

BIG SIX TOWERS, INC.

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

60-10 Queens Blvd, Cellar Level Woodside, NY 11377 | (718) 898-7022

MEMORANDUM

To: Big Six Towers Cooperators
From: Management Office
Date: December 20, 2021
Re: Management Office Staff Contacts

Due to the growing number of COVID-19 cases, 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.

Effective immediately, no one other than Big Six Staff is to be permitted in the following employee-only areas: **Management Office, Maintenance Shop, Power Plant, and Public Safety Office**. Anything that needs to be delivered to the Management Office, can be placed in the lockbox outside the door of the Management Office. It is checked periodically.

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

Maria Platis General Manager Mplatis@metromanagementdev.com
Melisa Zimonjic Associate General Manager Mzimonjic@metromanagementdev.com
Amar Omeragic Leasing Administrator Aomeragic@metromanagementdev.com
Geraldine Murphy Administrative Assistant/Front Desk Gmurphy@metromanagementdev.com