

## **Personal & Confidential.**

**Do not discuss with anyone outside of the company.**

Date: 10/31/2011

To: All Employees

From: Sheldon Edelman

Re: Bedford Heights Showroom Expansion

An opportunity presented itself last week for us to get into the luxury door and quality window business. This week you will see a lot of activity. We are going to relocate 2000sf of window and door displays to the Bedford showroom. This is tentatively scheduled for this Thursday. This will be a massive undertaking because of the size and weight of the product. It will take a carpentry crew several weeks to build the display walls for the product which will be displayed in the cabinet and door hardware showroom.

Bob Young will be heading up this new venture. He has had 10 years of entrepreneurial experience selling windows and doors and prior to that, Bob had 23 years in a senior management position with a large furniture retailer. He will be a great addition to our team and provide many opportunities for all of us to profit from this new endeavor.

**Do not discuss this outside of work or with any of our customers and especially the reps. I do not have the distributorships for any of the products. This is a confidential communication. I cannot overstate the importance of you honoring the confidentiality of this communication. It may take a few weeks to finalize everything. By Monday, November 28, 2011 I expect to be fully operational.**