

Memo

To: Laundry Room 4 Users
From: Board of Directors
Date: June 13, 2007
Re: UPDATED Plan of Action

After tabulating the results of the questionnaires that were left here for people to respond and after doing an hourly survey of usage over a period of time we have determined the following:

1. At a recent meeting we discussed adding a 20lb and 30lb machine to this room. The decision to do so was put on hold until Laundry Room 3 is re-opened. This nearby laundry room has been closed for renovation and we believe that the popularity of this room may be a result of that room being closed. Once laundry room 3 is re-opened we will again monitor this room to see if the usage justifies the expense of additional machines. We are trying to be prudent with the spending of shareholders money and thank you for your patience and understanding. **ON HOLD**
2. We will be adding at least two more rolling carts bringing the total for this room to at least 4.
3. We will be installing Hours of Operation sign. **DONE**
4. We will be installing No Smoking and No Pets sign. **DONE**
5. We will fix the machine to accept \$1, \$5, \$20 bills. **DONE**
6. We will install an abandoned clothes hamper and put up a sign authorizing anyone to carefully remove clothes that remain in a machine for more than 10 minutes after its cycle has ended. Hopefully this will free up machines that are being used by inconsiderate users.
7. At this time we will **not** be adding a bathroom, sink, or ventilation fans as there are issues with each of these items. **DONE**
8. If you have any additional comments or suggestions, please let the management office know or email us at govonyc@aol.com