

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

MEMORANDUM

To: Big Six Towers Shareholders

From: Big Six Towers Management Office

Date: December 17th, 2025

Re: **Volunteers Interested to Join a Big Six Towers Committee**

Dear Shareholders,

We are pleased to invite interested shareholders to volunteer for one of the following committees. These committees play an essential role in shaping your community's policies, services, and environment. If you have expertise or a particular interest in any of the following areas, we encourage you to apply. Please note that to join, your maintenance payments must be up-to-date.

If you have already volunteered for a committee, please note that you are still considered a member. If you no longer wish to serve on a committee, please inform management.

Committee Descriptions:

1. **Systems and Structures Committee:** Focuses on maintaining and improving the structural integrity, building systems, and overall infrastructure of the complex, with particular attention to power plant and boiler room operations. The committee ensures these facilities meet all safety, efficiency, and applicable local law requirements.
2. **Bylaws Committee:** Reviews and updates the Corporation's bylaws and considers updates or clarifications as appropriate.
3. **Public Safety Committee:** Works on initiatives to improve safety measures within your community, focusing on the operations of your current Public Safety Department.
4. **Real Estate Committee:** Works on exploring and managing commercial spaces. This includes property valuations, and examining opportunities to enhance the community's revenue.
5. **Communications/PR Committee:** Handles all aspects of communication with shareholders. This committee works to keep the community informed, and promotes a transparent flow of information.
6. **Move-In/Move-Out Committee:** Aims to streamline the move-in and move-out process for new and departing shareholders. This committee ensures that transitions are smooth.

How to Apply: To volunteer, please submit your contact information, the committee you're interested in, and any relevant experience by **January 8th, 2026**. You can drop off this information at the management office or email it to **management@bigsixtowers.nyc**. We look forward to having shareholders come forward to join these committees and work collaboratively toward the continued improvement and success of your community.