

PARK CITY 3 & 4 APARTMENTS, INC.
98-05 63RD ROAD
REGO PARK, NY 11374
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Wednesday, December 26, 2007

Board of Directors

President - Lee Schiff
Vice President - Bob Cohen
Treasurer - Maurice Peress
Secretary - Beatrice Lemlein
Assistant Secretary - Pravin Prasad
Director - Joseph Pestun
Director - Ashok Daga
Director - Dr. Frans Verhagen
Director - Louis Kramberg
Manager
Chandra Jain

Dear Shareholders,

Please note that the January 2008 maintenance bills will show the 1% maintenance increase and the new garage charges.

FIRE SAFETY:

With the Holiday season approaching we would like to inform all shareholders to be careful with lights and candles. Poor or defective wiring can lead to shorts and electrical fires. Also **please do not leave candles unattended**. In the past there have been several cases of fire caused by fallen candles. The holiday season is to enjoy and have fun, but please be careful.

HEATING SEASON:

Please make sure your doors, windows and air conditioners are sealed properly. Please call the Management Office at 718-897-2000 to make an appointment to have your apartment checked for leaks or drafts and insulated radiators.

If you want the temperature inside your apartment to be checked, please call the office at 718-897-2000 and we will check the temperature and check the apartment for any other problems.

Most of the apartments which we inspected had improper wooden radiator

covers which do not allow for air circulation. Some had furniture piled up on top of the radiators. This means that the heat is trapped inside the radiator cover and does not circulate throughout the apartment.

Please install correct radiator covers and remove any furniture obstructing the radiator.

PLEASE CHECK THAT YOUR WINDOWS ARE CLOSED. WE HAVE FOUND A FEW APARTMENTS WITH THE TOP OF THE WINDOW OPEN.

FEES:

Please note that effective January 1, 2008 the application fee for purchase or sublet of an apartment will be \$600.00. Any account with a balance over \$99.00 where the payment is not received by the 10th of the month will be charged a late fee of \$40.00.

In addition to the \$ 500.00 refundable deposit there will be a \$25.00 move-in/move-out fee. Please note that a copy of your current home owner insurance will be required for all move-in/move-out permits.

TERRACES:

All shareholders are requested to clean their terraces. As per the house rules terraces may not be used for storage. Letters went out to shareholders who have cluttered and dirty terraces and we will be re-inspecting those terraces.

ILLEGAL SUBLETS:

It has been brought to the attention of Management that several shareholders have been subletting their apartments without Board approval. Please note that this is in violation of your Proprietary Lease. Several shareholders have been fined for renting their apartments without Board approval. It is in the interest of all shareholders and residents to get Board approval for sublets. It makes our co-op a better place to reside in.

Please note that cousins, uncles and aunts or other relatives have to be approved by the Board as subtenants and under the law and the Cooperative By-Laws are not exempt as immediate family. Immediate family is grand-parents, parents, siblings and children of the shareholder.

There will be a strict enforcement of sublet policies. Please comply with your Proprietary lease and get your Sub-tenant approved by the Board of Directors.

MONTHLY MAINTENANCE PAYMENTS:

Please note that the maintenance payment is due on the 1st of the month.

The Corporation allows 10 days for delays in mailing and processing. Late fees are charged on all payments received after the 10th of the month.

Please note that automatic debit is available now and you can also use KLIKNPAY.

HAPPY NEW YEAR!!!!!!