

**PARK CITY 3 AND 4 APARTMENTS, INC.  
98-05 63RD ROAD, SUITE 1K  
REGO PARK, NY 11374  
PHONE (718)897-2000  
FAX (718)275-6804**

**Friday, January 23, 2015**

Board of Directors

President Louis Kramberg  
Vice President Mikhail Borukhov  
Treasurer Rajendra Jain  
Secretary Zhanna Balkhiyeva  
Assistant Secretary Robert Cohen  
Director Lee Schiff  
Director Maurice Peress  
Director Joseph Pestun  
Director Jing Fan

General Manager

Chandra Jain

Dear Shareholders,

We are pleased to inform you that the Request for Proposal for the roof replacement/repair is ready and will be sent to contractors for competitive bidding. This year we are planning to complete the roof in 97-37 63<sup>rd</sup> Road.

The power washing and the painting of the catwalk ceilings will start as soon as the weather gets warmer. The first building to be power washed and painted is 98-20 62<sup>nd</sup> Drive.

We will also be repaving the driveway to garage B and one driveway for garage A

**ELECTRONICS RECYCLE:**

Effective January 01, 2015, The City of New York is implementing new rules regarding disposal of electronic items and Compact fluorescent bulbs. We will be posting all the buildings with instructions for the disposal of such items. Your cooperation in this matter is greatly appreciated by us and all shareholders. We will be putting new colored plastic bins in the basements of all buildings for the collection of electronic items, batteries and compact fluorescent bulbs.

**[http://www.nyc.gov/html/nycwasteless/html/stuff/takeback\\_electronicsCEE.shtml](http://www.nyc.gov/html/nycwasteless/html/stuff/takeback_electronicsCEE.shtml)**

**HEATING SEASON:**

As per Multiple Dwelling law Sec 79, heat must be provided from October 1 through May 31, to tenants in multiple dwelling if:

a) The outdoor temperature falls below 55 degrees Fahrenheit, between 6.00 AM and 10.00PM., each

apartment must be heated to a temperature of at least 68 degrees Fahrenheit.

b) The outdoor temperature falls below 40 degrees Fahrenheit, between the hours of 10.00 PM and 6.00AM, each apartment must be heated to a temperature of at least 55 degrees Fahrenheit.

There is no requirement in the law to maintain the temperature above 68 degrees. There is also no requirement in the law to provide heat for 24 hours. The law requires that the temperature inside the apartment be maintained at 68 degrees during the day and 55 degrees at night.

**Please keep your windows closed. Most of the heat escapes from open windows. If you want the temperature inside your apartment to be checked, please call the office at 718-897-2000 and we will send someone to your apartment to check it.**

### **RECYCLING:**

The Department of Sanitation has warned us that our residents are not recycling and they will fine us if we do not comply with the recycling rules. Please follow the instructions and comply with the recycling rules.

**PLEASE NOTE IF WE RECEIVE FINES AND WE FIND OUT WHICH APARTMENT DID NOT FOLLOW THE RECYCLING RULES THE FINES WILL BE BILLED BACK TO THE RESIDENT.**

### **GARBAGE DISPOSAL:**

Please deposit your food and garbage in a small plastic bag down the chute or bring it down to the compactor room. Do not leave it in the incinerator room. Your cooperation in this matter is greatly appreciated by us and all shareholders.

### **STAR EXEMPTIONS:**

To receive the STAR exemption – You must fill out a STAR application. STAR Applications are available in the Management office. If you missed the last rebate, don't miss out again! The only qualification is that you own a co-operative apartment which you use as your primary residence.

If you are over 64 years old or served in the U.S. military, please contact the Management Office at 718-897-2000, you may be eligible for Veteran and senior tax credits.

Please note that the STAR forms must be received before March 31<sup>st</sup>, 2015 by the Department of Finance.

### **TAX DEDUCTION LETTER:**

**You may pick up your tax deduction letter for 2014 from the Management Office.**

### **GARAGE:**

Please note that the speed limit inside the garage is 5 MPH, anyone exceeding that speed is in violation of their Parking Space License. Please keep your headlights on going into and coming out of the garage.