Loose and cracked brick will be removed and replaced with matching brick.
- Deteriorated mortar joints will be cleaned and repointed.
- Damaged wall supports and anchors will be replaced.
- Balcony concrete, edges and drainage will be repaired, and a new waterproof walking surface will be applied.
- Balcony railings and gaps will be addressed to meet applicable building code requirements.

WHAT SHAREHOLDERS NEED TO KNOW

- This work will be performed from the outside of the building. Apartment entry is not required.
- Windows must remain closed at all times during facade working hours. You will receive notice when the work is completed and the windows can be opened.
- Balconies will not be available until all facade work is completed and filed as safe with the Department of Buildings.
- Remove balcony screens (removable panels inside the railing) before facade work begins.
- Shareholders who wish to keep their screens must remove them in advance and store them. Screens may be re-installed after the facade project is completed, following the updated installation guidelines that will be issued.
- Enclosures are the fixed frames and panels that close in a balcony. Enclosures must be removed and cannot be re-installed.
- Screens or enclosures left in place when work begins will be removed and discarded.
- If you need help preparing your balcony because you are elderly or have a disability, please contact the Ace Project Manager. No project assistance for clearing or storing personal items is available at this time.

Building Envelope - Roofs, Caulking and Air-Conditioning

WHEN: Instructions will be sent before access is needed

BUILDING ENVELOPE - ACCESS MAY BE NEEDED

PLANNED IMPROVEMENTS

- Replace each building's roof system, including insulation.
- Roof edge safety railings will be replaced.
- Roof exhaust fans will be replaced.
- New roofs will include a 20-year warranty.
- Air-conditioner sleeves will be repaired or replaced where engineering inspection determines that replacement is needed.
- Replace window caulking and repair or replace window sills where directed by the engineer.

WHAT SHAREHOLDERS NEED TO KNOW

- Roof work will be performed from outside your apartment and can create daytime noise.
- Notice will be issued when roof work is scheduled at your building.
- Not every air-conditioner sleeve and not every window sill will be replaced. The engineer's inspection determines which units are affected.
- Residents whose apartments are affected will receive instructions before access is needed.
- Your notice will explain what to prepare, including any preparation of the air-conditioner unit.
- Affected windows must remain closed while this work is in progress at your building.
- Temporary chemical smells from sealants should be expected near active work.

Electrical Service to the Buildings

WHEN: Notice will be given before any planned interruption

COMMON AREAS AND BASEMENTS

PLANNED IMPROVEMENTS

- Upgrade electrical service throughout the property and to each building.
- New electrical equipment rooms, transformers and underground cables will be installed.
- Install energy-efficient common-area lighting and illuminated exit signs.

WHAT SHAREHOLDERS NEED TO KNOW

- Planned power interruptions may occur while the new equipment is connected.
- Shareholders will receive notice before any planned interruption.
- Report medical equipment to the Ace Project Manager in advance by calling (646) 765-4619 or emailing shea@acepmnyc.com, complete the medical equipment list, and make arrangements for refrigerated food and essential electrical equipment before a scheduled power interruption.
- During construction, exterior electrical equipment, including new electrical rooms, transformers and underground cable routes, will be fenced off. Please keep a safe distance when walking around the community.
- Report electrical service concerns to the ACE Project Manager.

Con Edison Substation and Electrical Work

WHEN: Notice will be given before any planned interruption

BEHIND THE SHOPPING CENTER - NO APARTMENT ENTRY

PLANNED IMPROVEMENTS

- Construct a new above-ground Con Edison substation in the commercial parking area behind the Shopping Center.
- The new substation will support the transition to Con Edison electrical service.
- Install underground electrical cables connecting the substation and buildings.
- Install electrical transformers outside each residential building, together with new distribution equipment serving the residential buildings.

WHAT SHAREHOLDERS NEED TO KNOW

- Work areas behind the Shopping Center will be fenced off. Please keep a safe distance and follow posted signs.
- Driving, parking and delivery access to the Shopping Center will change during this work. Closures will be posted in advance.
- Brief, scheduled power interruptions will be necessary when equipment is connected.
- Shareholders should make appropriate arrangements for refrigerated food and any essential electrical equipment before a scheduled power interruption.
- Please send questions about this work to the Ace Project Manager.

Apartment Electrical Panels, Sub-Meters and Alarms

WHEN: Preparation instructions will be sent before the visit

INSIDE APARTMENTS - ACCESS NEEDED

PLANNED IMPROVEMENTS

- Install a new electrical panel and individual electric submeter in each apartment.
- Install associated wiring and restore affected wall finishes around the panel.
- Install new smoke and carbon monoxide alarms in designated bedroom and hallway locations.

WHAT SHAREHOLDERS NEED TO KNOW

- Scheduled access is required. An adult age 18 or older must be present for the entire visit.
- Electrical power to the apartment must be turned off during parts of this work.
- Please keep the area around the existing panel clear.
- Report any medical equipment to the Ace Project Manager in advance by phone or email, and return the completed medical equipment list before the visit.

Heating and Hot Water

WHEN: Notice will be given before any interruption

INSIDE APARTMENTS - ACCESS NEEDED

PLANNED IMPROVEMENTS

- Heating controls in each apartment will be replaced, and each heating unit will be cleaned, flushed and reset.
- Replace each building's main hot-water heaters with more efficient equipment.
- Building steam pumps and condensate pumps will be replaced.

WHAT SHAREHOLDERS NEED TO KNOW

- Heat or hot water may be interrupted briefly during scheduled work.
- Notice will be issued before any interruption.
- Keep heating units accessible by moving furniture and clearing their tops.
- Please report heating problems after the work so they can be checked.

Plumbing and Ventilation

WHEN: Access will be arranged by appointment

INSIDE APARTMENTS - ACCESS NEEDED

PLANNED IMPROVEMENTS

- Shut-off valves on the main domestic water risers will be replaced.
- Building waste and vent piping will be replaced, including the main trap in the basement.
- Bathroom and kitchen exhaust ducts will be cleaned, and roof exhaust fans will be replaced.

WHAT SHAREHOLDERS NEED TO KNOW

- Most of this work will be performed in basements, mechanical rooms and pipe shafts.
- Every household must provide access for scheduled exhaust-duct cleaning.
- Water may be interrupted briefly during scheduled valve work. Notice will be issued first.
- Keep bathroom and kitchen exhaust grilles unobstructed; do not paint them.
- Dust and blower noise should be expected during duct cleaning.

Elevators

WHEN: Advance notice will be given before an elevator is taken out of service

COMMON AREAS - NO APARTMENT ENTRY

PLANNED IMPROVEMENTS

- All passenger elevators in the residential buildings and the Shopping Center will be fully modernized.
- Elevators will be modernized one at a time.

WHAT SHAREHOLDERS NEED TO KNOW

- One elevator will remain in service during the work in your building.
- Advance notice will be issued before an elevator is taken out of service.
- Expect longer elevator wait times during modernization.
- Please tell the Ace Project Manager in advance if you depend on the elevator for a medical need.
- Please arrange furniture and large deliveries with the Ace Project Manager in advance.

Entry Security, Cameras and Intercom

WHEN: Notice will be issued before the new systems are placed in service

INSIDE APARTMENTS - ACCESS NEEDED

PLANNED IMPROVEMENTS

- Install a new building entry system using key fobs.
- A new camera system will cover lobbies, hallways, stairs, elevators and building exteriors.
- Install a new intercom system in building lobbies and apartments.

WHAT SHAREHOLDERS NEED TO KNOW

- The new apartment intercom station will be installed by the entrance door. Apartment entry is required for this installation.
- Entry doors may be briefly restricted while the new equipment is connected. Notice of temporary arrangements will be posted at the entrance and in the lobby.
- Information about key fob distribution will be issued before the new system is placed in service.

Sidewalks, Grounds and Parking

WHEN: See the QR code schedule page for current timing

OUTDOOR AREAS - NO APARTMENT ENTRY

PLANNED IMPROVEMENTS

- Broken sidewalks and curbs will be replaced, and new street ramps will be installed.
- Asphalt surfaces will be repaired and re-paved, and parking areas will be re-marked.
- Site drainage will be repaired, and obstructing utility lines will be relocated.

WHAT SHAREHOLDERS NEED TO KNOW

- Walking paths and vehicle routes may change during this work.
- Parking spaces may be temporarily removed or relocated.
- Affected areas will be announced in advance and posted on site.
- Please observe posted closures, including drying times after paving.
- Please keep vehicles clear of posted excavation and storage areas.

Shopping Center and Parking Deck

WHEN: See the QR code schedule page for current timing

SHOPPING CENTER AND PARKING DECK

PLANNED IMPROVEMENTS

- The parking deck structure will be repaired and a new driving surface will be installed.
- Steel columns and beams will be repaired and repainted, and ceiling panels will be secured or replaced.
- Entry doors, including accessible entry doors, will be repaired or replaced, and fire doors will be brought up to code.

WHAT SHAREHOLDERS NEED TO KNOW

- Access to the Shopping Center, its ramps and the parking deck will change during this work.
- Occasional aisle or deck closures should be expected.
- Closures and detours will be posted in advance.
- Please do not park in or store items in posted work areas.

Work That Requires Entry to Your Apartment

WORK THAT WILL REQUIRE ENTRY

- Electrical - new apartment panel, sub-meter, wiring, and new smoke and carbon monoxide alarms
- Heating - replacement of heating controls and cleaning of each heating unit
- Ventilation - cleaning of bathroom and kitchen exhaust ducts through the ceiling grilles
- Windows - window caulking, air-conditioner sleeves and window sills as determined by the engineer
- Intercom - installation of the new intercom station by the apartment entrance door
- Condition survey - a short walkthrough before work begins

WHAT SHAREHOLDERS NEED TO KNOW

- Shareholders will receive advance notice of scheduled apartment visits.
- Preparation instructions will explain what to clear and what will be turned off.
- An adult age 18 or older must be present for the entire visit.
- Report medical equipment or access needs to the Ace Project Manager in advance by phone or email, and complete the medical equipment list.
- If you need to reschedule, please contact the Ace Project Manager before the visit.

Apartment Survey, Questionnaire and Access Form

Three documents will be issued before construction work begins at your building. Each has a different purpose.

APARTMENT SURVEY

A member of the project team will walk through the apartment and record its existing condition. Nothing will be installed, cut or removed. An adult from the household must be present.

SHAREHOLDER QUESTIONNAIRE

You may be asked to describe existing conditions in writing, such as leaks or heating performance, and to list any medical equipment in the apartment.

ACCESS FORM

Your written permission for the project team to enter the apartment for the survey and for scheduled work. The form distributed for this project may be titled Access Waiver.

How to Prepare for a Scheduled Visit

Please follow these four steps. Your appointment notice will confirm the details for your apartment.

CHECKLIST

1. Read the notice posted for your building.
2. Confirm your phone number and email address with the Ace Project Manager and ensure you are enrolled in Building Link.
3. Prepare only the area described in your appointment notice.
4. Contact the Ace Project Manager with any access or accommodation question.

MEDICAL AND HEALTH ACCOMMODATIONS

- Report medical equipment to the Ace Project Manager in advance by calling (646) 765-4619 or emailing shea@acepmnyc.com.
- Tell the Ace Project Manager if anyone in your home depends on medical equipment, oxygen or a lift.
- Tell the Ace Project Manager if anyone in your home requires continuous heat or water.
- A medical equipment list must be completed and returned before your appointment is scheduled.

Your notice will state which area to prepare. Please do not move furniture or clear other areas unless your notice asks you to.

Current Construction Schedule

Scan the QR code to view the latest construction schedule. For assistance, contact the Ace Project Manager.

HOW TO USE THE SCHEDULE

- Point your phone camera at the code, or type the address into a browser.
- The schedule will be updated as the project progresses.
- Schedule questions may be sent to the Ace Project Manager.

Approved project schedule - scan the code, or type this address into your browser: **https://bigsixschedule.web.app**

The latest schedule is available online. Schedule information for your building can also be provided by the Ace Project Manager.

How You Will Receive Information

HOW NOTICES WILL BE DELIVERED

- Notices will be posted in your building lobby.
- Appointment notices will be delivered as described in the notice.
- Notice periods will be stated in each written notice.
- Shareholders will also receive construction notices and project updates through BuildingLink.

WHERE TO FIND CURRENT INFORMATION

- The current construction schedule will be available through the QR code.
- Project updates will be issued by Ace Project Management.
- Further information sessions will be announced before each phase of work.

PROJECT QUESTIONS

- **All construction, scheduling and access questions go to the Ace Project Manager.**
- **Project Manager: Shea Badillo**
- **Direct line: (646) 765-4619**
- **Email: shea@acepmnyc.com**

Shareholder Cooperation

The success of this project depends on shareholder cooperation. Timely apartment access and completed access documentation are critical to keeping the construction on schedule.

WHY COOPERATION MATTERS

- On-time access keeps the construction on schedule.
- Staying on schedule allows the sidewalk bridges to be removed sooner.
- Completion allows the property to be filed as safe and deemed safe.
- A delay in one building delays the work for the entire community.

WHAT SHAREHOLDERS ARE ASKED TO DO

- Respond to appointment notices and provide access on the scheduled date.
- Complete and return the access form and the other project documents as directed.
- Tell the Ace Project Manager in advance if you need help with a form or need an accommodation.
- Failure to provide access may delay the work for the entire community and may require the Cooperative to act under its legal right of access.

RIGHT OF ACCESS

- Multiple Dwelling Law Section 27-2008: the owner, or its agent or employee, may enter a dwelling unit at a reasonable time and in a reasonable manner to make repairs or improvements required by law and to inspect for compliance.
- Occupancy Agreement, Article FOURTH, Paragraph 10: shareholders must permit the Cooperative to enter the premises and to make repairs, alterations, improvements or additions.
- Occupancy Agreement, Article FOURTH, Paragraph 12: the Cooperative may enter at any reasonable hours during the day.
- Apartment access options will be coordinated with management and the shareholder in advance.