

**From:** Bill Smith <[BSmith@boydsmith.com](mailto:BSmith@boydsmith.com)>  
**Date:** May 26, 2021 at 1:48:31 PM EDT  
**To:** Bill Smith <[BSmith@boydsmith.com](mailto:BSmith@boydsmith.com)>  
**Subject:** Carillon 2021

Dear Owner:

Following up on the Annual Meeting Zoom call that took place Monday May 24, 2021.

1. This week we will distribute HVAC filters to each unit outside your door.
2. I highly recommend every 1-2 years you get a preventative maintenance service for your Whalen Unit to prevent potential issues. Boston Equipment Service Company (781) 676-3132, has serviced these units in the past and has received excellent reviews. If you team up with another unit owner to have the work performed on the same day you may be able to negotiate a discount.
3. Please go to [carillonboston.com](http://carillonboston.com) for information regarding the Carillon Building.
4. If you have not already done so, please email your trustee ballot to [bsmith@boydsmith.com](mailto:bsmith@boydsmith.com) or drop it off in the ballot box located in the Carillon lobby.

Best,  
Bill