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**IMPORTANT:**  
**SIGN UP TO RECEIVE**  
**FUTURE NOTICES**

## **M E M O R A N D U M**

In keeping with its commitment to sustainability, and in response to increased client requests for electronic communication, Cummings Properties is transitioning to paperless building management notifications.

**Effective January 1, 2014**, paper notices typically displayed throughout the property will be communicated to clients via email (only) instead. Such notices could include occasional announcements about building maintenance, special events, power outages, and snow parking updates.

We hope this new method of notification will facilitate dissemination of important building information in a more efficient, timely, and environmentally friendly manner.

**To ensure all of the appropriate representatives of your firm receive future building notices, please submit their email addresses, with the building address, to [bevadmin@cummings.com](mailto:bevadmin@cummings.com) as soon as possible. These email addresses will never be shared with any third parties.**

Please contact your account manager at 978-922-9000 with any questions.