

**To: The Shareholders of 711 North Birch Rd**

**Date : 11/27/16**

**Subject : Window cleaning**

**As discussed at the meeting on November 21, 2016, apartment window cleaning has become a concern to some shareholders since the installation of the hurricane windows. As I pointed out in the meeting, it is very difficult to get one price for the whole building for the following reasons:**

- 1) Some shareholders may feel that they can clean their windows themselves and do not need the window cleaning service.**
- 2) There are 3 different floor plans in the building and each has a different window configuration giving some units more windows than other units and the different configurations of windows in each floor plan just add to the difference in cost for the window cleaning service. This makes it very difficult to allocate the cost correctly to each unit for the service.**
- 3) Some shareholders may feel that window cleaning is not that important to them and are satisfied with the situation as it currently stands.**

**We have located a cleaning service that we feel can offer each unit a window cleaning service for their apartment at a fair price. The price includes both inside and outside cleaning of the window. Also, if the screens need to be cleaned that is included. The breakdown of the cost per window is as follows:**

<b>Crank windows</b>	<b>\$15.00 each</b>
<b>Sliders (includes door)</b>	<b>\$10.00 per door/window</b>
<b>Double hung</b>	<b>\$10.00 each</b>

**As an example the apartment lines XX1 and XX5 would cost \$165.00 if you chose to get all your windows cleaned. I can only speak to the XX1 and XX5 lines as I live in Apt. 301 and that is what it would cost to do the apartment. If you need help in determining the cost for window cleaning in your apartment please feel free to ask me for help.**

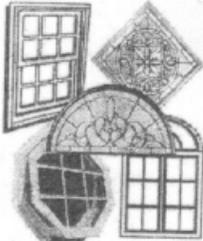
**Remember, this is a service that you must pay for directly to the window washer. The co-op assumes no cost whatsoever.**

**Further , you must make all your own arrangements for cleaning and payment. You can pay by check, cash, credit card or PayPal.**

**Attached is the information concerning the window cleaner. If you have any questions please feel free to give Carlos a call directly or talk to me directly.**

Thank you.

Alex Grant Apt #301



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