

FIRST MANAGEMENT CORPORATION

REAL ESTATE MANAGEMENT

MEMORANDUM

TO: ALL RESIDENTS OF EMBASSY COOPERATIVE INC
FROM: FIRST MANAGEMENT CORP.
SUBJECT: ELEVATOR CAR RENOVATION
DATE: 10/20/17

Please be advised that the elevators for all three buildings are newly renovated. In order to ensure that they stay in like-new condition, we ask that you notify the office for any deliveries, move-ins or move-outs that you plan to have. Although this should be done already as per the House Rules, we would like to remind you due to the time and costs that were involved with the renovation.

Please be advised that you will be responsible for any damages incurred to the elevators due to your negligence or improper use. To avoid this, please notify the office so that we may have the elevators padded prior to moving items in them.

We appreciate your attention to this matter.

FIRST MANAGEMENT CORPORATION

REAL ESTATE MANAGEMENT

MEMORANDUM

TO: EMBASSY COOPERATIVE INC 全体居民
FROM: FIRST MANAGEMENT CORP.
SUBJECT: 电梯间改造
DATE: 10/20/17

请注意 三栋楼的电梯正在翻新。为了确保他们保持在新的状态，我们要求您如有任何搬运东西，搬进，搬出请通知管理公司。这也是“House Rules”所规定的，以免今后花费更多的钱去维修。

请注意，如果由于您的疏忽或不当使用，您将对电梯造成的任何损失负责。为避免这种情况，请在使用电梯搬运东西之前通知管理公司，以便我们可以在移动物品之前先将电梯包好。

谢谢大家的合作。