

THE COOPERATOR

THE 875 WEST 181st STREET NEWSLETTER

April 8, 2011

Books in the Basement

Many of us enjoy browsing through and swapping books left in the basement. To keep things neat and orderly, please place books on the shelves of the three existing bookcases and refrain from leaving boxes or bags of books on the floor. If there is no room on any of the bookshelves, please make other arrangements for discarding your books.

Garden Reopening

It will soon be time for our wonderful garden to reopen. If you have any gardening expertise, or even if you don't but would like to help out, please contact Garden Committee Chairman, Mark Planner at our newly created email address: **garden875w@aol.com**. Please use this new email address if you want to reserve the garden for a private party or for any garden related issues.

Elevator Emergencies

While we have been assured that our elevators are safe and reliable, it is important that each of us knows exactly what to do in case of an elevator emergency. Our Managing Agent, Lenny DeLuca is preparing a set of instructions which will be posted in each elevator.

Repairs and Work Orders

Once again, a reminder to fill out a work order if you need Sam to deal with a situation in your apartment. As you will understand, it is impossible for Sam to remember every verbal request. Equally important, work orders help the Board and Century keep track of important building issues.

Emergency Contacts & Keys

Those of you who have not already done so may want to give a spare set of keys to Sam for use in emergencies. The Board has created a key coding system to safeguard the security of your keys.

In addition, the Board is preparing an official emergency contact form which will let us know who to contact in case of an emergency in addition to other vital information.

If you have any questions or concerns, please contact the Board at board@875west181.com.