

[PROPERTY MANAGER'S LETTERHEAD]

June, 2013

Dear Resident,

I'm pleased to announce some recent improvements to our recycling program here at _____. We've been working closely with our recycling collection company, AVI, to make recycling as convenient for you as possible. Every resident has now this handy **reusable, washable Recycling Bag**, compliments of the City of Dublin. We've also added new recycling signs in the trash rooms and provided you with a HOW TO GUIDE to help answer your recycling questions. Please take a moment to review the GUIDE (located inside your recycling bag) and the easy reference instructions printed on the bag itself.

IMPORTANT! Recycling & Trash Area Changes

- **RECYCLING CHUTES** – The chutes marked “Recycling” are for clean dry paper, empty bottles and cans, and small (flattened) cardboard boxes only. LOOSE RECYCLABLES ONLY (no plastic bags accepted). All garbage goes in the chutes marked “trash”. No large cardboard boxes.
- **CARDBOARD ONLY RECYCLING DUMPSTERS** – Large cardboard boxes can be recycled in one of the ___ white dumpsters located in the garage (see site map). No bottles and cans, paper or trash in the white dumpsters. **ALL BOXES MUST BE FLATTENED.**
- **RECYCLING INSTRUCTIONS** - Look for the Mixed Recycling signs and decals with the **gold arrow**, like the one printed on your recycling bag.
- **GROUND FLOOR RESIDENTS** – Ground floor residents will continue to use the white Cardboard Only and Mixed Recycling bins for recycling and the **green** dumpsters for trash.

Thank you for doing your part to reduce waste and help keep our community clean. Please feel free to contact me or staff with any recycling questions, concerns or comments.

Sincerely,

_____, Property Manager