



Date: April 13, 2018
To: All Residents
Baldwin Estates Owners Corp.
From: Total Community Management
RE: Cleaning Of Dryer Vents

Please be advised that your Board of Directors hired Cunningham Duct Cleaning to perform the dryer vent cleaning.

Cassandra of Cunningham will call you to make an appointment to have your dryer vent cleaned. We gave all phone numbers we have on file. If your number has changed please call TCM immediately with your updated phone number.

If you have any questions, please contact Stacey Kandel of Total Community Management at 516-826-9700, ext-273 or via email at skandel@totalmgmt.com

PLEASE NOTE THAT THIS IS MANDATORY AND THE COOP IS PAYING FOR THIS.

Thank you for cooperation.