

# BIG SIX TOWERS, INC.

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

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59-55 Forty Seventh Avenue Woodside, NY 11377 | (718) 898-7022 | Fax: (718) 397-1784

## MEMORANDUM

**To: Big Six Towers Cooperators**  
**From: Management Office**  
**Date: November 23, 2020**  
**Re: Alternating Management Office Staff**

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Good afternoon shareholders,

Given the severity of the current COVID-19 events, Management and the Board are working closely together to ensure that all safety measures are being taken to protect not only our cooperators, but the building and office staff as well.

Please familiarize yourself with the following temporary changes that will be in effect as of Monday, November 30<sup>th</sup>.

- There will be two office staffers available on site at all times between 9am-5pm Monday to Friday.
- Access to the Management Office will be restricted to appointment only and all appointments must be made at least 24 hours in advance.

Should you need to email any specific Management employee we have provided you with the following list of email addresses for your convenience:

Sanela Osmanovic General Manager <a href="mailto:Sanela.Osmanovic@ellimanpm.com">Sanela.Osmanovic@ellimanpm.com</a>
Melisa Zimonjic Office Manager <a href="mailto:Melisa.Zimonjic@ellimanpm.com">Melisa.Zimonjic@ellimanpm.com</a>
Jordan Giordano Leasing Administrator <a href="mailto:Jordan.Giordano@ellimanpm.com">Jordan.Giordano@ellimanpm.com</a>
Alexandra Gagliano Administrative Assistant/Front Desk <a href="mailto:Alexandra.Gagliano@ellimanpm.com">Alexandra.Gagliano@ellimanpm.com</a>

Thank you,  
Management Office