

# Memorandum

From: Board of Directors  
411 East 57<sup>th</sup> Street Corp  
To: All shareholders  
Date: Thursday, August 12, 2021

As you may be aware, our current building superintendent, Mr. Visar Demushi has submitted his resignation and his intention to leave his position in about 10 days, on August 23rd. I am sure all will join the Board in expressing our gratitude to Visar for his work in our building and we all wish Visar, and his family, the best of luck and success in the future.

Your Board of Directors takes the task of identifying and hiring the next superintendent of the building as perhaps its most critical assignment, and we are committed to working through this process in an unbiased, serious, and judicious manner. We have already begun the process of identifying potential applicants and as we move forward the entire Board will participate in reviewing resumes, deciding who to interview, performing the interviews and finally making a decision regarding our next superintendent.

Although we would like to hire the new superintendent as soon as possible, we do not feel, and will not be, rushed and understand the importance of identifying a qualified individual who also will fit well with the shareholders as well as the existing building staff (the best in the city I may add!).

In view of the above, as well as the items to follow, we have decided to hire an interim superintendent from within our own staff. Upon Visar's resignation, Rudy (the doorman) expressed interest in being considered for the vacant position. In addition, the Board has received several letters of support, from shareholders, in favor of Rudy being promoted to this position.

At a special Board meeting last night, we decided unanimously to offer Rudy this interim position and we are happy to report that he accepted. To be clear, this is an interim appointment and will last until we identify, and hire, a permanent superintendent. Rudy will be considered for that position equally to all the other applicants we have, and we will consider each application seriously and carefully – trying our best to get the best Super possible!

It is our feeling that the interim Super position will allow us the time needed as well as maintain the level of service we all expect here at 411E57. We will be identifying an additional doorman to take over Rudy's shifts and we, as I am sure all of you, wish Rudy well in this new role and in his application to be considered for the permanent position.