

METRO MANAGEMENT

DEVELOPMENT, INC.

■ CO-OPS ■ CONDOMINIUMS ■ MITCHELL-LAMA

1981 Marcus Avenue ■ Suite C-131 ■ Lake Success, NY 11042 ■ 718-706-7755 ■ Fax: 718-706-7760

August 25, 2021

To: All Shareholders of Big Six Towers, Inc.
FR: David Baron, President

We are pleased to announce that effective September 1, 2021, Metro Management Development, Inc., has been designated by your Board of Directors as Managing Agent for Big Six Towers. We are a full-service Real Estate Management firm managing over 30,000 residential units throughout New York City and Long Island, successfully addressing the challenges they confront.

Maria Platis has been assigned to your coop as Manager and brings years of knowledge and experience to the property. Maria can be reached in the on-site management office during her regular office hours. You can also email her at mplatis@metromanagementdev.com. You can always reach me at 718-593-8901 or via email at dbaron@metromanagementdev.com.

Each month you will receive a statement packet prior to the first of the month, unless you have signed up for E-Statements (see below). The packet will consist of a maintenance statement, a detachable receipt and a return envelope. Payment is to be made to **Big Six Towers, Inc.** You may continue to drop your monthly maintenance payment at the management office. You may also pay your monthly maintenance in one of the following 4 ways:

1. Mail your check and the detachable lower part of the statement, keeping the larger, upper portion of the statement for your records, and mail directly to the address indicated on your statement using the return window envelope provided. **Please include your 6-digit account number, located on the face of the billing statement, on your check or money order.**
2. If you are paying via online banking (where you direct your bank to send a check), please designate that your check be mailed to the PO Box address stated on your maintenance bill. **Please be sure that your six-digit account number is printed on the check the bank mails. PLEASE BE SURE TO TERMINATE ANY CURRENT AUTO PAYMENTS YOU MAY HAVE IN PLACE.**
3. Sign up for ACH (Automatic Clearing House), an application is available upon request in the on-site management office or by calling our main office and speaking with our Accounts Receivables/ACH Department, at 718-593-8929. You can email the department at receivables@metromanagementdev.com. This method of payment allows the bank to automatically debit an account of your selection monthly for the amount owed. You never have to write another check again, and you will continue to receive your monthly bill outlining the various charges. This feature will be available with your October 1st payment.
4. Pay at Metro's Website: www.metromanagementdev.com. Here you can pay your bill online (by registering on or after September 1st) by clicking on the "Make a Payment" tab, and sign up for electronic billing statements by clicking on the "E-Statement" tab. Your monthly statement will have your unique web registration number on it.

Please take note that your September 2021 bills will not include your unpaid August 2021 balance. These balances will be reflected on your October statement. Your surcharges will be reflected on your September bills.

We look forward to managing your property and developing an effective working relationship with you.