

MEMORANDUM

January 28, 2011

TO: Unit Owners and Residents

FROM: Eddy Pereira, Jr., MA, LCAM, CMCA, AMS 
General Manager

RE: Inside A/C Filter Change
Tuesday and Wednesday, February 1 & 2

Hello, we hope all are doing well.

The maintenance team is requesting admittance to the inside of each unit in order to change out the A/C filters located in your respective unit(s). If you are going to be out, please kindly contact the front desk to schedule an appointment.

If you have any questions, please contact the front desk or my office.

Thank you for your time and assistance on this matter!